

MINUTES OF THE BOARD OF CITY COMMISSIONERS
HELD NOVEMBER 5, 2018

The regular meeting of the Devils Lake City Commission was held Monday, November 5, 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 Hamre moved to approve the minutes of the regular City Commission meeting held October 15, 2018 and of the special City Commission meeting held October 15, 2018. The motion was seconded by Commissioner Volk, and the motion carried unanimously.

President Johnson indicated the bid opening for the 2006 Ford 550 Rescue Truck needs to be added to the agenda.

Commissioner Volk moved to approve adding the bid opening for the 2006 Ford 550 Rescue Truck to the agenda. 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 the sale of the 2006 Ford 550 Rescue Truck. The following bid was opened and read:

Mellette Fire Department, Mellette SD Bid \$50,001.00

Commissioner Volk moved to approve accepting the bid for the 2006 Ford 550 Rescue Truck from Mellette Fire Department, Mellette SD in the amount of \$50,001.00. The motion was seconded by Commissioner Hamre. The money will be used to pay down the loan on the new truck. The motion carried unanimously.

Commissioner Robbins moved to table the public hearing for annexation of a parcel of land east of the cemetery due to a discrepancy in the public notice. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Commissioner Hamre – The Public Utilities Supervisor indicated there was a water leak on 5th St NE a week ago Sunday. The leak was due to a break on the T fitting.

The Public Utilities Supervisor stated they will start lowering the lagoon levels.

Commissioner Hach – The Sanitation Supervisor said everything was fine.

The City Assessor stated everything was fine.

Commissioner Robbins – The City Engineer reviewed the west underpass project. Hydro mulch is being done today. Some items will not be completed until next year including part of the east sidewalk, lights on the west side, some improvements on the bridge and signals. Discussion followed on if and where the monuments that were removed from the park property would be placed. The geese will be going in the arboretum. The other monuments may be moved to a veterans' park.

The Police Chief said officers are participating in "No Shave November" for the months of November and December. Proceeds will be donated to the Devils Lake post prom.

The Police Chief reported about an incident with an individual trying to take a squad car.

Commissioner Volk – The Public Ways Supervisor reported the 1992 sweeper had an electrical fire, and the cab was burnt. The snow removal equipment is ready. A melter was purchased from Burleigh County.

President Johnson – The City Auditor stated everything was fine.

The City Administrator said everything was fine.

The Fire Chief said everything was fine.

The City Attorney stated everything was fine.

The City Engineer reported he is waiting to hear from the Department of Transportation (DOT) regarding the rules for the downtown project grant. The Disadvantaged Business Enterprise (DBE) goal is 10% for the grant. The DOT is reviewing the sole bid received on the project to see if the bidding contractor's attempt at attaining DBE businesses for the project has met the goal of the grant. At this time, it looks like the committee will recommend not to award the bid.

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

1. Game of chance permits for the month of October 2018;
2. Permit to sell alcoholic beverages at a special event submitted by Ye Olde Tavern for a dart tournament to be held December 14, 2018 and December 15, 2018 at the Memorial Building; and
3. Permit to sell alcoholic beverages at a special event submitted by Ye Olde Tavern for a dart tournament to be held February 22, 2019 and February 23, 2019 at the Memorial Building.

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

Commissioner Hamre moved to table the first reading of Ordinance No. 956 – annexation. The motion was seconded by Commissioner Volk, and the motion carried unanimously.

The City Engineer reviewed the change order for 14th St NE and 5th Ave NE. Eighty percent will be paid by federal funds.

Commissioner Robbins moved to approve Change Order No. 1 for Knife River Materials for 14th St NE and 5th Ave NE for the addition of fog seal and driveway concrete for a net increase in the amount of \$6,974.10 and the addition of one day as recommended by the City Engineer. The motion was seconded by Commissioner Volk, and the motion carried unanimously.

Commissioner Hamre moved to approve increasing the lodging reimbursement to \$84.60 to coincide with the State rate. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

The City Engineer reviewed the changes to the snow removal guidelines. The City will operate with two modes for snow removal – storm operation mode and routine maintenance mode. Also discussed was drafting an ordinance on how to handle the clearing of ice and/or snow from sidewalks. The City Attorney drafted an ordinance similar to Grand Forks' ordinance; however, Bismarck has a more concise ordinance dealing with the issue. The consensus of the City Commission was to have the City Attorney draft an ordinance similar to Bismarck's ordinance for snow and/or ice removal from sidewalks. Discussion continued on how to handle snow being placed on city streets. A meeting will be held with the downtown businesses and contractors to discuss the changes being made and on the proper way to handle the snow removal from downtown.

Commissioner Hamre moved to approve calling for bids for sidewalk snow removal with bids to be opened on Monday, December 3, 2018 at 5:30 P.M. at the City Office as recommended by the City Engineer. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

The City Engineer discussed the current rates and fees only having a fee for putting snow on the right-of-way. It would be more appropriated to have a fine/fee plus the cost for removing the snow for violators.

Commissioner Robbins moved to approve adding a fine plus the cost of removal to the fees and rates for putting snow on right-of-way effective immediately. Residents will be billed for \$50 plus the cost to remove the snow per incident and private contractors will be billed \$200 plus the cost to remove the snow per 12 cubic yard truckload with a minimum of 1 truckload billed. The motion was seconded by Commissioner Volk, and the motion carried unanimously.

Since the Sanitation employees are at a grade 5, but during snow removal they will be doing the same work as a grade 7/9 discussion followed on paying Sanitation employees differential pay for when they help with snow removal. The City Administrator recommended paying an additional \$2.50/hour to the Sanitation employees for when they assist with street snow removal.

Commissioner Hamre moved to approve paying Sanitation employees an additional \$2.50/hour for when they assist with street snow removal as recommended by the City Administrator. The motion was seconded by Commissioner Volk, and the motion carried unanimously.

Discussion followed on reviewing the Sanitation grades to see about implementing a graduating grade.

Commissioner Volk moved to table the request for proposals for engineering services for the downtown revitalization project. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

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

There being no further business to come before the Commission, President Johnson adjourned the meeting at 6:40 P.M.

LINDA LYBECK
CITY AUDITOR

RICHARD S. JOHNSON
PRESIDENT