

MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF CITY COMMISSIONERS  
HELD JULY 28, 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 Wednesday, July 28, 2021 at 12:00 P.M. with the following members present: Commissioners Dale Robbins, Rob Hach, Shane Hamre, Jacob Volk and President Richard Johnson. None were absent. Others present were the Public Utilities Supervisor, Sanitation Supervisor, Public Ways Supervisor, City Engineer, City Auditor, and City Administrator.

President Johnson said that the purpose of the meeting was to discuss the 2022 Preliminary City Budget.

The City Administrator reviewed the revenues and expenditures for the Special Revenue Funds, the Debt Service Funds, the Trust and Agency Funds, and the Enterprise Funds.

**SPECIAL FUNDS – 2000 ACCOUNTS**

**2003 – City Share of Special Assessments** – This fund includes the City's share of different projects. 2021 will be the last year of payments.

**2006 – Emergency** – Balance cannot exceed 5 mills.

**2008 – Cemetery Fund** – Expenditures include updating signage, painting the vault storage and purchasing some miscellaneous tools.

**2010 – Temporary Employees Fund** – Same as this year.

**2012 – Equipment Reserve** – This is for replacement of equipment. Purchases for next year include cab/chassis for Sanitation, sewer pumps for lift stations and equipment for Streets.

**2021 – Special Assessment on City Property** – This has been paid off.

**2030 – Penalty & Interest on Special Assessments** – These funds can be used for the City's share of a project.

**2033 – Infrastructure** – \$300,000.00 has been added to pay off the embankment project since the State will not be reimbursing the city. \$250,000.00 is for miscellaneous projects. Discussion followed on the money being received for the Airport, and what projects were being planned.

**2045 – Municipal Infrastructure** – \$1.1 million will be used for 2021 projects.

**2034 – Economic Development** – Eight percent is allocated for this fund. The amount given to Forward Devils Lake will be \$71,000 with the remainder going to the Growth Fund.

**2042 – Asset Forfeiture Buy Fund** – Funds came from seized assets.

**DEBT SERVICE FUNDS – 5000 ACCOUNTS**

**5001 – Special Assessment Deficiency** – This fund is to help balance debt service payments; however, there are no deficiencies in the bond funds.

**5005 – Non-Bonded Debt Service** – This fund is used to cover small projects which are not bonded. The assessments from the projects funded go back into this account.

**5101 - Sewer Separation #1** – This fund can be used for sewer projects.

**5476 - SRF Bonds 2010**- This fund is for the local share of the embankment raise. Four percent of the sales tax dollars is used to repay the bond.

**5480 - Refunding Bonds of 2014** – This bond was refinanced in 2021.

**5481 – Sales Tax Bond of 2015** – Funds were used for the Cenex project and the watermain project for various areas. Six percent of sales tax will be used next year for this bond.

**5482 – Refunding Bonds of 2015** – Funds were used for the Cenex project and the watermain project for various areas. The fund includes the tax increment district for the Cenex area. The bond could be retired after the 2027 payment.

**5483 – Definitive Improvement Warrant 2017** – This infrastructure loan was used for the apartment building at Mauve. The second building has been completed. The TIF may be retired early after the 2027 payment.

**5484 - Sales Tax Revenue Bond 2017** – This infrastructure loan is being used for the west via duct and will be repaid with sales tax.

**5485 – Refunding Bonds of 2017** – This infrastructure loan was used for various street projects.

**5486 –Sales Tax Revenue Bond 2019** – This infrastructure loan was used for the City’s share of the downtown project.

**5488 – Refunding Improvement Warrant of 2019** – This is another infrastructure loan and was used for the assessed share of the downtown project.

**5489 – Refunding Improvement Bond 2020** – This new bond refinanced the 2011 and 2013 bonds.

**5492 - Refunding Improvement Bond 2021** – This is for the refinancing of the 2014 bond.

**5490 – Landfill Closure Debt Service** – This fund could be closed.

#### **TRUST AND AGENCY FUNDS– 8000 ACCOUNTS**

**8006 – Parking Authority** – The City assesses for maintenance of the downtown parking lots. Money was added to repair some parking lots; however, the City Engineer is looking to do these lots in 2021.

**8008 – City Beautification** – This fund is used for Christmas decorations, flowers and banners. Discussion followed about painting murals in the alleyways.

**8009 – Devils Lake Historical Preservation** – Small amount of funds are available from a previous state grant.

**8010 – Job Development Authority** – The amount for Forward Devils Lake is for operating expenses.

**8011 – Self Insurance Fund** – The projection is for the family insurance premium to increase to \$2,200/month.

**8013 – Lake Region Growth Fund** – The last payment for the contract for deed will be paid in 2022.

**8015 – Airport Hangar** –The City receives \$1000/month from the current tenant for rent of the hangar.

#### **6001 – WATER DEPARTMENT**

**WATER DISTRIBUTION - HAMAR WELLS – WATER TREATMENT PLANT** - An increase of 20 cents is planned. The rate would go to \$3.40 per thousand gallons. Discussion was held on water sales to NRWD and GRWD and on pricing.

Two vehicles and dehumidifier have been budgeted.

**6002 – SEWER DEPARTMENT**

**SEWER OPERATIONS – STORM SEWER – SEWAGE TREATMENT – EMBANKMENT** – Money is included for rebuilding the Hwy 19 lift station and for additional lift maintenance.

**6003 – SANITATION DEPARTMENT** – Discussion was held on raising inert fees. The commercial dumpster fees will be increased.

**6006 – WATER SOURCE REPLACEMENT** – Funds can be used for water projects.

**9500 - LAKE REGION NARCOTICS TASK FORCE** – This fund has been moved to tomorrow's meeting.

The next budget meeting is scheduled for Thursday, July 29, 2021 at 12:00 P.M.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 1:35 P.M.

**LINDA LYBECK  
CITY AUDITOR**

**RICHARD S. JOHNSON  
PRESIDENT**