

MINUTES OF THE BOARD OF CITY COMMISSIONERS  
HELD OCTOBER 19, 2020

The regular meeting of the Devils Lake City Commission was held as a web hosted meeting on Monday, October 19, 2020 at 5:30 P.M. with the following members present: President Dick Johnson, Commissioners Dale Robbins, Shane Hamre, Rob Hach and Jacob Volk. None were absent.

Pledge of allegiance was recited.

Commissioner Volk moved to approve the minutes of the regular City Commission meeting held October 5, 2020 and the special City Commission meeting held October 9, 2020. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

**5:30 P.M.** – This was the time set to open proposals for a new industrial 4-wheel drive articulated loader. The following proposals were opened and read:

1.	RDO Equipment Company- Grand Forks ND Direct Purchase	\$237,415.00	Trade-in	\$60,000.00
	Lease Cost	\$93,065.85	Buy Out	\$141,347.00
2.	Butler Machinery Company – Devils Lake, ND Direct Purchase	\$268,226.93	Trade-in	\$47,500.00
	Lease Cost	\$179,038.10	Buy Out	\$142,485.00
3.	Titan Machinery - Minot ND Direct Purchase	\$320,000.00	Trade-in	\$60,000.00
	Lease Cost	\$141,908.76	Buy Out	\$108,144.00
			Trade-in	\$60,000.00

Commissioner Hamre moved to accept the proposals as read and refer them to the equipment review committee for further review and recommendation. The motion was seconded by Commissioner Volk. Discussion followed on holding a special City Commission meeting at 10:00 A.M. on October 26, 2020 to award the proposals. The motion carried unanimously.

**5:30 P.M.** – This was the time set to open proposals for a new motor grader. The following proposals were opened and read:

1.	RDO Equipment Company- Grand Forks ND Direct Purchase	\$337,877.00	Trade-in	\$53,000.00
	Lease Cost	\$184,882.80	Buy Out	\$185,062.00
2.	Butler Machinery Company – Devils Lake, ND Direct Purchase	\$334,381.21	Trade-in	\$43,500.00
	Lease Cost	\$221,242.80	Buy Out	\$185,640.00
			Trade-in	\$43,500.00

Commissioner Volk moved to accept the proposals as read and refer them to the equipment review committee for further review and recommendation. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

**Commissioner Volk** – The Public Works Supervisor stated the equipment is ready for snow removal; the department is still patching; and he is looking for a truck on the State auctions.

**Commissioner Hach** – The City Assessor reported they are working on updating measurements in Vanguard and on a way to have Helen assist homestead credit applicants without meeting the applicants in person.

**Commissioner Robbins** –The Police Chief stated there was a good response for National Night Out.

The Police Chief requested to hire a school resource officer at a 10B due to her experience.

Commissioner Robbins moved to approve hiring Miranda Opdahl as the school resource officer at a 10B due to her experience as recommended by the Police Chief. The motion was seconded by Commissioner Volk, and the motion carried unanimously.

The City Engineer reported the watermain replacement for the 2 blocks on 4<sup>th</sup> St NE will depend on weather temperatures. The preference is for the work to be done this fall, but if it does not warm up, it might have to wait until spring.

**Commissioner Hamre** – Everything is fine in Public Utilities.

**President Johnson** – The City Administrator reported everything was fine.

The City Attorney said everything was fine.

The Fire Chief concurred with the Police Chief on National Night Out. He also reported Fire Prevention week was held, and the Department was able to visit the kids outside at school.

President Johnson stated the Governor is holding weekly calls with the mayors from the 14 larger cities regarding Covid-19. Also, Lake Region State College will be hosting a call on Friday regarding the community response to Covid-19 to keep the community from moving up to the next risk level which would trigger some shutdowns.

The City Administrator indicated the human resource consultant will be drafting an amendment for the personnel policy to recommend paying overtime for nonscheduled employees being called in to work on the actual holiday despite not having physically worked 40 hours for the week.

The Commission reviewed the language change in the rates and fees for late fees for extension of premise special event permits and for special event permits.

Commissioner Volk moved to approve changing the language from penalty if not submitted 30 days prior to event to penalty if special meeting is needed to approve permit in the rates and fees for the extension of premise for a special event permits and for special event permits. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

President Johnson requested to discuss item 2 under new business – special event permit submitted by Ye Olde Tavern. Discussion followed on if the City has any liability if a special event permit is approved, and the event does not adhere to the recommended guidelines for social distancing and the number of people at the event. The City Attorney will draft language to add to the special event permit. The permit will be reviewed at the special City Commission meeting on October 26, 2020.

Commissioner Robbins moved to approve item number 1 on the consent agenda which included the following:

1. Authorizing the City Auditor to cancel the following checks: Check No 119306 dated September 22, 2020 in the amount of \$38.54 to Department of Environmental Quality (Water-Water Treatment Plant-Lab Fees & Sewer-Storm Sewer-Equipment Maintenance)- the check will be reissued as two separate checks to go to separate departments; and Check No 119345 dated September 22, 2020 in the amount of \$791.27 to North Dakota Telephone Company (General-Fire Department-Telephone, Library-Non-departmental-Telephone & Airport-Non-departmental-Telephone) - the check was lost and will be reissued; and
2. Moved to October 26, 2020 special City Commission meeting at 10:00 A.M.

The motion was seconded by Commissioner Volk, and the motion carried unanimously.

Commissioner Volk moved to approve funding for the fourth quarter of 2020 for the Lake Region Heritage Center in the amount of \$6,926.50 to be paid from general fund (1000-000-55170). The motion was seconded by Commissioner Hach. On roll call all Commissioners voted aye, and the motion carried.

Commissioner Robbins moved to approve payment of Estimate No. 4 to Kemper Construction for Watermain Improvement District 25-20 -8<sup>th</sup> St NE in the amount of \$144,486.97 as recommended by the City Engineer. The motion was seconded by Commissioner Hamre. On roll call all Commissioners voted aye, and the motion carried.

Commissioner Volk moved to approve the list of bills as submitted. The motion was seconded by Commissioner Hach. On roll call all Commissioners voted aye, and the motion carried.

President Johnson acknowledged the following reports:

1. City Auditor monthly report; and
2. Municipal Court monthly report.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 6:24 P.M.

**LINDA LYBECK**  
**CITY AUDITOR**

**RICHARD S. JOHNSON**  
**PRESIDENT**