

## Minutes of the Devils Lake City Commission

October 3, 2022

The regular meeting of the Devils Lake City Commission was held on October 3, 2022 with the following members present: President Moe, Rob Hach, Dale Robbins, and Jason Pierce.

Commissioner Hamre moved to approve the minutes of the regular Commission meeting held on September 19, 2022. The motion was seconded by Commissioner Pierce, and the motion carried unanimously.

Commissioner Robbins moved to approve the minutes of the special Commission meeting held on September 28, 2022. The motion was seconded by Commissioner Pierce, and the motion carried unanimously.

### Conditional Use Permit for Accessory Dwelling Unit

Devils Lake Planning Commission Memo – Conditional Use Permit – Commissioner Hamre motioned to approve the recommendation for the Conditional use permit for accessory dwelling unit. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

Employee Recognition – President Moe recognized the following employees for their years of service at the City of Devils Lake.

- Joe Knowski – Police Chief – 5 years
- Nathan Bennett – Fire Chief – 5 years
- Saraye Forsberg – Utility Billing & Cemetery Clerk – 20 years

Commissioner Pierce – The Fire Chief communicated that the new hire started on September 26. He mentioned that he would like to get out of state travel approved for Brandon Exner. He is going to the fallen firefighter's foundation in Baltimore. It is already all paid for, he just needs approval to go. There is a drive thru flu shot at the station on October 13<sup>th</sup> from 11 am to 3 pm. They will open the center bay and the community can drive thru to get their shots. It is Fire Prevention month, so the Fire Station is giving school tours. Commissioner Robbins motioned to approve the out of state travel for Brandon Exner. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Commissioner Robbins – The City Engineer communicated that the street department is doing the final touchups on the potholes, working on alley ways, and hoping to get on College Dr to remove some berms. The City Engineer communicated that there is no update for Engineering.

Commissioner Robbins mentioned the CAD system and that the cost of the system is roughly \$200,000 just for the system and that the annual maintenance is \$133,000/year. Commissioner Robbins suggestion was that the City purchases the CAD system. There is

a formula that breaks down the annual maintenance fee per agency. The City Administrator communicated that he would like to put this on the agenda for a future meeting so that the Chief can give more details on it. The discussion continued on the CAD System.

Commissioner Hach – The City Engineer communicated that there is no update for the Sanitation Department. The City Assessor communicated that he will be going to a training in November.

Commissioner Hamre – The City Engineer communicated that the Utility Department is helping on the watermain project. They had encountered another lead line, so they are helping get those replaced. There are also some culverts that they will be working on. These would go in Ruger Park and would have to be done this fall. They are also working on winterizing the hydrants. Commissioner Hamre gave an update on information he got from the League of Cities meeting in Grand Forks.

The Police Chief communicated that they have had a change in their detectives. John Mickelson, who was initially going to be a detective, has decided to stay as a patrol. Alex Schwab will be moving up to a detective, but with Sue Schwab being his mom she will be demoted from her current position. Ben Harkness will be moving to the sergeant position.

The City Administrator communicated that the League of Cities was a few weeks ago. He mentioned that the Special Assessments meeting will be October 4<sup>th</sup> at 10am – this will be the public hearing meeting.

The Deputy Auditor communicated that we have implemented accounts receivable to Xpress Bill Pay. We have had people pay their landfill/roll off bills online, and then we have nowhere to post them since it was not setup previously. Since adding it, people will be able to pay online, and Saraye will have somewhere to post them when they come through.

The City Attorney communicated that he is working on a formal opinion on the transient merchant permit. It currently does comply with ND Law, so we should not be enforcing it. He will work on a formal opinion and get that to the commission. He is also looking to revise some of the criminal ordinances to go with century code.

Blue Cross Blue Shield ND Self-Funded Renewal (Health, Vision, Dental) – The City Administrator communicated that the staff recommendation was to keep everything the same as the previous year. He mentioned that there are a few documents that need signed. Commissioner Pierce moved to approve the Blue Cross Blue Shield ND Self-Funded Renewal. Commissioner Hamre seconded the motion, and the motion carried unanimously.

City Auto and Property Insurance Strategy – The City Administrator gave an update on the City insurance and how it has gone in the past 5 years to now. There are some cost savings if we switch our strategy. If we were to increase our deductible to \$2,000 from \$500, we would have a large savings. Jordan Herman from Bravera Insurance followed

up on the City Administrator with further information. The discussion continued on the insurance changes. Commissioner Robbins motioned to approve the City Auto and Property Insurance Strategy. Commissioner Pierce seconded the motion, and the motion carried unanimously.

1<sup>st</sup> Reading of Ordinance 985 – Commission Meetings – Order of Business and Citizen Comment Policy – The City Administrator communicated that he added a Citizen Comment section towards the end and then Awards and proclamations at the top. He mentioned that if you would like to talk at the meeting, you need to fill out a card prior to the meeting.

Pay Estimate #1 – City Project 220201 West Side – The City Engineer communicated that this pay estimate is \$301,410.36 to Kemper Construction. Commissioner Hamre motioned to approve Pay Estimate #1 – City Project 220201 West side. Commissioner Hach seconded the motion. The motioned carried unanimously on a roll call vote.

Pay Estimate #3 – 2022 Curb, Gutter, and Sidewalk – The City Engineer communicated that this pay estimate is \$13,471.50 to Elshaug Concrete. Commissioner Robbins motioned to approve Pay Estimate #3 – 2022 Curb, Gutter, and Sidewalk. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

Pay Estimate #5 – City Project 220101 Mill & Overlay – The City Engineer communicated that this pay estimate is \$233,381.80 to Strata Corporation. Commissioner Hach motioned to approve Pay Estimate #5 – City Project 220101 Mill & Overlay. Commissioner Hamre seconded the motion. The motioned carried unanimously on a roll call vote.

Recommendation of Appointment – Member for Parking Authority – Commissioner Robbins motioned to approve the recommendation. 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 Pierce. The motion carried unanimously on a roll call vote.

Devils Lake Municipal Court Report for the month of August

Sales Tax Report for Quarter 3 – The City Administrator communicated that everything is going on pace so far for this year.

Self-Insurance Reserve Fund – The City Administrator communicated that we are slightly lower than anticipated than last year.

President Moe recognized Ashley Peterson – she is the new Ramsey County Public Health Administrator.

**SPENCER HALVORSON**  
**CITY ADMINISTRATOR/AUDITOR**

**JIM MOE**  
**PRESIDENT OF CITY COMMISSION**