

MINUTES OF THE BOARD OF CITY COMMISSIONERS
HELD JANUARY 7, 2019

The regular meeting of the Devils Lake City Commission was held Monday, January 7, 2019 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.

President Johnson recognized the following employees for their years of service.

Susan Davidson, Accounts Payable/Payroll Clerk – 30 years
Patricia Knutson, Municipal Clerk of Court – 15 years
Matthew Berg, Fire Lieutenant/Captain - 5 years
Matthew Klebe, Sanitation Public Service Worker – 5 years

Commissioner Volk moved to approve the minutes of the regular City Commission meeting held December 17, 2018. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

5:30 P.M. – This was the time set for reconvening a public hearing to review a request for a conditional use permit to allow a medical marijuana dispensary in an area zoned as commercial at 810 10th St SE.

The Devils Lake Planning Commission meeting was cancelled due to weather.

Commissioner Volk moved to cancel the public hearing to review a request for a conditional use permit to allow a medical marijuana dispensary in an area zoned as commercial at 810 10th St SE. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

Commissioner Volk – The Public Ways Supervisor stated the plows came in for the loaders. He also indicated the Department is short an employee and will be working on filling the position.

Commissioner Robbins – The City Engineer stated everything was fine.

The Police Chief reported on the following:

1. The narcotics officer has resigned effective mid-January;
2. He is looking at an automated parking ticket system; and
3. The vehicle budgeted for 2019 was purchased.

Commissioner Hach – The Sanitation Supervisor said everything was fine.

The City Assessor stated everything was fine.

Commissioner Hamre - The Public Utilities Supervisor said everything was fine in the Water and Sewer Departments.

President Johnson - The City Auditor stated everything was fine.

The City Administrator requested the City Commission authorize President Johnson to sign the documents guaranteeing the Lake Region Law Enforcement Center loan for updating the security system at the Law Enforcement Center.

Commissioner Robbins moved to approve authorizing President Johnson to sign the documents guaranteeing the Lake Region Law Enforcement Center loan for updating the security system at the Law Enforcement Center. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

The City Administrator stated a bill was received from the Lake Region Law Enforcement Center for \$82,685.00 for 2019 support. This item is not included in the budget. Previously it had been mentioned that the Law Enforcement Center was looking at going away from requesting mills from the counties and billing the City and counties, but the City had not authorized any funds for this since it was after the budget had been finalized.

Commissioner Robbins is on the Law Enforcement Center Board and reviewed the formula used which is based on incarceration days and 911 calls and the amount of projected shortfall for the year. Most of the counties were billed for amounts similar to the mill levy dollars received previously except for Ramsey County. Ramsey County is paying about \$180,000.00 more. The City did not previously pay anything since it is part of Ramsey County, but now the City is being billed over \$80,000.00. Discussion continued on when/if the Law Enforcement Center will begin housing federal prisoners, if the City would pay the amount monthly or in one lump sum and the funds coming from infrastructure with the City having to reduce 2019 planned projects.

Commissioner Volk moved to approve authorizing payment of ½ of the bill for the Lake Region Law Enforcement Center with the balance to be paid in July with funds from infrastructure. The motion was seconded by Commissioner Robbins. On roll call all Commissioners vote aye, and the motion carried.

The Assistant Fire Chief indicated ISO will be here Wednesday and reviewed the process for the reassessment. The ISO rating is based on emergency communication capabilities, quality of fire department and on the area's water supply.

The City Attorney said everything was fine.

Deb Schlenker, representing the Lake Region Heritage Center (LRHC), appeared before the City Commission to update the Commissioners on what is happening at LRHC and to request the remaining funds for 2018. LRHC was without a director for several months and during that time the Board and volunteers staffed the museum and worked the events. LRHC now has hired a new director, Lisa Crosby, and is working on community building activities. Several events were held in 2018. Other than the funds received from the City, LRHC received approximately \$11,000.00 from Ramsey County.

Lisa Crosby discussed her hours at the LRHC, the implementation of an after-school project for days when the school does not have an after-school program, the signage and changing of exhibits.

