

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF CITY COMMISSIONERS
HELD JULY 26, 2021

Pursuant to due call and notice thereof, a special meeting of the Board of City Commissioners for the City of Devils Lake, North Dakota was held at the City Offices on Monday, July 26, 2021 at 1:00 P.M. with the following members present: Commissioners Dale Robbins, Rob Hach, Shane Hamre, Jacob Volk and President Richard Johnson. None were absent.

Rob Johnson, Director of the Lake Region Law Enforcement Center (LEC), reviewed the budgets for E-911, the Law Enforcement Center, and Reentry Center.

E-911

Fee revenues have been trending downwards due to population loss and reduced number of landlines. The LEC board voted to increase wages effective August 1, 2021. The payment amount from each entity does not include the SIRN payment. Discussion followed on moving wages for one dispatcher to LEC. However, the LEC currently has an employee that is basically a control desk employee.

LEC

The average daily population uses a three-year average. The number of federal inmates will decrease due to operating issues. The wages are for 16 employees. Discussion followed on the large increase for meals costs and on possible expansion plans to add a kitchen to prepare their own meals. Also discussed was how much will the reserves need to be before the joint powers cost share amounts will decrease. It was also noted some employees were loss when they went to rotating shifts.

RRC

Numbers are based on the average daily population. A loss is projected due to the increase in wages and food costs. The plan was to purchase a records management system, but that may be put on hold. The Center will be taking over the community service program which will generate about \$10,000.00. Discussion continued on needing both a male and female employee on each shift or on serving males only.

The increase in the wage rate has increased the quality and quantity of applicants.

The City Administrator reviewed the city salary study. The revised schedule moves all positions under 95%. Information was presented on moving these employees up one grade same step or moving employees up one grade down a step.

The preliminary budget contains a 2 mill increase. The City had enough money to cover the wage increase until \$100,000 more had to be added to cover the amount for the Law Enforcement Center.

Discussion continued on the detectives, sergeants and captain still be under the 95% if they are only moved up one grade, and on whether to move them one grade for 2022 and another grade for 2023.

Commissioner Robbins moved to approve a one grade one step down for the positions on the salary study with the detectives, sergeants and captain receiving another grade in 2023. The request for moving Sanitation employees to a 5/7 was reviewed. The City Administrator had included moving the employees from a grade 5 to a grade 6. The Sanitation Supervisor presented a graduated scale where the employee would start at a 5 and move to a 6 and then a 7 if they obtained a CDL and learned to operate equipment to assist other departments. Job descriptions would need to be rewrote. The motion was seconded by Commissioner Hach. On roll call, Commissioners Hamre, Hach, Robbins and President Johnson voted aye. Commissioner Volk voted nay. The motion carried.

Commissioner Volk moved to approve changing the Sanitation Public Service Workers to a grade 5/6/7 with the Sanitation Supervisor decided on where the current employees would fit on the pay scale. The motion was seconded by Commissioner Hamre. On roll call all Commissioners voted aye, and the motion carried.

It was noted some Sanitation employees will be retiring soon, and the City should review switching to a one arm bandit.

Discussion followed on with the Fire Senior Captain receiving a one grade change with the extra hours worked he would make more than the Assistant Fire Chief. The Assistant Fire Chief does not receive pay for any extra hours. Discussion continued on staffing the department 24/7 and on the role volunteers play.

Commissioner Hamre moved to approve a one grade change down a step for the assistant fire chief. The motion was seconded by Commissioner Volk. On roll call, Commissioners Hamre and Volk voted aye. Commissioners Hach, Robbins and President Johnson voted nay. The motion failed.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 2:31 P.M.

LINDA LYBECK
CITY AUDITOR

RICHARD S. JOHNSON
PRESIDENT