

Minutes of the Devils Lake City Commission  
September 6, 2022

The regular meeting of the Devils Lake City Commission was held on September 6, 2022 with the following members present: President Moe, Rob Hach, Shane Hamre, Dale Robbins, and Jason Pierce.

Commission Hamre moved to approve the minutes of the regular Commission meeting held on August 15, 2022. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

Sean Roed – Lake Region Ambulance Service – Sean gave an update on the training center. He mentioned that they are not able to get the USDA Grant, so they are still looking for loans/grants to apply for. The County Commission agreed to support half of the project. He asked the commission for support on the training center and mentioned that he would come back and give another update when he has one. This training center will not only be for the Ambulance, but Police would also be able to use it. Construction Engineers will be doing the construction, except for a few projects. He communicated that the loan will be for around \$150,000-\$175,000.

Susan Walker - Clothing Outlet & More – Susan handed out information regarding demographics for her business. She had been open for a short period of time before she was asked for more clothing options, such as denim, shorts, coats, children clothing, and shoes have been a huge request. 70% of her petition was signed from people in the Devils Lake community. She communicated that she has collected 180 petition signatures to help with an expansion of her store. The demographic she has is 94% women and 6% men – aging from 25-55+. She communicated that her current store is 300 square feet and she would like to get into a 3,000 square feet location. She communicated that everyone she has talked to has recommended a \$3.50 price increase per item. This will be a \$500,000 investment and she is asking the City to support half. Most of the options that can be given are loans, which are usually 5-year options. Commissioner Hamre mentioned that he has talked to multiple businesses downtown and most of them went through the façade loan program. Susan is going to keep working on what she has, and she will come back in three months to give another update.

Commissioner Hamre – The City Engineer communicated that the Utilities department is fully staffed. He also communicated of a couple of water breaks that there have been. There are 2 water main breaks – one on 10<sup>th</sup> St NW and one of 3<sup>rd</sup> Ave.

Commissioner Hach – The City Engineer communicated that special pickups start on September 19 for area 1.

Commissioner Robbins – The City Engineer communicated that there is no update for the street department. He communicated that there is a lot of work going on for the engineering department. They initiated the water main replacement on the west side of town. They are starting on the ones that have the greatest number of breaks, which is 11<sup>th</sup> St NW and this area is currently closed. He communicated that they are hopeful to get a portion of this done this year. Mill & Overlay projects are waiting on striping. There are a few locations that are complete, and he is hopeful that the Mill & Overlay project will be done within the next week.

The Fire Chief communicated that they have their annual open house on September 14 at 5 pm. They will have food and different demonstrations going on. They have interviews for the open position on Friday.

The Police Chief communicated that they participated in their first ever physical fitness test. He communicated that it went very well and that their department had really good times. He also mentioned that the police department is currently fully staffed.

The City Administrator communicated that the Special Assessment meeting is meeting to get going on the special assessments. He mentioned that final approval of the budget will be on September 19. Tanya will also be here at the next City Commission meeting to go over City Department Assessments.

President Moe communicated that he would like to enhance the ordinance on nuisance laws – especially for junk cars sitting in parking lots. He would like to see these get corrected so that there cannot be junk cars around Devils Lake.

Transient Merchant – The City Administrator mentioned that there is a lot of exceptions to this and that the City was not as responsible as we should have been. Backyard Butchers and the Seafood guy have not had transient merchants, but according to the ordinance that we have in place they need to have one. The City Attorney mentioned that we might want to revisit this ordinance so that everything does not need to have a transient merchant. The City Attorney and the City Commission are going to look into amending this to make sure it is read as the City is looking for.

Lake Region Law Enforcement Center – The City Administrator communicated that the City has been paying the lower rate for rent, but that for the budget we put it at the rate that was requested. The City Administrator wanted to give the City Commission an opportunity to lower the rate if desired. Peggy from the Law

Enforcement Center communicated that the money they receive from the City is used for maintenance. She mentioned that financially the LEC is holding up, but they have not hit the amount that they would like to be at. They are a Class 1 facility now, so there will be less transporting. Starr mentioned that they are maintaining 14 staff in the jail and they also have a captain. They are hoping that within the next month they can start advertising for the director position.

1<sup>st</sup> Reading – Sales Tax Ordinance – The City Administrator communicated the City's portion will go from 2.25% to 2.5%. He also mentioned that the exceptions will be kept the same. The only slight difference will be the tax imposed – changing it from \$25 to \$35. The City Administrator recommended changing the cap to \$35. He mentioned that there might be a slight adjustment between the first reading and the second reading.

CDL Job Market Impacts – The City Administrator communicated that the City wants to stay an attractive employer for people with a CDL. The City Engineer communicated that there are many more requirements on receiving a CDL now, such as training. He mentioned that it is very important that the City keeps employees with a CDL as they are very needed for many different positions. Discussion continued on this topic. The City Engineer recommended to move the two positions for a 7E. Commissioner Robbins motioned to approve the recommendation to move them to a 7E. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

Utilities Department Hire – The City Administrator communicated that there was a job opening in the Utilities Department and they are looking to hire him at a 7F. Due to the amount of experience he has, it is recommended to approve him at a 7F. Commissioner Hach motioned to approve the recommendation. Commissioner Hamre seconded the motion, and the motion carried unanimously.

2022 Curb, Gutter, and Sidewalk Pay Estimate #2 – The City Engineer communicated that this pay estimate is for \$11,525.92 to Elshaug Concrete. Commissioner Robbins motioned to approve 2022 Curb, Gutter, and Sidewalk pay estimate #2. Commissioner Hamre seconded the motion. The motion carried unanimously on a roll call vote.

City Project 220101 – Mill & Overlay pay Estimate #3 – The City Engineer communicated that this pay estimate is for \$66,389.73 to Strata Corporation. Commissioner Hamre motioned to approve City Project 220101 – Mill & Overlay. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

1<sup>st</sup> Reading – Ordinance 983 – The City Engineer communicated that this will be a very small annexation. The property owner would like to combine their two parcels so that they are both in City limits. They have a project that they would like to complete, but it is currently on two different parcels.

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**