

MINUTES OF THE BOARD OF CITY COMMISSIONERS
HELD OCTOBER 15, 2018

The regular meeting of the Devils Lake City Commission was held Monday, October 15, 2018 at 5:30 P.M. with the following members present: President Dick Johnson, Commissioners Dale Robbins, Shane Hamre, Rob Hach and Jacob Volk. None were absent.

Pledge of allegiance was recited.

Commissioner Volk moved to approve the minutes of the regular City Commission meeting held October 14, 2018. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

5:30 P.M. – This was the time set for the bid opening for two heavy duty front snow plows with snow gates for attachment to wheel loader. The following bids were opened and read:

1. Butler Machinery Company – Devils Lake Bid \$53,000.00
2. RDO Equipment – Grand Forks, ND Bid \$57,000.00
3. Swanston Equipment Corp – Fargo, ND Bid \$53,700.00

Commissioner Hamre moved to accept the bids as read and refer them to the City Engineer and Public Works Director for further review and recommendation later tonight. The motion was seconded by Commissioner Volk, and the motion carried unanimously.

Commissioner Hamre – The Public Utilities Supervisor stated there was a water leak on 2nd Street and 9th Avenue.

Commissioner Robbins – The City Engineer reported on the following:

1. The asphalt is down, and the contractor continues to work on the punch list for the street projects.
2. The contractor is trying to get the asphalt transitions done this week for the west underpass.
3. The fishing piers at Channel A and East Ditch have been removed. Henegar fishing pier should be removed this week.

The Police Lieutenant said everything was fine

Commissioner Volk – The Public Ways Supervisor stated the snow equipment is being geared up for the winter season, and sweeping will continue as long as the weather allows.

The City Engineer indicated a snow removal guide would be presented at the next meeting. Discussion followed on the current snow removal from sidewalk policy. Once the snow event is over, the snow is to be removed within 24 hours. If it is not removed, it is currently treated as nuisance and that procedure is followed which requires the Fire Chief to send a letter to the owner giving the owner 8 days to comply. Since it is a safety hazard, the City Engineer would like to change the ordinance so if it is not removed within the 24 hours, the Street Department could remove the hazard and charge the property owner. Discussion continued on if the procedure would be complaint driven. Consensus of the City Commission was to have the City Attorney draft an ordinance to make this change.

Commissioner Hach – The Sanitation Supervisor said fall cleanup was finished today.

The City Assessor stated everything was fine.

President Johnson – The City Auditor stated everything was fine.

The City Administrator said everything was fine.

The Fire Chief indicated the open house went well, and over 315 kids toured the station.

The City Attorney stated everything was fine.

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

1. Authorizing the City Auditor to cancel Check No 114834 dated August 21, 2018 in the amount of \$25.00 to Brandon Dalzell (General – Municipal Court - Legal Fees) - the check was lost and will be reissued;
2. Gaming site authorization submitted by St Joseph School to be held June 21, 2019 at the Knights of Columbus Hall - 522 4th St NE; and
3. Permit to sell alcoholic beverages at a special event submitted by Proz Inc for the key event fundraiser for Lake Region State College to be held November 2, 2018 at the Memorial Building.

The motion was seconded by Commissioner Hach. On roll call all Commissioners vote aye, and the motion carried.

Commissioner Volk moved to approve Budget Amendment #03-18 – Various. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

The City Engineer reviewed the annual certification. It is required since the City uses federal funds to improve some of the roads on the federal aid system. It certifies the City is using proper maintenance.

Commissioner Hach moved to approve the maintenance certification for urban federal aid project as recommended by the City Engineer. The motion was seconded by Commissioner Volk, and the motion carried unanimously.

The City Administrator reviewed the service agreement for the employee performance review system.

Commissioner Volk moved to approve the Neogov online services agreement for employee performance review system in the amount of \$8,541.00 as recommended by the City Administrator. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

The City Engineer reviewed the pay estimate for Mayo Construction on the various street projects. The contract is for \$558,031.30, but the work completed totals \$664,306.81. The contract is based on unit prices, and 2nd Avenue from 12th Street to 14th Street and 4th Avenue north of 12th Street were in poorer condition and required more full depth repair.

Commissioner Hach moved to approve payment of Estimate No. 2 to Mayo Construction for Street Improvement Districts 66-18, 68-18 and 57-17 in the amount of \$419,725.31 as recommended by the City Engineer. The motion was seconded by Commissioner Robbins. On roll call all Commissioners voted aye, and the motion carried.

The City Engineer recommended awarding the bid for the two snow plows to the low bidder, Butler Machinery.

Commissioner Volk moved to accept the bid from Butler Machinery Company of Devils Lake, ND for the two heavy duty front snow plows with snow gates for attachment to wheel loader in the amount of \$53,000.00 as recommended by the City Engineer. The motion was seconded by Commissioner Hamre. All bids met the requirements. The motion carried unanimously.

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

President Johnson acknowledged the following reports:

1. City Auditor monthly report and
2. Municipal Court monthly report.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 6:00 P.M.

LINDA LYBECK
CITY AUDITOR

RICHARD S. JOHNSON
PRESIDENT