

MINUTES OF THE DEVILS LAKE CITY COMMISSION
AUGUST 1, 2022

The regular meeting of the Devils Lake City Commission was held on August 1, 2022 at 5:30pm with the following members present: President Moe, Rob Hach, Shane Hamre, Dale Robbins, and Jason Pierce.

Commissioner Hamre moved to approve the minutes of the regular City Commission meeting held on July 18, 2022. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

The City Administrator communicated that we are still working on the minutes for the special meetings held July 21, 25, and 27 but will have them to approve at the next commission meeting.

Commissioner Hamre – The City Engineer communicated that the Core will be here on Tuesday and Wednesday of this week to do the dike inspection and they will have a recap on that. He also mentioned that he does not have an update on the boiler yet, but when he does, he will let the commission know.

Commissioner Hamre also mentioned that it would be a good idea to start looking at doing internal assessments. These would be completed by the HR person one on one. Commissioner Pierce communicated that he thought it would be a good idea to do every 2 years in each department. The City Administrator said this is something we can look into, but he is going to talk to our Human Resource person about doing this long term.

Commissioner Hach – The City Engineer communicated that there is no update for the sanitation department.

Commissioner Robbins – The City Engineer communicated that the projects for watermains will start once materials start coming in and he is hopeful to complete the entire project this year. The City Engineer gave an update on the college drive project. They have started the mill and overlay project and will go in three phases – will finish one phase before they move onto the next. He also mentioned that the street department is going to start painting and patching around town.

Commissioner Pierce – The Fire Chief communicated that they currently have one engine out due to the turbo and another engine is having pumping issues. He mentioned that National Night out was this week at the City Plaza.

Commissioner Pierce communicated that there are two codes for shade tree that seem to contradict each other. It was mentioned that it will be looked into and further discussed.

The Police Chief communicated that they have filled the SRO position and hired another that will be going through the Academy at Lake Region. He mentioned that they will be ok on employees after filling these two positions.

The City Administrator communicated that we will move to approve the preliminary budget on August 8th at 5:30pm. He also welcomed the new City Attorney, Jack Yunker.

FY 2023 Budget Review and Briefing

- Lake Region Narcotics Task Force
 - The City Administrator communicated that the county will be taking over the grant for Narcotics. The budget for Narcotics will be zeroed out in 2023. They will have one employee under the city, but it will be in Police Departments budget.
- Enterprise
 - The City Administrator communicated that he made one change to fuel expense in the Sanitation Department. He also mentioned that spring/fall cleanup will be moved to inert disposal on the budget.
- General Fund
 - The City Administrator communicated that the Lake Region Heritage Center is currently at 1.5 mills. It was recommended that the city puts them at 1.5 mills plus \$7,500. This will allow the Heritage Director to hire help when it is need or have a part-time employee. He communicated that the LEC rent reflects what was asked for. The equipment reserve is accurate to date and money is not going to any specific project.

Change Order 1 – Project 220101 – Mill and Overlay – The City Engineer communicated that the change for this project is to import topsoil on Remmington St. Commissioner Pierce motioned to approve Change Order 1 – Project 220101 Mill and Overlay. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

Pay Estimate 1 – Project 220101 – Mill and Overlay – The City Engineer communicated that this is the street improvement project. Commissioner Hamre motioned to approve Pay Estimate 1 – Project 220101 Mill and Overlay. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Resolution – Establish Building Reserve Fund – The City Administrator communicated that the City of Devils Lake has established a Public Buildings Reserve Fund and we will transfer \$350,000 from the City's General Fund to establish this fund for future improvement needs. Commissioner Hamre motioned to approve the Resolution – Establish Building Reserve Fund. Commissioner Hach seconded the motion, and the motion carried unanimously.

Resolution – Transfers to Economic Development for Quality-of-Life Initiatives – The City Administrator communicated that the City of Devils Lake transfers \$350,000 from the City's General Fund to the Economic Development Fund to future quality of life investments within the City of Devils Lake. Commissioner Robbins motioned to approve the Resolution – Transfers to Economic Development for Quality-of-Life Initiatives. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Resolution – Transfer to Equipment Reserve – The City Administrator communicated that the City of Devils Lake transfers \$150,000 from the City’s General Fund to the Equipment Reserve Fund, with \$90,000 directed to the Police Department’s Equipment Reserve and \$60,000 to the Fire Department Equipment Reserve. Commissioner Hamre motioned to approve the resolution – Transfer to Equipment Reserve. Commissioner Pierce second the motion, and the motion carried unanimously.

Approval of CRP Contract for Wellfield Property – The City Engineer communicated that this is a renewal of the contract on the Wellfield Property. Commissioner Hamre motioned to approve the approval of CRP Contract for the Wellfield Property. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

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

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION