

MINUTES OF THE BOARD OF CITY COMMISSIONERS  
HELD DECEMBER 17, 2018

The regular meeting of the Devils Lake City Commission was held Monday, December 17, 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 December 3, 2018. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Jared Tolman, Library Director, appeared before the City Commission to review circulation numbers and to request listing the Heritage Center's Library and its contents as a secondary location in the Library's software system. The Library would like to make searchable in its system the contents found at the Heritage Center's Library and list the location of those items as the Heritage Center. It would make the Heritage Center's historical books and historical documents discoverable through the Library's online catalog. A digital scanner would be purchased with the intent of digitalizing and preserving the Heritage Center's rare books. The scanner would cost about \$5,680.00 with the Library paying \$5,000.00 and the Heritage Center \$680.00. Volunteers would do the scanning. Also discuss converting school books to audible. Consensus of the City Commission was to proceed with listing the Heritage Center Library as a secondary location.

**Commissioner Hamre** – The Public Utilities Supervisor stated everything was fine in the Sewer and Water Departments.

**Commissioner Hach**– The Sanitation Supervisor requested to carry forward to 2019 the funds budgeted in 2018 for the new truck chassis. The truck chassis is expected to take two months for delivery.

Commissioner Hach moved to approve carrying forward to 2019 \$134,762.00 from the 2018 budget for the new truck chassis as recommended by the Sanitation Supervisor. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

The Sanitation Supervisor stated the Department will work on Christmas Eve in order to complete Monday's garbage route.

The City Assessor stated everything was fine.

**Commissioner Robbins** – The City Engineer stated a letter for maintaining sidewalks will be mailed to property owners this week.

Discussion followed on the procedure for sidewalks without boulevards. If the City plow pushed up the snow, the City will remove it

The Police Chief indicated he may need to hire a new employee since one may be leaving to take a job with the Bureau of Criminal Investigation. Two employees will be returning to work next month – one from military leave and one from maternity leave.

**Commissioner Volk** – The Public Ways Supervisor said the Department has been cutting branches.

**President Johnson** – The City Auditor stated the Narcotics Task Force received a lottery grant for \$23,700.00 - \$15,405.00 State funds and \$8,295.00 match funds.

Commissioner Volk moved to approve accepting the lottery grant for the Lake Region Narcotics Task Force in the amount of \$23,700.00. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

The City Administrator requested to carry forward to 2019 funds budgeted in 2018 for software and training. The personnel software has not been received, and training for the new accounting software will not be done until 2019.

Commissioner Hamre moved to approve carrying forward to 2019 \$25,000.00 for the personnel software and training for the new accounting software as recommended by the City Administrator. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

The City Attorney stated everything was fine.

The second reading of Ordinance No. 956 – annexation was held.

Commissioner Volk moved to approve the second and final reading of Ordinance No. 956 – annexation – An ordinance which will annex to the City of Devils Lake the property described as a parcel of land situated in the SE¼NE¼ of Section 35, Township 154 North, Range 64 West of the 5th p.m., Ramsey County, North Dakota, described as follows: Beginning at point on the South line of the SE¼NE¼ of said Section 35 located 133.00 feet West of the Southeast corner of said SE¼NE¼; thence S88°49'19"W along the South line of the said SE¼NE¼ a distance of 835.71 feet to the Easterly line of a parcel of land conveyed in Document #116859; thence N01°11'00"W along said Easterly line a distance of 1003.03 feet to the Southerly right of way line of the Northern Plains Railroad; thence N89°32'58"E along said right of way line a distance of 967.81 feet to the Easterly line of said SE¼NE¼; thence S01°14'23"E along said Easterly line a distance of 937.09 feet; thence S88°45'38"W along the Northerly line of Tract B as conveyed in Document #165780; thence S01°14'23"E along the Westerly line of said conveyed Tract B a distance of 53.51 feet to the point of beginning. Said parcel of land contains 21.99 acres, more or less and is subject to a 33 feet township road easement along the Easterly boundary line. Subject to all other easements, restrictions and reservations of record. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

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

Gaming site authorizations submitted by Devils Lake Blue Line Club to be held February 9, 2019 at the Memorial Building 524 4th Ave NE.

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

Commissioner Volk moved to approve requisition for payment #2 from the Bank of North Dakota for the Sales Tax Revenue Bond, Series 2017 in the amount of \$836,553.45 as recommended by the City Administrator. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

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

Commissioner Hamre moved to approve the software license agreement, software maintenance and support agreement, and software and services proposal with Caselle Inc of Provo, UT. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

Commissioner Robbins moved to approve change order #2 with Landscapes Unlimited for the Barbara McCormick Reading Garden in the amount of \$1,695.00 as recommended by the Lake Region Public Library Board. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

The City Commission discussed having board members of the Lake Region Heritage Center attend the next meeting to provide an update.

Commissioner Volk moved to table funding for the third and fourth quarters of 2018 for the Lake Region Heritage Center in the amount of \$13,180.00 until board members of the Heritage Center attend a City Commission to provide an update. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

Commissioner Volk moved to approve the payment of \$17,500.00 to the Devils Lake Transit as allocated in the City's 2018 budget with funding from the General Fund – 1000-000-44940. The motion was seconded by Commissioner Hamre. On roll call all Commissioners voted aye, and the motion carried.

Fees and rates for 2019 were presented. Discussion followed on the base fee for water. Currently, the City has a \$9.00 base fee which was used to pay for the water source replacement project. Six million dollars of water projects have been identified within the City. The base fee could be used for these projects instead of sales tax dollars. Discussion continued on how Devils Lake's water fees compare with other cities in North Dakota and South Dakota. Consensus of the City Commission was to keep the base fee for water at \$9.00. Also discussed was the need to include the fee for the removal of snow and ice from sidewalks and the parking fines. The cost for removal of snow and ice from sidewalks will be \$2.25/ft and \$20.00/sidewalk ramp. Parking fines will be \$15.00 residential, \$25.00 downtown and \$80.00 public parking lots from May 1<sup>st</sup> through October 31<sup>st</sup> and \$30.00 residential, \$50.00 downtown and \$80.00 public parking lots from November 1<sup>st</sup> through April 30<sup>th</sup>.

Commissioner Hamre moved to approve a Resolution Establishing Fees and Rates effective January 1, 2019 as recommended by the City Administrator. 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.

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 6:22 P.M.

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

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