

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF CITY COMMISSIONERS
HELD JULY 29, 2020

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 29, 2020 at 12:00 P.M. with the following members present: Commissioners Jacob Volk, Dale Robbins, Rob Hach and President Richard Johnson. Commissioner Shame Hamre was absent. Others present were Police Chief, Fire Chief, City Assessor, Public Ways Supervisor, Library Director, Forward Devils Lake Executive Director, Dennis Olson – representing Devils Lake Regional Airport, City Auditor and City Administrator.

President Johnson said that the purpose of the meeting was to discuss the 2021 Preliminary City Budget.

The City Administrator reviewed with the Commission a copy of the revenues and expenditures for the Highway Fund, Library Fund, Forward Devils Lake, Airport and General Fund.

2001 - Highway Distribution Fund – Highway distribution funds were budgeted at \$310,000 down from \$390,000. New equipment includes motor grader lease, payloader lease. John Deere lease, toolcat lease rollover and zero turn mower. The proceeds from the sale of the motor grader and payloader will be used for the leases instead of the funds coming out of equipment reserve. Expenses were decreased for street repairs and equipment maintenance. Money was included for hiring for mowing. The City Administrator will be doing an analysis on whether to buy or lease some of the equipment.

8002 – Library - No state funding will be received next year due to incorrect rotation of a board member, but the foundation will make up the funding difference.

Forward Devils Lake – Brad Barth, Executive Director, reviewed the budget for 2021. Reductions were made in several expenses, most notable were advertising and travel.

The meeting recessed at 12:10 P. M.

The meeting reconvened at 12:15 P.M.

9000 – Devils Lake Regional Airport – The County is only levying 3.02 mills for the airport; therefore, advertising was decreased by \$4,000, and equipment maintenance was decreased by \$5,000.

1000 – GENERAL FUND - Overall the mills will increase 1.06 – 1 for cemetery and .06 for general fund.

General Fund Revenue – Sales tax was budgeted at \$3.3 million with \$1.32 million going to the general fund. The revenue from state aid was decreased.

Transfer ins – Two million is budgeted for projects with 16% used for admin, legal and engineering costs.

General Fund Expenditures Non-Departmental - IT company was switched this week and should save \$30,000. This company will provide some time on site.

Commissioner Volk requested changing the 2% COLA to 3%. Discussion followed on it lot depending on what is budgeted for the Law Enforcement Center (LEC). Discussion continued on the LEC currently showing a profit of \$586,000, increasing the City's rent by \$26,000 in one year, needing to look at the operation plan to see if it is effective for today's operations, updating the agreement with the County and City, the possibility of reducing staff, desiring a 3rd console for \$100,000+, needing 911 locally and budgeting some 911 employees to LEC.

City Commission – Adjusted for COLA.

Municipal Judge – Adjusted for COLA.

Auditing Department – Adjusted for COLA.

City Attorney – Adjusted for COLA.

Assessing Department – Salary and benefits were reduced since the employee that retired was not replaced.

Engineering Department – Adjusted for COLA. Surveying equipment was moved from 2020 to 2021.

City Hall – This fund is for building maintenance.

Police Department – Overtime was lowered since another detective was hired. The vehicle purchase was cut from the budget to help balance the general fund.

Fire Department – The Fire Chief is planning to retire at the end of June 2021.

Public Buildings – Money is budgeted for insurance and maintenance of city-owned buildings.

Advertising & Promotion – Seventeen thousand dollars was included for fireworks.

Weed Control – Same as this year.

Planning – This fund includes contract labor for Steve Zimmer and money for mapping.

Shade Tree – Money was left in here for hiring a contractor.

Street Dept – Funds were budgeted for a dump truck, JD gator and trading the toolcat sander for a sign anchor attachment.

Transfer out - Same as 2020.

Summary – With the current amounts the budget is almost balanced. Increasing the cola by 1% would increase the shortfall by approximately \$31,000. The amount included for LEC is \$336,448; however, the LEC is requesting \$484,978.

Discussion followed on the LEC requesting \$214,320 for boardings for 2021 with the current year trending at less than \$100,000 for the year. The Commission would need to cut reserves or raise taxes to increase the cola and increase funds for the LEC. Discussion continued on budgeting \$150,000 for boardings, \$35,000 for rent and \$200,000 for support for a total of \$385,000 which would be \$48,500 over the 2020 budget.

Commissioner Volk moved to approve including \$385,000 (\$150,000 for boardings, \$35,000 for rent and \$200,000 for support) in the 2021 budget for the Lake Region Law Enforcement Center with funds requested quarterly. The motion was seconded by Commissioner Hach. On roll call, Commissioners Volk, Hach and President Johnson voted aye. Commissioner Robbins voted nay. The motion carried.

It was reiterated that the agreement with the Law Enforcement Center, Ramsey County and the City of Devils Lake needs to be updated.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 3:04 P.M.

LINDA LYBECK
CITY AUDITOR

RICHARD S. JOHNSON
PRESIDENT