

Minutes of the Devils Lake City Commission  
April 15, 2024

The regular meeting of the Devils Lake City Commission was held on April 15, 2024 with the following members present: President Moe, Dale Robbins, Jason Pierce, Shane Hamre and Rob Hach.

Commissioner Robbins moved to approve the minutes of the regular Commission meeting held on April 1, 2024. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

2024 Curb, Gutter, and Sidewalk – The City Administrator communicated that we received one (1) bid from Elshaug Concrete. The bid amount was for \$58,406. The City Attorney confirmed that Elshaug Concrete had a contract license. Commissioner Hach made a motion to refer the bid to the Engineering Department for review. Commissioner Robbins seconded the motion, and the motion carried unanimously.

2024 Asphalt and Concrete Street Repair – The City Administrator communicated that we received one (1) bid from Strata Corporation. The bid amount was for \$193,250. The City Attorney confirmed that Strata Corporation had a contract license. Commissioner Robbins made a motion to refer the bid to the Engineering Department for review. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Commissioner Hach – The City Engineer communicated that garbage pickup will hopefully be moved back to the alley on April 29<sup>th</sup>. The City Assessor communicated that during the board of equalization meeting we failed to make proper motions, so that will be brought forward at the next meeting.

Commissioner Hamre - The City Engineering communicated that there is not an update for the Utility Department.

Commissioner Robbins – The City Engineer communicated that bids will be opened for the Westside Project on April 25<sup>th</sup> at noon in the Commission Chambers. He also mentioned that the Street Department is working on crack sealing, pot hole patching, street sweeping, and alley work.

Commissioner Pierce – The Fire Chief communicated that they are working on repairing the street lights.

The Interim Police Chief communicated that they have been dealing with juveniles being out past curfew, so their guardians are being cited for that.

The City Administrator gave an update on quarter one utilities, sales tax, and investment portfolio. He also mentioned that one of the Chief of Police candidates had withdrew.

The City Attorney communicated that he has been working with the Fire Chief to stay on top of the Nuisance/Junk ordinances.

City Attorney Services – The City Administrator communicated that the current City Attorney has expressed willingness to continue providing legal services to the City beyond his resignation date of April 30<sup>th</sup>, 2024. He is willing to do so at the current contracted rate through June 30<sup>th</sup>, 2024. If the City does not have an appointed attorney by that time, the law firm's standard hourly rate would be charged for the remainder of the arrangement. Commissioner Pierce made a motion to approve the services with the City Attorney. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

Air Rescue Fire Fighting Mission – City of Devils Lake and Devils Lake Regional Airport – The City Administrator communicated that himself, Commissioner Pierce, and the Fire Chief met with the airport authority board at their meeting on April 8<sup>th</sup>. After communicating to the full airport authority the City's terms for assumption of the ARFF operations, they approved and committed to the following:

- 1) Reducing the airport's FTE by one
- 2) Committing \$25,000 from the airport's operations account for one-time start-up expenses
- 3) Assisting the City in applying for future grants with the FAA and other federal agencies in the effort to replace major pieces of necessary equipment (SCBA's and the ARFF truck)
- 4) Taking a revenue reduction from the City to compensate for the reduced personnel expenses in the airport's operating budget.

Commissioner Hamre made a motion to add one FTE to the Fire Department. Commissioner Pierce seconded the motion. The motion carried 4-1 on a roll call vote.

Adjustment to Grade and Step – Assistant Fire Chief – The City Administrator communicated that it has been asserted that with the pending assumption of ARFF responsibilities at the airport, a grade adjustment for the Assistant Fire Chief from a 13 to a 15 is warranted. The Fire Chief briefly discussed the duties that the Assistant Fire Chief will be taking on if they do ARFF responsibilities. There is also a memo from the HR Consultant attached to the agenda. Commissioner Hamre made a motion to approve the motion. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

Engineering Agreement – Highway 2 Lighting – The City Engineer communicated that street lights are going to be extended on Highway 2 from Gouldings Road to East of Urban Limits. He also went over the agreement that is attached to the agenda. Commissioner Pierce made a motion to approve the agreement for highway 2 lighting. Commissioner Robbins seconded the motion, and the motion carried unanimously.

Approval of Grant Application – Automated Sanitation Truck – The City Engineer communicated that the City had budgeted for a \$300,000 read loading garbage truck to replace an existing one that is currently being used. He mentioned that an automated system will provide larger residential cans, 64 and 96 gallons, rather than the 32 gallon that is currently used. It is estimated that switching to an automated system will cost between \$600,000 and \$650,000. Switching to this system will allow the department to operate with one less employee, which would save the City an estimated \$80,000 per year. The Sanitation Supervisor communicated that he recently went on a garbage route with an automated truck for a few hours and got quite a bit of questions answered. The recommendation is to appoint the City Engineer as the authorized representative to apply for USDA grants. He also recommends the City Commission support the Sanitation Department in continuing to evaluate an automated residential collection system to see if it is the best option for the City. Commissioner Hamre made a motion to approve the recommendations. Commissioner Robbins seconded the motion, and the motion carried unanimously.

Declaration of Surplus Property – The City Administrator communicated that it is recommended to declare the attach list of property surplus. Commissioner Hamre made a motion to approve the declaration of surplus property. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Mark Olson, with Mark's Greenhouse, asked about receiving a bid for the flowers that go downtown and he had heard that we are getting them from Anamoose this year. The City Engineer communicated that we are getting them from Anamoose. The reasoning behind this was that they have a potting system where the flowers will not need to be watered everyday and the Street Supervisor was getting talked to about how nice the flowers look/stay in Carrington, so they did some looking into it.

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**

**JIM MOE**

**CITY ADMINISTRATOR/AUDITOR**

**PRESIDENT OF CITY COMMISSION**