

MINUTES OF THE BOARD OF CITY COMMISSIONERS
HELD MARCH 19, 2018

The regular meeting of the Devils Lake City Commission was held Monday, March 19, 2018 at 5:30 P.M. with the following members present: President Dick Johnson, Commissioners Shane Hamre, and Rick Morse. Commissioners Dale Robbins and Craig Stromme were absent.

Pledge of allegiance was recited.

President Johnson welcomed Shane Hamre as the new City Commissioner.

Commissioner Morse moved to approve the minutes of the regular City Commission meeting held March 5, 2018 and of the special City Commission meeting held March 7, 2018. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

The Oncology Nursing Month Proclamation was reviewed.

Commissioner Hamre moved to sign a proclamation proclaiming May 2018 as "Oncology Nursing Month" and urging all residents of the City of Devils Lake to join in observance of and to participate in activities to recognize the special contribution oncology nurses provide to the public. The motion was seconded by Commissioner Morse, and the motion carried unanimously.

Commissioner Morse – The City Engineer reported the bid opening for the Downtown Improvement District will probably be pushed back until June. Environmental clearance is still needed.

The City Engineer stated they are working on the projects for 5th Ave NE & 14th St NE.

The Public Ways Supervisor said everything was fine.

It was noted there are two opening in the Public Ways Department with interviews being conducted later this week. One new employee will be starting April 1, 2018.

Commissioner Hamre - The Public Utilities Supervisor stated everything was fine in the Sewer Department.

President Johnson – The Public Utilities Supervisor said there was a water leak on a service line to a house.

The Public Ways Supervisor stated everything was fine in the Street Department; however, they had to close some of the back, east roads in the cemetery.

The Police Chief said everything was fine.

The Sanitation Supervisor requested to call for bids for replacing the chassis on the transfer truck. It is a budgeted item.

Commissioner Morse moved to approve calling for bids for the chassis on the transfer truck as recommended by the Sanitation Supervisor. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

The City Auditor stated the canvassing board met at noon today to certify the results of the special election on March 13th.

The City Administrator said an ordinance is needed to raise the sales tax. Discussion followed on when the increase would go into effect. The 1st reading of the ordinance will be held April 2, 2018.

The City Administrator stated one department has employees interested in obtaining short-term disability insurance from AFLAC. The insurance from AFLAC is only available through a payroll deduction. Discussion followed on the City

already offering short-term disability insurance through its flex plan and how much additional work it would be to add AFLAC.

The Fire Chief requested to readvertise for sale the 2006 Ford F550 4x4 mini-pumper/rescue truck. A minimum bid of \$50,000.00 will be required with the opportunity to raise the bids at the bid opening.

Commissioner Hamre moved to approve readvertising for sale the 2006 Ford F550 4x4 mini-pumper/rescue truck. The motion was seconded by Commissioner Morse. Discussion followed on when the new truck would be received – possibly next Wednesday. The motion carried unanimously.

The City Attorney stated everything was fine.

President Johnson stated the agreement with Lake Region District Health Unit was drafted to ensure the duties in Ordinance No. 951 would be carried out.

Commissioner Morse moved to approve the agreement with Lake Region District Health Unit to provide assistance with duties in Ordinance No. 951. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

The second reading of Ordinance No. 951 – Mandatory Alcohol Server Training was held.

Commissioner Morse moved to approve the second and final reading of Ordinance No. 951 –Mandatory Alcohol Server Training – An ordinance, which upon adoption, shall amend what has been codified as Section 5.24.260 of the Devils Lake Municipal Code. The motion was seconded by Commissioner Hamre. Discussion followed on when the ordinance would take effect. Consensus was to have the ordinance take effect 75 days after being passed to allow holders of liquor licenses to have current employees trained. The motion carried unanimously.

The City Attorney reviewed the donation agreement between Bridgestone Americas Tire Operations LLC and the City of Devils Lake.

The City Engineer stated he had talked with the Department of Health regarding the site, and there was nothing of significance noted. The City Assessor reviewed the ownership of the property and did not find anything. The City Engineer also contacted the contractor who did the removal of the building, and he did not encounter anything out-of-the-normal during demolition.

The City Attorney stated the abstract for the property should be done this week.

Commissioner Morse moved to approve the donation agreement between Bridgestone Americas Tire Operation LLC and the City of Devils Lake for the property on Lots 4, 5, & 6 in Block 38 of the Original Townsite of the City of Devils Lake, Ramsey County, North Dakota as recommended by the City Attorney. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

The Police Chief and the Fire Chief met with Kristen Nelsen, Ramsey County Emergency Manager, regarding the SIRN memorandum of understanding (MOU). The MOU is not binding to the new radio program or towers. It only allows the use of frequency. The Police Chief and Fire Chief have no issues with the City signing the MOU.

Commissioner Morse moved to approve the memorandum of understanding between the State of North Dakota, through its Information Technology Department and the City of Devils Lake for the use of any radio frequency required for the statewide interoperable radio network. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Commissioner Hamre moved to approve the consent agenda which included the following:

A permit to sell alcoholic beverages at a special event submitted by Proz Inc for the Pheasants Forever banquet on March 24, 2018 at the Memorial Building.

The motion was seconded by Commissioner Morse, and the motion carried unanimously.

Commissioner Morse moved to approve the certificate of minutes and resolution authorizing governmental lease – purchase agreement in the amount of \$235,000.00 for a fire truck. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Commissioner Morse moved to approve the governmental lease-purchase master agreement with Bremer Bank for a fire truck. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Commissioner Morse moved to approve the supplement to master lease with Bremer Bank for a fire truck. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

The City Engineer stated the street projects were split into separate districts to allow property owners the opportunity to protest the projects.

Commissioner Hamre moved to approve the resolution creating Street Improvement District No 66-18 (2nd Ave NE between 10th St and 14th St, 3rd Ave NE between 11th St and 12th St, 4th Ave NE between 12th St and Ruger St, Ruger St NE between 4th Ave and 5th Ave) and ordering the preparation of a preliminary report. The motion was seconded by Commissioner Morse, and the motion carried unanimously.

The City Engineer said this project is to improve the roads that will be used by the tenants of the new apartment complex.

Commissioner Hamre moved to approve the resolution creating Street Improvement District No 68-18 (15th Ave NE between Walnut St and 3rd St, 2nd St NE between 14th Ave and 15th Ave, 3rd St NE between 14th Ave and 140 feet east of 15th Ave, 5th St NE between 14th Ave and Heartland Ave) and ordering the preparation of a preliminary report. The motion was seconded by Commissioner Morse, and the motion carried unanimously.

Commissioner Hamre moved to approve resolution declaring the necessity of an improvement for Street Improvement District No 67-18 (5th Ave NE from 6th St to north city limits, and 14th St NE from College Dr to east city limits). The motion was seconded by Commissioner Morse, and the motion carried unanimously.

The City Engineer reviewed the protests for the Downtown Improvement District. To protest out the project, over 50% of land in the district would need to submit a protest. Only 2.74% of the land was protested. The City Engineer reiterated that this is not a roadway project, but more a pedestrian and streetscape project.

Commissioner Morse moved to approve the resolution insufficient protests were filed in Downtown Improvement District 01-18. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Commissioner Morse moved to approve payment of the list of bills as submitted. The motion was seconded by Commissioner Hamre. On roll call all Commissioners voted aye, and the motion carried.

President Johnson acknowledged the following reports:

1. Fire Department monthly report; and
2. Municipal Court monthly report.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 6:11 P.M.

LINDA LYBECK
CITY AUDITOR

RICHARD S. JOHNSON
PRESIDENT