

MINUTES OF THE DEVILS LAKE CITY COMMISSION  
JULY 18, 2022

The regular meeting of the Devils Lake City Commission was held on July 18, 2022 with the following members present: President Moe, Shane Hamre, Rob Hach, Dale Robbins, and Jason Pierce.

Commissioner Hamre moved to approve the minutes of the regular City Commission meeting held on July 5, 2022. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

Commissioner Pierce moved to approve the minutes of the City Attorney Interviews held on June 30, 2022. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

Rob Johnson from the Lake Region Law Enforcement Center talked about the budget for the LEC for 2023. All departments will be looking at a 4% cost of living raise along with a performance-based step increase for all staff.

E-911

- Rob communicated that the E-911 is looking at a few projects such as carpet replacement and sound dampening the walls which will run at about \$23,000 and also need to get a CommLog Recorded (\$35,000). Ultimately, the E-911 is looking at a \$35,000 or 5.97% increase in total shortfall from 2022 projections.

LEC

- Rob communicated that the contract revenue projections reduced by \$375,000 from the 2022 projections. The LEC is looking at 1 vehicle replacement which is about \$10,000 and some technology upgrades for \$32,000. Rob mentioned that there are no other capital improvement expenses. For Labor Cost Notes, Rob communicated that they added a deputy director position, removed a captain position, removed PREA position, and that they moved the community service to general fun. The total projected labor costs from 2022 projections is an increase of \$150,000. Ultimately a \$484,000 or 66% increase in shortfall from 2022 projections.

RRC

- Rob communicated that the RRC has removed the staff supervisor position, they are budgeted for only 6-line staff positions, and it should be 8, and they moved the community service labor expense to the general fund. Rob also mentioned that they have requested an increase in daily rate from the DOCR from \$61.75 to \$75.00 – this would have around a \$25,000 impact if approve. Ultimately a \$1,800 or a 1.5% increase in shortfall from 2022 Projections.

Commissioner Pierce – The Fire Chief communicated that the Fire Department had started the annual pump testing. He communicated that the Shade Tree committee will be presenting at the next commission meeting.

Commissioner Robbins – The City Engineer communicated that there was no update in Public Ways. He also communicated that the plan was to mill and overlay from 6<sup>th</sup> St NE going North on College Drive and a section from Hwy 19 from Hwy 2 to Hwy 20 – the section by Roosevelt Park. This section was just going to receive a seal, but the Engineering department felt that it was better to do a mill and overlay. The City Engineer communicated that there will be a change order at the next City Commission meeting to change it from a seal to a mill and overlay.

Commissioner Hach – The City Engineer communicated that there is no update in sanitation.

Commissioner Hamre – The City Engineer communicated that there is no update in utilities.

The Police Chief communicated that there gave an update on how the SWAT golf tournament went. He also communicated that they are still looking for applicants, and the applicants they have received are not licensed so it will cost them money for the training.

The City Administrator communicated that we are still aspiring to go through the budget on Thursday July 21, Monday July 25, and Thursday July 28 at noon.

The City Attorney communicated that there are three ordinances that will be up for the second reading. He mentioned that he will go further into detail when we get to those topics.

President Moe thanked Paula and the Chamber for all the work they did at Ribfest and communicated that it is a great event for the community.

Recommendation to award Skidsteer – The City Engineer communicated that there is a memo in the packet the commissioners receive. The review committee reviewed the bids that were received, and the costs associated. The sanitation supervisor looked over the machines, and the recommendation is to award the contract to Ironhide Equipment in the amount of \$58,679.80 – this will be for the skidsteer without the high flow option. Commissioner Hamre motioned to approve the recommendation for a skidsteer. Commissioner Hach seconded the motion. The recommendation carried unanimously on a roll call vote.

Recommendation to Reject Bid for Stromquist Project – The City Engineer communicated that only one bid was received and that the bid was quite a bit more than the estimate. He recommended that the Commission rejects the bid for the Stromquist project due to the cost and materials. They are looking to rebid this out next year to get more competitive bids. Doing this, they will have more time to complete the roadway projects. Commissioner Hamre to approve the recommendation to reject the bid for the Stromquist project. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Resolution – Update of Authorized Agents – The City Administrator communicated that Bremer Bank wants the people who need to be removed along with the authorizing agents to be in the resolution. He communicated that the authorized agents will be himself, President Moe, and the Deputy Auditor Brina Abrahamson. The people that need to be removed from Bremer Bank accounts are President Johnson, Terry Johnston (Previous City Administrator), and Linda Lybeck (Previous City Auditor). Commissioner Hach approve the motion for a resolution on the update of authorizing agents. Commissioner Pierce seconded the motion. The resolution carried unanimously on a rollcall vote.

Agreement for City Attorney Services – Yunker Law Firm – The City Administrator thanked both of the candidates for their time during the interview process. He thanked Tom Traynor and Traynor Law firm with their time for Devils Lake. He also thanked Jason Sailor for everything and all the help he has been. In the agreement it states that there is \$100,000 retainer that will include district court cases over the course of a year. President Moe communicated that there was one error in paragraph three – the current City Attorney communicated that the commission can still move forward. Commissioner Robbins motioned to approve the agreement for City Attorney Services with Yunker Law Firm. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

2<sup>nd</sup> Reading of Ordinance 980 – Fire Code – The City Attorney communicated that this ordinance has changed slightly. There was one typo – the word industrial appeared in the first reading and it has been replaced with the word institutional. The word institutional appears twice in this reading and is the only change since the first reading. The City Attorneys recommendation is to adopt this ordinance. Commissioner Hach motioned to approve the adoption of Ordinance 980. Commissioner Pierce seconded the motion, and the motion carried unanimously.

2<sup>nd</sup> Reading of Ordinance 981 – International Building Code – The City Attorney communicated that there is a vast majority is what the code already is. There are a couple of minor changes at the beginning and end of the ordinance. He communicated that the minor changes are to get the current ordinance up to

date to go with the fire code. The City Attorneys recommendation is to adopt Ordinance 981. Commissioner Robbins motioned to approve the adoption of Ordinance 981. Commissioner Hamre seconded the motion, and the motion carried unanimously.

2<sup>nd</sup> Reading of Ordinance 982 – Office of Code Administration – The City Attorney communicated that this amendment is extremely minor. He mentioned that we are changing working to say international building code, and this is because the building code was just change. The City Attorneys recommendation is to adopt Ordinance 982. Commissioner Hamre motioned to approve the adoption of Ordinance 982. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Commissioner Robbins moved to approve the list of bills as submitted. The motion was seconded by Commissioner Hach. The motion carried unanimously on a roll call vote.

**SPENCER HALVORSON**  
**CITY ADMINISTRATOR/AUDITOR**

**JIM MOE**  
**PRESIDENT OF CITY COMMISSION**