Commissioner Volk moved to approve funding for the third and fourth quarters of 2018 for the Lake Region Heritage Center in the amount of \$13,180.00 to be paid from general fund (1000-000-55170). The motion was seconded by Commissioner Hamre. On roll call all Commissioners voted aye, and the motion carried.

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

1. Game of chance permits for the month of December 2018;
2. Gaming site authorization submitted by Devils Lake Rural Fire Department Inc to be held January 24, 2019 through January 26, 2019 at the Memorial Building - 524 4th Ave NE; and
3. A permit to sell alcoholic beverages at a special event and public dance permit submitted by Ye Olde Tavern for the Devils Lake Volunteer Fire Department annual fishing tournament to be held January 24th, 25th and 26th, 2019 at the Memorial Building.

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

Commissioner Volk moved to approve Budget Amendment #01-19 – Various. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

The City Engineer indicated a need for a Toolcat and requested to make this a sole source purchase since this equipment is only provided by Bobcat. Proposals have been received from Bobcat in Grand Forks, Devils Lake, Minot and Williston. Bobcat of Devils Lake has the lowest proposal at \$46,656.38. The proposal is based on government pricing.

Commissioner Volk moved to approve purchasing a tool cat from Bobcat of Devils Lake as a sole source provider in the amount of \$46,656.38 as recommended by the City Engineer. The motion was seconded by Commissioner Hach. On roll call all Commissioners, vote aye and the motion carried.

The City Engineer stated change order 9 for the west underpass was for a step on the walkway. The item is a participating item with the city share being 6.6%.

Commissioner Robbins moved to approve Change Order No. 9 for Lunda Construction Company for the west via duct for the addition of a step to the northwest walkway bridge for a net increase in the amount of \$3,942.45 as recommended by the City Engineer. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

The City Engineer said change order 10 for the west underpass was for temporary striping on Hwy 20. It is a participating item, so the city's share is 10%.

Commissioner Volk moved to approve Change Order No. 10 for Lunda Construction Company for the west via duct for temporary striping quantities to the Hwy 20 project for a net increase in the amount of \$5,639.94 as recommended by the City Engineer. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

The City Engineer reviewed the request to change fees for bulk water and hydrant hookups.

Commissioner Hamre moved to approve increasing the hydrant hookup fee from \$25.00 to \$50.00, increasing the daily meter hookup rental from \$1.00/day to \$4.00/day, and increasing the water usage for bulk water from \$3.20/1000 gallons to \$7.00/1000 gallons as recommended by the Public Utilities Supervisor. The motion was seconded by Commissioner Volk, and the motion carried unanimously.

The City Engineer reviewed the list of items to declare surplus and offer for sale.

Commissioner Hamre moved to approve declaring items from the East Bay Lift Station – 6 250 HP 3 phase induction motors, 6 axial flow pumps, 6 control panels, 1 supervisory control panel, 1 utility main panel, 6 manual crane hoists, 6 automatic greasers, 2 gate actuators, 1 overhead crane and 2 accessory panels; the Eagle Bend Lift Station – 2 150 HP submersible pumps, 1 supervisory control panel, 1 utility main panel, 3 control panels and 2 accessory panels; and the Reservoir – 3 40 HP 3 phase motors, 1 supervisory control panel, 1 utility main panel and 3 control panels as surplus and offer them for sale. The motion was seconded by Commissioner Volk, and the motion carried unanimously.

Commissioner Volk moved to approve funding for the first quarter of 2019 for the Lake Region Heritage Center in the amount of \$6,725.00 to be paid from general fund (1000-000-55170). The motion was seconded by Commissioner Hach. On roll call all Commissioners voted aye, and the motion carried.

The City Administrator reviewed the resolution for approving the loan amendment for the Heartland Care Center loan.

Commissioner Hach moved to approve a first amendment to loan agreement for the Senior Housing Refunding Revenue Bonds Series 2013 for the Heartland Care Center Project. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Commissioner Volk 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 report:

4th Quarter Economic Data.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 6:35 P.M.

LINDA LYBECK

RICHARD S. JOHNSON

CITY AUDITOR

PRESIDENT