

Minutes of the Devils Lake City Commission  
May 6, 2024

The regular meeting of the Devils Lake City Commission was held on May 6, 2024 with the following members present: President Moe, Dale Robbins, Jason Pierce, and Rob Hach.

Commissioner Hach moved to approve the minutes of the regular Commission meeting held on April 15, 2024. The motion was seconded by Commissioner Pierce, and the motion carried unanimously.

NDDOT Commemorative Coin Award – Traffic Safety – TF Rey Hennen – President Moe Presented Task Force Officer Rey Hennen with his NDDOT Commemorative Coin Award for Traffic Safety. Officer Hennen has demonstrated leadership in enforcement safety of traffic laws by issuing 448 traffic citations/arrests. Traffic enforcement statistics exhibit consistent and solid enforcement which has saved lives on North Dakota Roads. His traffic safety contributions consist of participating in occupant protection, impaired driving, and speed overtime enforcement. He also has a nonstop work ethic to put in as many hours as possible to enforce laws.

Devils Lake Police Department Appreciation – Officer Darin Rixen – President Moe presented Officer Darin Rixen with his Devils Lake Police Department Appreciation award. Officer Rixen has benefited the agency and its officers through his on-duty and off-duty donated contributions, including serving multiple roles as a senior officer and helping revamp the agency lab, conference room, and patrol sergeant's office.

Life Saving – Sergeant Andrew Johnson, Officer Damond Brokke, & Officer Amber Scheen – President Moe presented Sergeant Andrew Johnson, Officer Damond Brokke, & Officer Amber Scheen with their Life Saving Award. Officer Amber Scheen responded to a call on 12/27/2023 for an approximately 60-year-old man who collapsed after playing basketball. She correctly attached the AED pads, administered the AED, and then began CPR. The male started to breathe on his own before ambulance personnel arrived.

Sergeant Andrew Johnson, Officer John Mickelson (Currently with WF PD), and Officer Damond Brokke responded to a call on 09/09/2023 at a local restaurant to a 60-year-old female who was choking and completely blue and nonresponsive. Officers conducted chest compressions and cleared the airway. Her pulse was restored.

Wade Sharbono – 20 years – President Moe thanked Wade Sharbono for his 20 years at the City of Devils Lake.

2024 Arbor Day Proclamation – President Moe read through the 2024 Arbor Day Proclamation and proclaimed May 17, 2024 as Arbor Day.

Lake Region Ambulance Service – Sean Roed communicated that the Lake Region Ambulance Service is out of money and that the board of directors did not want to ask the taxpayers for money at this time. There are only a couple of ambulance services that are not in this situation, but they are also owned by hospitals. He communicated that the reimbursement rate being allocated by insurance companies is the reason that they are not receiving the funds from billing. He mentioned that they are asking for a signed guarantee on a short-term loan for roughly \$100,000 (\$50,000 from City and \$50,000 from County). He mentioned that if a surrounding area closes their ambulance service, he has to pick them up. He communicated that there are five that will be closing in the near future. Each mill is worth \$71,000 and they are going for roughly \$600,000. If they are not able to secure a loan, they will have to close their doors due to not having the funds to remain open. The counties they cover are Ramsey, Benson, Towner, Eddy, Nelson, and Cavalier. The \$100,000 will cover them until the end of July and if the tax district passes, they will be able to secure a long-term loan. Commissioner Pierce made a motion to cosign with the county with the obligations to be determined. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

Safe Alternatives for Abused Families – Rob Johnson and Melandie Deplazes gave an update on Safe Alternatives for Abused Families. Rob communicated that Eventide has gifted them one of their properties that has been closed. They will move all SAAF's and Domestic Violence shelters over there. They are hoping to take control of the property by June 1. There are a lot of things that need to be done on the campus, so they will be working on how they can get everything done. SAAF is not interested in administering a detox center, but they would be able to provide space for that type of service if there was interest. Melandie communicated that they will still have the same programs. They will also continue doing offender treatment classes for men and women and supervised visitations and exchanges. Commissioner Robbins made a motion to release the funds that were set aside last year (\$5,000). Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Commissioner Hach – The City Engineer communicated that the Sanitation Department is working on spring cleanup. The City Assessor communicated that people who live on Walnut St E and Hwy 2 will be getting assessment letters within the next couple of weeks.

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

Commissioner Robbins – The City Engineer communicated that there is not an update for the Street Department or Engineering Department.

Commissioner Pierce – The Fire Chief communicated that they he spoke with an ARFF Specialist, and the best course of action will be for the Fire Department to take over the ARFF Mission on September 1, 2024. This will give the department enough time to get the airport specific training completed and prepare for the ARFF Certification courses that will be coming in late August. He also mentioned that the department would like to start advertising for the new FTE as soon as possible.

The Police Chief communicated that they are looking for a new Captain. He also mentioned that they are doing a click it or ticket campaign until June.

The City Administrator communicated that they received a proposal for city attorney services.

The City Attorney communicated that he has been working with the Police Chief on a couple of ordinances.

President Moe communicated that our community has a lot of need, and he has met with Suzie Kenner at the Devils Lake Chamber and the City Administrator. Suzie has stepped up to help organize meetings so they can discuss how to better help the community with its needs.

Reject Bid – 2024 Asphalt and Concrete – The City Engineer communicated that this bid came in more than double the low bid received last year. Commissioner Robbins made a motion to approve the recommendation to reject the bid and call for bids again. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Recommend Award – 2024 Curb, Gutter, and Sidewalk – Commissioner Hach made a motion to award the bid to Elshaug Concrete Construction in the amount of \$58,406 for 2024 Curb, Gutter and Sidewalk. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Recommend Award – City Project 240102 St Imp District 80-24 – Commissioner Robbins made a motion to award the bid to Mayo Construction in the amount of \$1,775,424.75. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Irrevocable Standby Letter of Credit – USDA/Nodak Rural Economic Development Loan (Dockside Entertainment Center) – The City Administrator

communicated that the park district received a \$2 million loan, no interest. Nodak is requiring that there is an irrevocable standby letter of credit, stating that the City of Devils Lake will make the payment if for some reason that Park District cannot. The yearly payment for this loan is \$210,000. Commissioner Robbins made a motion to approve the irrevocable standby line of credit. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Agreement for Installation, Operation, and Maintenance of Exterior Security Cameras for Downtown Surveillance – The City Engineer communicated that the Lake Region Heritage Center was looking to install security cameras for their own reasons, and it just happened to be in an area that the City would like to cover as well. The attached agreement outlines the cost share, maintenance, and access related to a camera system. Commissioner Pierce made a motion to approve the agreement for downtown surveillance. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

Recommendation of Cost Participation, Construction and Maintenance Agreement – 8<sup>th</sup> Ave SE, 10<sup>th</sup> Ave SE, 16<sup>th</sup> St SE, 17<sup>th</sup> St SE – The City Engineer communicated that we are utilizing some federal aid funds for this project. Commissioner Robbins made a motion to approve the recommendation. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Recommend Acceptance of Outlot – Sletteland Property – The City Engineer communicated that this land should have been in the City's name for the past 50+ years, but they could not find any documentation supporting that. They worked with the property owner, and he agreed to provide a warranty deed for the property required for the current ditch. Commissioner Robbins made a motion to approve the recommendation. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Lease of Property – Neil and Roberta Ackerman – The City Engineer communicated that this is a renewal of a cash rent agreement for property acquired for the flood protection project in 2011. Commissioner Hach made a motion to approve the lease agreement. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

Budget Amendment 24-02 – SCADA System Upgrade – The City Administrator communicated that this is coming in the form of a budget amendment due to it not being included in the capital improvement plan/equipment plan. The City Engineer communicated that the SCADA system was installed with the water treatment plant construction that was completed 13 years ago. They plan to go with a more cloud-based system, so they are working with AE2S to make the

change. Commissioner Robbins made a motion to approve the agreement as presented. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Recommendation to Approve Lease of Property – Dennis Riggan DBA Coyote Flats Golf Center – The City Engineer communicated that the City of Devils Lake leases a small parcel of land at the intersection of Hwy 20 S and County Rd 1 to Dennis Riggan DBA Coyote Flats Golf Center. The lease agreement is a three-year lease agreement in the amount of \$100/year for the lease, with payments due annually. Commissioner Pierce made a motion to approve the lease agreement. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

Resolution – Adoption of Multi-Hazard Mitigation Plan – Commissioner Robbins made a motion to approve the resolution. Commissioner Hach 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**