

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF CITY COMMISSIONERS
HELD JULY 12, 2017

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 Wednesday, July 12, 2017 at 12:00 P.M. with the following members present: Commissioners Ben Sander, Craig Stromme, Rick Morse, Dale Robbins and President Richard Johnson. None were absent. Others present were the Public Ways Supervisor, City Auditor, and City Administrator.

President Johnson said that the purpose of the meeting was to discuss the 2018 Preliminary City Budget.

The City Administrator reviewed the revenues and expenditures for the Special Revenue Funds, the Debt Service Funds and the Trust and Agency Funds.

SPECIAL FUNDS – 2000 ACCOUNTS

2001 – Highway Distribution – Highway distribution revenue is based on data received from the League of Cities. The budget includes a street sweeper, mower and flatbed sander truck (from state auction).

Discussion followed on replacing the 1992 Elgin sweeper. It has 11,900 hours and leaks. Discussion followed on brands of sweepers, snow removal and street repairs.

2003 – City Share of Special Assessments – This fund includes the City's share of different projects.

2006 – Emergency – Balance cannot exceed 5 mills. In 2016 and 2017, fund was used for snow removal; therefore, the fund should be replenished. Twenty thousand is budgeted for 2018. Discussion followed on whether to replenish up to the 5 mills at once or so much per year.

2008 – Cemetery Fund – Expenditures include money for work on the cemetery vault. Four mills will be levied. The fund can operate with a slight deficit since the reserve is high.

2010 – Temporary Employees Fund – Same as 2017.

2012 – Equipment Reserve – This is for replacement of equipment.

2021 – Special Assessment on City Property – This was for the Roundhouse project, and the specials have ended. The funds may be transferred.

2030 – Penalty & Interest on Special Assessments – This was used to pay any shortfall on bond funds.

2033 – Infrastructure – Less money was allocated for projects because of needs in other areas. The accounting software is not working properly and will cost around \$95,000.00 to replace. Discussion followed on the urgency of replacing the software and of the feasibility of getting it done this year.

The City Administrator has been looking to replace the employee evaluations. He has found software which will cost approximately \$10,000.00. He would also like to upgrade the website for \$8,000.00.

Funds are also included for an apparatus floor exhaust system for \$62,000.00 for the Fire Department.

Discussion followed on increasing the money for beautification. However, no changes to the budget were made, since a majority of the City Commissioners believe money can come from other funds if a big project is undertaken.

2034 – Economic Development – Seven percent is allocated for this fund. The amount given to Forward Devils Lake is \$45,000 with the remainder going to the Growth Fund.

2042 – Asset Forfeiture Buy Fund – Funds came from seized assets.

DEBT SERVICE FUNDS – 5000 ACCOUNTS

5001 – Special Assessment Deficiency – This fund is to help balance debt service payments; however, there are no deficiencies in the bond funds. The balance can be transferred to the general fund.

5005 – Non-Bonded Debt Service – This fund is used to cover small projects which are not bonded. The assessments from the projects funded go back into this account.

5101 - Sewer Separation #1 – This fund can be used for sewer projects. Funds were used to replace culverts previously, and there is a need to replace some culverts in 2017.

5476 - SRF Bonds 2010- This fund is for the local share of the embankment raise. Five percent of the sales tax dollars is used to repay the bond.

5477 – Refunding Bonds of 2010 –The last payment for this bond is in 2018.

5478 – Refunding Bonds of 2011 – There should be \$77,000 left at the end of this bond which can be transferred to the general fund or to another bond fund.

5479 - Refunding Bonds of 2013 – Everything is on track for this fund.

5480 - Refunding Bonds of 2014 – Everything is on track for this fund.

5481 – Sales Tax Bond of 2015 – Funds were used for the Cenex project and the watermain project for various areas.

5482 – Refunding Bonds of 2015 – Funds were used for the Cenex project and the watermain project for various areas. The fund includes the TIF.

5490 – Landfill Closure Debt Service – This fund was for the reserve for the landfill debt. It will be transferred to landfill closure part of the equipment reserve CD.

TRUST AND AGENCY FUNDS– 8000 ACCOUNTS

8002 – Library Fund – This fund did not change much.

8006 – Parking Authority – The City assesses for maintenance of the downtown parking lots. The amount that can be assessed was increased to \$40,000.

8008 – City Beautification – This fund is used for Christmas decorations, flowers and banners.

8009 – Devils Lake Historical Preservation – Small amount of funds are available from a previous state grant.

8010 – Job Development Authority – Three mills are allocated for this fund. The amount for Forward Devils Lake is for operating expenses.

8011 – Self Insurance Fund – The stop loss will increase about 10%. The premium for a family will increase \$100.00 to \$1,750.00/month. The single and single plus dependent will also increase, but not by much.

8013 – Lake Region Growth Fund – Income for this fund includes a percentage of sales tax and loan repayments.

8015 – Airport Hangar –The current tenant pays \$500/month in rent and approximately \$183/month for rental of space for other planes. Discussion followed on increasing the rent and on the lease agreement.

The budget is balanced because of the fund from the NEWD.

The next budget meeting is scheduled for Thursday, July 13, 2017 at 12:00 P.M.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 1:33 P.M.

LINDA LYBECK
CITY AUDITOR

RICHARD S. JOHNSON
PRESIDENT