

MINUTES OF THE BOARD OF CITY COMMISSIONERS  
HELD DECEMBER 21, 2020

The regular meeting of the Devils Lake City Commission was held as a web hosted meeting on Monday, December 21, 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.

Commissioner Volk moved to approve the minutes of the regular City Commission meeting held December 7, 2020. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

The City Administrator presented Louise Oleson with an appreciation plaque for her years of professional and accurate reporting.

**Commissioner Hamre** – Public Utilities has been repairing hydrants and curb stops, but with the change in the weather repairs will only be done now for leaks. General maintenance is being done on the storm lifts.

**Commissioner Robbins** – The Police Chief reported on the hire of a new school resource officer, an officer being on military leave for a year, and a shift being impacted by covid-19.

The City Engineer said everything was fine.

**Commissioner Volk** – The City Engineer stated the Public Ways Supervisor would like to reject the bid received for the 1½ ton cab and chassis based on the amount of the bid and on purchasing a single axle truck from Burleigh County.

Commissioner Volk moved to reject the bid received for the 1½ ton cab and chassis as recommended by the Public Ways Supervisor. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Commissioner Volk moved to give employees the full day off for Christmas eve. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Commissioner Volk inquired about returning the liquor license fees to assist those businesses that may have been impacted by Covid-19. Discussion followed on special treatment for those businesses, the impact of the pandemic on retailers and hospitality businesses. It was noted the restaurant tax was up 2.1% for the year. Discussion followed on the payroll protection program and how to equitable assist businesses impacted. Consensus of the City Commission was to have the City Administrator and the Forward Devils Lake Director research possibilities on assisting impacted businesses.

**Commissioner Hach** – The Sanitation Department reported the signs are in place at the disposal site and the gates are locked. Cameras are in the process of being installed.

The City Assessor stated everything was fine.

The City Auditor requested to carry forward to 2021 funds budgeted in 2020 for accounting software and training.

Commissioner Volk moved to approve carrying forward to 2021 \$23,800.00 for accounting software and training as recommended by the City Auditor. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

The City Administrator discussed refinancing a bond with Northland Securities. Savings would be around \$152,000.00, and current interest rates are .8%. In order to proceed with the refinancing, an engagement letter needs to be signed.

Commissioner Robbins moved to approve having the City Administrator sign the engagement letter with Northland Securities for refinancing a bond. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

The City Administrator recommended going back to in-person meetings and opening the offices to the public on January 19<sup>th</sup>.

The Assistant Fire Chief reported everything was fine.

City Attorney stated everything was fine.

Commissioner Hach moved to approve the consent agenda which included the following:

Authorizing the City Auditor to cancel Check No 118881 dated July 7, 2020 in the amount of \$161.44 to Stell Fallon (General-Police Department-In-State Travel & Gas, Oil, Grease, Etc.)- the check will be reissued if the appropriate documentation is received.

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

Commissioner Hamre moved to approve the fireworks display contract with Pyrotechnic Display Inc in the budgeted amount of \$17,500.00. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

The City Assessor reviewed language concerning property tax exemptions of improvements.

Consensus of the City Commission was to have the City Assessor and City Attorney submit a final draft to the City Commission for approval.

Brad Barth, Executive Director of Forward Devils Lake, presented a request to extend the guarantee on a loan to Summer's Manufacturing for three months. Western State Bank and the Bank of North Dakota have approved it.

Commissioner Hamre moved to approve extending the loan guarantee of \$500,000.00 for Summer's Manufacturing to March 15, 2021. The motion was seconded by Commissioner Volk. Commissioners Robbins, Hamre, Volk and President Johnson voted aye. Commissioner Hach abstained. The motion carried.

Commissioner Robbins moved to approve paying the second half of the 2020 funding for Forward Devils Lake in the amount of \$25,317.04 as recommended by the City Administrator. The motion was seconded by Commissioner Volk. On roll call all Commissioners voted aye, and the motion carried.

The fees and rates for 2021 were presented. Discussion followed on the cemetery fees equating to about 2 mill and increasing the fees to cover expenses. Commissioner Hamre requested changing the fee from \$500.00 for 90 consecutive days to \$500.00 for a year on the transient permit.

Commissioner Hach moved to approve a Resolution Establishing Fees and Rates effective January 1, 2021 including changing the fee from \$500.00 for 90 consecutive days to \$500.00 for a year on the transient permit as recommended by the City Administrator. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Commissioner Volk moved to approve payment of 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. 4<sup>th</sup> quarter economic data;
2. City Auditor monthly report – October 2020;
3. City Auditor monthly report – November 2020; and
4. Municipal Court monthly report

There being no further business to come before the Commission, President Johnson adjourned the meeting at 6:30 P.M.

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

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