

Minutes of the Devils Lake City Commission

September 19, 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, Dale Robbins, and Jason Pierce.

Commission Robbins moved to approve the minutes of the regular Commission meeting held on September 6, 2022. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

FY 2023 Budget, Salary Plan, and Position Authorization – The City Administrator communicated that we had initially budgeted a 7% increase for insurance. After speaking with Blue Cross Blue Shield, their recommendation on the rates was a slight change from the current rates. The City Administrator communicated that with the reserve fund it at, we can look at keeping the insurance rates the same as they currently are. There was also an administrative error on the Library Salary – every employee will be getting a 5% cost of living, and this was not updated on the library's salary plan. The City Administrator recommended approval for the 5% cost of living increase for the library along with keeping the insurance rates where they currently are. Commissioner Hach motioned to approve the recommendation. Commissioner Pierce seconded the motion. The motion passed unanimously on a roll call vote.

Terry Wallace and Kale Stromme gave an update on the Leever's South building. Terry communicated that they have hired a construction manager and an architect and are going to start putting plans together. Kale Stromme communicated that they have formed a community committee and that they came up with many different ideas to put into the building. They also held a community forum so that the community could express their desires for the building. The top six programs were a movie theater, walking track, bowling lanes, indoor playground, multi-sport simulators, pickle ball, and community rooms. Kale mentioned that after initial discussion with the architect, they do feel that they will be able to accommodate all of these into the building.

The City Engineer communicated the Utility Department are working on getting hydrants winterized. They are also heling on the watermain project.

Commissioner Hach – The City Engineer communicated that the Sanitation Department will be working on the fall special pickup. It is very important to know what area you are in and what date it will be starting – this information can be found on the City of Devils Lake website, or there are calendars at the City Hall.

Commissioner Robbins – The City Engineer communicated that the street project is nearly complete. There were a few parking lots downtown that also got redone that were in desperate need. He communicated that the watermain project is currently on 11th St NW from 4th Ave to College Dr. The watermain is in place and they are now

working on the services. Once the services are done, they will start working on flushing and getting the main prepared for operation.

The City Engineer communicated that the Street Department is working on dura patching. They are also getting equipment prepared for the winter.

Commissioner Pierce communicated that the fire department filled their open position. He also mentioned that he sat in on the Shade Tree meeting and that Angry Beaver Tree Service will hopefully be finishing up mid-October. He also thanked Glen Crowe and his wife for painting the graffiti that was on the West underpass.

The Police Chief communicated that they recently did tip-a-cop at Applebee's. He mentioned that they raised over \$1,500 for the Special Olympics team. He also communicated that they are having a tad meeting with Central Square on Wednesday to discuss money for the entities and to get the program running.

The City Administrator communicated that the 2nd Reading of the Sales Tax Ordinance will be coming up. He also named the following employees for their years of service: John Mickelson – 5 years, Joe Knowski – 5 years, Nathan Bennett – 5 years, Brandon Exner – 20 years, Saraye Forsberg – 20 years, and Eugene Lamotte – 25 years. President Moe communicated that these employees should get a certificate and recognized at City Commission meetings. The City Administrator communicated that we can do this at future meetings.

The City Administrator mentioned that it would be a good idea to move a public comment section to the end of the City Commission Agenda. If someone wants to discuss something with the Commission, they currently have to call and get on the agenda before it is sent out, which is usually on a Thursday. Having this at the end of the agenda would allow for the community to come and speak when they feel they need to – they would not have to wait to get on the agenda. The City Administrator mentioned that there will be a plan to have a policy/protocol at the next City Commission meeting.

Operation Assessments – Tanya Weiler – Tanya communicated that in the past this has been used as a diagnostic tool, to where now it sounds like it would be used more as a strategic plan. After discussion, it was decided that this could be a portion of the employee performance evaluation. The current performance evaluation can be modified to fit what the commission is looking for.

2nd 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. He recommended approval for Ordinance 983. Commission Hach motioned to approve the recommendation. Commission Robbins seconded the motion, and the motion carried unanimously.

City Project 220101 – Mill & Overlay pay Estimate #3 – The City Engineer communicated that this pay estimate is for \$492,505.85 to Strata Corporation. Commissioner Robbins motioned to approve City Project 220101 – Mill & Overlay. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

City Administrator Introductory Period – The City Administrator communicated that once an employee reaches their six-month probationary period, they are eligible for a step increase, basically moving them to full time status. Commissioner Robbins motioned to approve the city administrator introductory period/step increase. Commissioner Hach seconded the motion, and the motion carried unanimously.

Fire Department Hire – The Assistant Fire Chief mentioned that they interviewed four people for the open position. The candidate that they chose to hire was currently working for the Devils Lake Airport. He was at a Grade 9 Step G and would start at the Fire Department, with Commission approval, at a Grade 8 Step J – this would not be any less pay than he was making at the airport. Commissioner Hach motioned to approve fire department hire starting at an 8J. Commissioner Pierce seconded the motion, and the motion carried unanimously.

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

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION