



Monday, November 3, 2025
5:30PM CST

City Commission Meeting Agenda
Devils Lake City Hall Commission Chambers
423 6th St NE, Devils Lake, 58301

Meeting Items

- 1) Call to Order
- 2) Approval of Minutes – October 20, 2025

Awards and Proclamations

Public Hearings – 5:30 PM

Bid Openings – 5:30 PM

Visitors or Delegations

**Limited to five minutes per guest, unless extended by presiding officer*

Commission Portfolios

- 1) Auditing – NDPERS Defined Contribution Employee/Employer Cost Share

Old Business

- 1) Downtown Parking

Consent Agenda

New Business

- 1) Equipment Replacement Plan
- 2) First Reading – Ordinance 1025 Section 1.07.010 Competitive Bidding Requirements
- 3) First Reading – Ordinance 1026 Section 1.07.020 Procedure
- 4) First Reading – Ordinance 1027 Section 1.07.060 Conveyance, Sale, Lease or Disposal of Property
- 5) Request to Return Roundhouse Lot to City – 322 11th St NW

Citizen Comment

Informational Items

Executive Session

The Devils Lake City Commission will convene in Executive Session this meeting on November 03, 2025 to discuss pending legal matters related to the Mortgage between the City of Devils Lake Building Authority and CoJack Snack and Pack, LLC at the property with the legal description of: Outlot 39-0014 of Lot 1, Pasta Acres Subdivision, Block 2, Replat of Devils Lake Industrial Park, Devils Lake, Ramsey County, North Dakota.

The City Commission may convene into executive session for attorney consultation regarding this legal matter pursuant to NDCC §§ 44-04- 19.1 and 44-04-19.2.

Motion to approve payment of the list of bills as submitted.

The City of Devils Lake may convene in an executive session as provided by NDCC 44-04-19.2 to consider and discuss closed or confidential records and information, negotiating strategy or negotiating instructions as provided by NDCC 44-04-19.1, 44-04-19.2, 44-04-18.4.

**MEETING MINUTES OF THE CITY COMMISSION
OF THE CITY OF DEVILS LAKE, ND
OCTOBER 20, 2025**

The regular meeting of the Devils Lake City Commission was held on October 20, 2025, with the following members present: President Moe and Commissioners Hach, Pierce, Knowski, and Uhlenkamp.

MEETING ITEMS

- 1) Call to Order
- 2) Approval of Minutes – October 06, 2025

Commissioner Pierce made a motion to approve the minutes of the October 06, 2025, City Commission meeting. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously.

AWARDS AND PROCLAMATIONS

PUBLIC HEARINGS – 5:30 PM BID OPENINGS – 5:30 PM VISITORS OR DELEGATIONS

- 1) Renaissance Zone Project 27-DL

The City Assessor gave an overview of the application submitted by Lisa Hawley for the project being undertaken at 122 College Drive North. Commissioner Knowski made a motion to approve the application. Commissioner Pierce seconded the motion, and the motion was approved unanimously.

BID OPENINGS – 5:30 PM

VISITORS OR DELEGATIONS

COMMISSION PORTFOLIOS

Commissioner Knowski – The City Engineer said things in the Utility Department are going well.

Commissioner Hach – The City Engineer said that everything was going well in the Sanitation Department. He said things in the Engineering Department was going well.

The City Assessor alerted the Commission that they are exploring setting a static and re-occurring date for Planning and Zoning Commission meetings.

President Moe asked if the federal government shutdown was negatively affecting the airport. Commissioner Hach said it was not.

Commissioner Uhlenkamp – The City Engineer said there would be a public input meeting at City Hall next Tuesday at 5:30pm regarding proposed and potential changes to downtown parking regulations and enforcement. He said letters were sent out to property owners in the downtown district.

Commissioner Pierce – The Fire Chief said they are working with the School District on tours. He said they assisted in putting the community Christmas Tree up.

1) Commissioner Pierce – Military Appreciation Banners

Commissioner Pierce provided an overview of the veterans' banner project he was working on with partnering veteran's groups. He requested the City Commission's approval to authorize the switching of the banners downtown starting in May and to have City staff assist in putting them up. Commissioner Uhlenkamp made a motion to hang the banners downtown. Commissioner Hach seconded the motion, and the motion was approved unanimously.

President Moe – The Police Chief said Russel Anthony will become the new Task Force officer.

The City Administrator reminded everyone about the Chamber Annual meeting on Wednesday.

OLD BUSINESS

CONSENT AGENDA

NEW BUSINESS

1) BCBSND Renewal Agreements

Commissioner Uhlenkamp made a motion to approve the renewal agreements with Blue Cross Blue Shield of North Dakota. Commissioner Hach seconded the motion, and the motion was approved unanimously.

2) Award of Bid – Public Ways Pickup

The City Engineer reviewed the memo that he provided as part of the agenda packet, detailing the phone conversation he had with a representative of Devils Lake Cars. The lowest bid was from Bessette Motors out of Carrington, almost 6% lower than the closest local bid. The City Engineer said warranty services should also be taken into consideration when deciding whether to purchase local or from an outside bidder.

Commissioner Pierce said he did not like how the local bidder suggested their specs were over-included in their bid at the conclusion of the bid opening process. He said it didn't make him feel right to go against the lowest bidder under that circumstance.

The City Administrator said that since the vast majority of the vehicles in the Street Department have over 100,000 miles on them, that the purchase of a new vehicle is needed. The City Administrator noted that the City Commission should consider the repercussions for failing to award an outside bid that is almost 6% lower than the local bid. He said the Commission should be aware that if they award the local bid at that much of a percentage difference, they could likely expect not to receive an outside bid for vehicles in the foreseeable future.

President Moe said he would like to see better sharing of vehicles between departments. The City Administrator said the Equipment Replacement Schedule that will be presented to the City Commission will include some vehicle sharing between departments.

Commissioner Knowski said he prefers to buy local but thinks for the sanctity of the bidding process that the City should go with Bessette's bid.

Commissioner Pierce made a motion to award the bid for the Public Ways to Bessette Motors. Commissioner Knowski seconded the motion, and the motion was approved on a 3-2 vote, with Commissioners Knowski, Hach, and Pierce voting in favor, and Commissioner Uhlenkamp and President Moe dissenting.

3) Pay Estimate #3 – City Project 250104 – Alleys and Parking Lots

The City Engineer gave an update on the project. Commissioner Uhlenkamp asked about the condition of some of the alleyways and pooling occurring after the project. The City Engineer said the contractor is coming back and the pooling should be remedied. Commissioner Uhlenkamp made a motion to approve Pay Estimate #3 – City Project 250104 – Alleys and Parking Lots. Commissioner Pierce seconded the motion, and the motion was approved unanimously on a roll call vote.

4) Pay Estimate #6 – City Project 250102 – Various Mill and Overlays

Commissioner Knowski made a motion to approve Pay Estimate #6 – City Project 250102 – Various Mill and Overlays. Commissioner Hach seconded the motion, and the motion was approved unanimously on a roll call vote.

CITIZEN COMMENT

INFORMATIONAL ITEMS

- 1) Quarter 3 Economic and Utility Data
- 2) September 2025 Financial Report

LIST OF BILLS

Commissioner Pierce made a motion to approve the list of bills as submitted. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously on a roll call vote.

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION

Mike Grafsgaard – Public Works Director
Corey Erickson – Sanitation Supervisor
Wade Sharbono – Streets Supervisor
Joel Myhro – Utilities Supervisor

To: President Moe and City Commissioners

From: Michael Grafsgaard, City Engineer/Public Works Director
Jason Toso, Police Chief

Date: October 31, 2025

Re: Downtown Parking

City staff held a public input meeting on October 28th to discuss downtown parking restrictions, snow removal and street maintenance. Letters were sent to all downtown property owners (120+ letters) requesting feedback from businesses, property owners and residents within the downtown district. The letter stated if someone could not attend the meeting, they could call the City Engineering Department and provide comments. A copy of the letter is attached. Advertisement for the meeting was also on the radio.

Only one person attended the input meeting and he expressed concern about potential delay in downtown snow removal if the parking restrictions were adjusted to allow for fewer days that snow could be removed downtown. Adjustment to summer parking restrictions did not appear to be a concern.

Based on the one feedback received and further discussions between Public Works and the Police Department, it is recommended that the current parking restrictions and signage remain as-is through this winter and revisit the issue in the spring. Public Works will notify the Police Department when snow removal operations will occur downtown in an effort to better ensure vehicle removal and compliance. The City will also continue to post a notice on our City Facebook page.

City of Devils Lake
423 6th St NE
PO Box 1048
Devils Lake, ND 58301
701.662.7600
www.dvlnd.com



October 21, 2025

«NAME_1»

«ADR2»

«CSZ»

The City of Devils Lake is reviewing potential changes to the downtown parking guidelines and requesting feedback from businesses, property owners, and residents in the downtown district.

Current On-street Parking Guidelines: 'No Parking 2 AM – 7 AM, Except Sundays and Holidays'

This allows City forces to complete snow removal operations according to our snow removal policy without the interference of parked cars on most days. Summer street maintenance, including street sweeping, roadway repairs and pavement marking, typically only occur Monday and Friday mornings between 2 AM – 7 AM, despite no parking being allowed most of the remaining days of the week.

Requests have been made to adjust the City's parking restrictions to allow for additional days for on-street parking in the downtown area. The proposed restrictions below would allow additional overnight parking, but would limit the City to Mon, Wed & Fri to complete snow removal operations according to our snow removal policy without the interference of parked cars, which may pose a slight delay in downtown snow removal.

Potential New On-street Parking Guidelines: Summer months 'No Parking 2 AM – 7 AM Mon & Fri'
Winter months 'No Parking 2 AM – 7 AM Mon, Wed & Fri'

To fit with the potential on-street parking guideline changes, the City is also looking at adjusting the current parking lot restrictions as shown below. This would allow all downtown parking lots to be open for parking when no on-street parking is allowed Monday, Wednesday and Friday.

Current Parking Lot Parking Guidelines: 'No Parking 2 AM – 7 AM' w/ Mon lots and Fri lots

Potential New Parking Lot Parking Guidelines: 'No Parking 2 AM – 7 AM' w/ Tues and Thurs lots

The City will hold a public meeting on Tuesday, October 28 from 5:30-7:00 pm at Devils Lake City Offices to discuss these proposed parking changes and gather input from the public. We request you attend this meeting if you have comments or suggestions related to downtown parking, snow removal and street maintenance in the downtown area. If you are unable to attend, you can provide comments to the City Engineering Department by calling 701-662-7600 Ext. 2.

Mike Grafsgaard
City Engineer/Public Works Director



EQUIPMENT REPLACEMENT SCHEDULE 2026

IT INFRASTRUCTURE	2025	2026	2027	2028	2029	2030	2031
Computer (Laptop/Desktop)	\$ 7,800.00	\$ 10,250.00	\$ 5,200.00	\$ 7,000.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
Extended Warranty	\$ 2,000.00	\$ 2,000.00	\$ 1,200.00	\$ 1,700.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Docking Station	\$ 1,000.00	\$ -	\$ 400.00	\$ 900.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Monitors	\$ 3,200.00	\$ 1,750.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
UPS / Battery Backup	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Servers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,090.00	
Network Hardware		\$ 37,700					
Labor		\$ 4,950					
TOTALS	\$ 14,800	\$ 56,650	\$ 8,400	\$ 11,200	\$ 11,100	\$ 102,190	\$ 11,100
General Fund Yearly Line Item	\$ 15,000	\$ 46,100	\$ 10,000	\$ 12,500	\$ 13,000	\$ 107,000	\$ 11,250
Transfer to Equipment Reserve	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Totals	\$ 30,000	\$ 61,100	\$ 25,000	\$ 27,500	\$ 28,000	\$ 122,000	\$ 26,250
Equipment Reserve Start	\$ 10,000	\$ 25,000	\$ 40,000	\$ 55,000	\$ 70,000	\$ 85,000	\$ 8,910
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
Transfers In	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
	\$ 25,000	\$ 40,000	\$ 55,000	\$ 70,000	\$ 85,000	\$ 100,000	\$ 23,911
Contribution to Equip Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (91,090)	\$ -
End Equipment Reserve Balance	\$ 25,000	\$ 40,000	\$ 55,000	\$ 70,000	\$ 85,000	\$ 8,910	\$ 23,911

FIRE DEPARTMENT	2025	2026	2027	2028	2029	2030	2031
SCBAs (50%)			\$ 160,000				
Personal Protective Equipment PPE (50%)	\$ 10,000	\$ 5,000	\$ 10,000	\$ 5,300	\$ 10,750	\$ 5,500	\$ 11,000
Nozzles	\$ 1,500						
TOTALS	\$ 11,500	\$ 5,000	\$ 170,000	\$ 5,300	\$ 10,750	\$ 5,500	\$ 11,000
General Fund Yearly Line Item (Equipment)	\$ 11,500	\$ 5,000	\$ 170,000	\$ 5,000	\$ 10,750	\$ 5,500	\$ 11,000
Transfer to Equipment Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 11,500	\$ 5,000	\$ 170,000	\$ 5,000	\$ 10,750	\$ 5,500	\$ 11,000
Equipment Reserve Start	\$ 146,037	\$ 171,287	\$ 201,287	\$ 61,287	\$ 91,287	\$ 110,537	\$ 135,037
Interest Earnings	\$ 36,750	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 182,787	\$ 201,287	\$ 231,287	\$ 91,287	\$ 121,287	\$ 140,537	\$ 165,037
Contribution to Equip Purchase	\$ (11,500)	\$ -	\$ (170,000)	\$ -	\$ (10,750)	\$ (5,500)	\$ (11,000)
End Equipment Reserve Balance	\$ 171,287	\$ 201,287	\$ 61,287	\$ 91,287	\$ 110,537	\$ 135,037	\$ 154,037
General Fund Responsibility	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -

DLPD EQUIPMENT REPLACEMENT

Police Patrol/SRO Vehicle (8) Cost below includes annual est. costs for Mobile Radio/In-car Camera/Additional Equip + Install cost

2025 - Squad (\$50,000); M500 (\$7,000); Radio (\$7,000); Additional Equip @ install (\$13,000); Install cost (\$4,000) - 5% increase each year. Agency plan is to have one mobile radio and one in-car camera on hand for backup purposes. Chief, Captain, Det/Sgt will be rotate out with old squad cars to save \$. RAV4 useful life should extend to 2033 at a

Mileage	POLICE DEPARTMENT - VEHICLES	2025	2026	2027	2028	2029	2030	2031	
106,550	A-1 2017 Ford Explorer (Chief)								
51,275	A-2 2022 Ford Explorer (SRO - Christon)			\$ 85,000					Old A2 will be A1 - 2027
40,400	A-3 2018 Toyota Rav4 (Det - Sue)								
30,650	A-4 2023 Ford Pursuit SUV - Patrol					\$ 93,500			
3,769	A-5 2025 Ford Pursuit SUV - Patrol	\$ 78,000						\$ 103,000	
22,205	A-6 2024 Ford Pursuit SUV - Patrol					\$ 93,500			
134,000	A-7 2015 Dodge Ram (CSM - Sam) - Mechanical Issues		\$ 30,000						Deadlined @ City Shop
106,835	Old A-5 (SRO) - Using due to A-7 Mechanical Issues								
75,233	A-8 2021 Chevy Tahoe - Patrol			\$ 85,000					Old A8 to PD or City - 2027
61,762	A-9 2018 Toyota Rav4 (Det - Alex)								
42,838	A-10 2023 Ford Pursuit SUV - Patrol				\$ 89,000				Old A10 will be A12 - 2028
11,062	A-11 2025 Ford Pursuit SUV - Patrol	\$ 78,000					\$ 98,000		
106,510	A-12 2016 Jeep Grand Cherokee (Det - Sam)								
93,375	A-13 2020 Dodge Durango (SRO - Amber)		\$ 81,000					\$ 103,000	Old A13 will be A14 - 2026
99,248	A-14 2019 Dodge Durango (Captain)								Surplus in 2026
	TOTALS	\$ 156,000	\$ 111,000	\$ 170,000	\$ 89,000	\$ 187,000	\$ 98,000	\$ 206,000	

OTHER EQUIPMENT								
	Mobile Data Terminals	\$ 9,300	\$ 9,765	\$ 10,253	\$ 10,766	\$ 11,304	\$ 11,869	
	<i>Increased to \$9,300 (2 units) x 5% increase every year</i>							
	Portable Radios (10 year)	\$ 10,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	
	<i>2025 - Portable - \$6,700 each</i>							
	Body Camara purchase (every 10 year)	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
	<i>V300 (15 units) - 10/2022 - Look at 10/12 total when replaced</i>							
	Taser replace (every 10 years)	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	
	<i>Purchase a few every year - Rotate 10/12 total? Start 2027?</i>							
	Duty Weapons (every 10 years)	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,800	
	<i>Purchased 11/2021 - Replacement of weapons, trade in, and duty gear</i>							
	TOTALS	\$ 30,300	\$ 33,765	\$ 34,253	\$ 34,766	\$ 35,304	\$ 34,669	

General Fund Yearly Line Item (Vehicles)	\$ 156,000	\$ 111,000	\$ 170,000	\$ 89,000	\$ 187,000	\$ 98,000
Transfer to Equipment Reserve	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Totals	\$ 181,000	\$ 136,000	\$ 195,000	\$ 114,000	\$ 212,000	\$ 123,000

Equipment Reserve Start	\$ 88,008	\$ 61,258	\$ 66,258	\$ 34,258	\$ 62,258	\$ 30,258
Interest Earnings	\$ 68,250	\$ 55,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Transfers In	\$ 25,000	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	\$ 181,258	\$ 131,258	\$ 141,258	\$ 109,258	\$ 137,258	\$ 105,258
Contribution to Equip Purchase	\$ (120,000)	\$ (65,000)	\$ (107,000)	\$ (47,000)	\$ (107,000)	\$ (47,000)
End Equipment Reserve Balance	\$ 61,258	\$ 66,258	\$ 34,258	\$ 62,258	\$ 30,258	\$ 58,258

General Fund Responsibility	\$ 61,000	\$ 71,000	\$ 88,000	\$ 67,000	\$ 105,000	\$ 76,000
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STREET DEPARTMENT	2025	2026	2027	2028	2029	2030	2031
1997 Caterpillar 140H Motor Grader							
2001 Caterpillar 950G Payloader							
2013 Elgin Pelican Street Sweeper							
2022 street sweeper replacement							
2021 John Deere 644L Payloader (lease with buyout)		\$ 141,347					
2021 John Deere 772 Motor Grader (Lease with buyout)		\$ 185,062					
2006 MXT Loader Landscaper			\$ 25,000				
2008 Bobcat Toolcat (start lease in 2022)**							
2009 Fair Snowblower							
2018 Henke Payloader snowplows (2) (seems like these should last longer than 10 years?)					\$ 90,000		
2019 Shulte SDX 117 snowblower with chute (replace every 10 years)							
2014 Toro Groundsmaster 4110-D 4WD WAM mower (replace with used machine every 10 years)				\$ 25,000			
2006 Toro Groundsmaster 4000-D 4WD WAM mower (replace with used machine every 12 years)	\$ 35,000						
2001 IH Tandem Dump truck with Plow & wing (replace with used at 30 years)							\$ 50,000
2004 Sterling single axle live bottom stainless sander with plow and wing(replace with used at 30 years age)							
2003 Sterling single axle truck with plow & stainless sander(replace with used at 30 years age)							
2000 IH Single axle dump truck with plow(replace with used at 30 years age)						\$ 40,000	
1987 GMC 3/4 ton Flatbed Pickup (replace every 15 years)							
2001 Ford F250 Pickup sign truck w/service body (replace every 20 years)			\$ 45,000				
2005 Chevrolet 1500 ext cab 4x4(replace every 20 years)	\$ 35,000						
2008 F250 4x4 ext cab pickup (replace every 20 years)				\$ 45,000			
2013 F150 4x4 ext cap pickup (replace every 20 years)							
2015 1500 Ram 4 door 4X4 pickup (replace every 20 years)							
2017 Ford F150 4x4 ext cab (replace every 20 years)							
2008 F250 ext cab 4x4 pickup (replace every 20 years)				\$ 45,000			
2003 Dodge Dakota ext cab 2wd (replace every 20 years)			\$ 25,000				
2019 Linelazer paint sprayer (replace every 15 years)							
2008 Volvo Roller (Not Needed if using Durapatcher)					\$ 30,000		
2005 Asphalt heater/hot box (May not replace, utilize Durapatcher instead)					\$ 40,000		
2004 Cimline 230 Crack Sealer (replace every 20 years)						\$ 25,000	
2006 Cimline Durapatcher (replace every 20 years)			\$ 30,000				
Flatbed Truck							
Schulte Snowblower (from 2023 budget)							
SnowPlow (from 2023 budget)							
YEARLY PURCHASE TOTAL	\$ 70,000	\$ 326,409	\$ 125,000	\$ 115,000	\$ 160,000	\$ 65,000	\$ 50,000
LEASED EQUIPMENT							
John Deere 4x4 Tractor at \$5500 per year	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
2021 John Deere 644L Payloader (lease with buyout)	\$ 31,952						
2021 John Deere 772 Motor Grader (Lease with buyout)	\$ 36,177						
(1) 2021 Bobcat Toolcat 5600 currently with 1 year lease rollover @\$5500 each (Cemetery)	\$ 11,000	\$ 4,500	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Bobcat Skidsteer (Streets)		\$ 5,000					
1997 Caterpillar 140H Motor Grader						\$ 36,177	\$ 36,177
2001 Caterpillar 950G Payloader						\$ 31,952	\$ 31,952
2019 Bobcat E45 Mini Excavator (1/2 cemetery/utilities) CHECK INTO YEARLY LEASE	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
LEASED - YEARLY TOTAL	\$ 87,629	\$ 18,000	\$ 19,500	\$ 19,500	\$ 19,500	\$ 87,629	\$ 87,629
Equipment Line Item	\$ 70,000	\$ 335,000	\$ 130,000	\$ 120,000	\$ 170,000	\$ 70,000	\$ 54,000
Transfer to Equipment Reserve	\$ 101,500	\$ 165,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 115,000	\$ 125,000
Total	\$ 171,500	\$ 500,000	\$ 300,000	\$ 290,000	\$ 340,000	\$ 185,000	\$ 179,000
Equipment Reserve Start	\$ 457,366	\$ 488,866	\$ 318,866	\$ 358,866	\$ 408,866	\$ 408,866	\$ 453,866
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers In	\$ 101,500	\$ 165,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 115,000	\$ 125,000
	\$ 558,866	\$ 653,866	\$ 488,866	\$ 528,866	\$ 578,866	\$ 523,866	\$ 578,866
Contribution to Equip Purchase	\$ (70,000)	\$ (335,000)	\$ (130,000)	\$ (120,000)	\$ (170,000)	\$ (70,000)	\$ (54,000)
End Equipment Reserve Balance	\$ 488,866	\$ 318,866	\$ 358,866	\$ 408,866	\$ 408,866	\$ 453,866	\$ 524,866

WATER DEPARTMENT	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
WATER - WELLFIELD AND TREATMENT										
Dump Truck		\$ -	\$ 65,000							
Hydro Excavator	\$ 75,000									
Mini Excavator (to replace Rubber Tire Backhoe)			\$ 225,000							
Mower										
Pickup (replace 3/4 ton pickup)										
Pickup										
Trailer (50%)										
Boss Snow Plow					\$ 7,500					
MISC										
WATER - DISTRI BUTION										
Combination Jetter/Vacuum Truck 25%				\$ 175,000						
Mini Excator (50% split with Cemetery)	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Bobcat Skidsteer							\$ 75,000			
Trailer 50%										
YEARLY PURCHASE TOTAL	\$ 78,000	\$ 3,000	\$ 293,000	\$ 178,000	\$ 10,500	\$ 3,000	\$ 78,000	\$ 3,000	\$ 3,000	\$ 3,000
Equipment Line Item	\$ 79,000	\$ 250,000	\$ 3,100	\$ 186,000	\$ 11,000	\$ 3,250	\$ 84,000	\$ 3,300	\$ 3,300	\$ 3,350
Transfer to Equipment Reserve	\$ 30,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Total	\$ 109,000	\$ 280,000	\$ 33,100	\$ 221,000	\$ 46,000	\$ 38,250	\$ 124,000	\$ 43,300	\$ 43,300	\$ 43,350
Equipment Reserve Start	\$ 251,118	\$ 263,618	\$ 348,618	\$ 148,618	\$ 58,618	\$ 148,618	\$ 233,618	\$ 243,618	\$ 328,618	\$ 413,618
Interest Earnings	\$ 52,500	\$ 50,000	\$ 50,000	\$ 45,000	\$ 45,000	\$ 40,000	\$ 40,000	\$ 35,000	\$ 35,000	\$ 35,000
Transfers In	\$ 35,000	\$ 35,000	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000
	\$ 338,618	\$ 348,618	\$ 438,618	\$ 233,618	\$ 148,618	\$ 233,618	\$ 318,618	\$ 328,618	\$ 413,618	\$ 498,618
Contribution to Equip Purchase	\$ (75,000)	\$ -	\$ (290,000)	\$ (175,000)	\$ -	\$ -	\$ (75,000)	\$ -	\$ -	\$ -
End Equipment Reserve Balance	\$ 263,618	\$ 348,618	\$ 148,618	\$ 58,618	\$ 148,618	\$ 233,618	\$ 243,618	\$ 328,618	\$ 413,618	\$ 498,618

SEWER & WASTEWATER	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Sewer										
Small Jetter 50%										
Combination Jetter/Vacuum Truck 75%				\$ 525,000						
Steamer			\$ 50,000			\$ 100,000				
Aries Camera System							\$ 65,000			
Pickup		\$ 60,000								
Pickup									\$ 45,000	
Lemna										
John Deere 2555 Tractor									\$ 110,000	
Lemna Trailers				\$ 40,000						
15 ft Bat Wing Mower 50%						\$ 15,000				
Storm Water										
SCADA Cellular Radios		\$ 5,000								
pickup		\$ 55,000								
small jetter 50%										
YEARLY PURCHASE TOTAL	\$ -	\$ 120,000	\$ 50,000	\$ 565,000	\$ -	\$ 115,000	\$ 65,000	\$ -	\$ 155,000	\$ -
Equipment Line Item	\$ -	\$ 85,000	\$ 50,000	\$ 565,000	\$ -	\$ 115,000	\$ 65,000	\$ -	\$ 155,000	\$ -
Transfer to Equipment Reserve	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000	\$ 77,000
Total	\$ 77,000	\$ 162,000	\$ 127,000	\$ 642,000	\$ 77,000	\$ 192,000	\$ 142,000	\$ 77,000	\$ 232,000	\$ 77,000
Equipment Reserve Start	\$ 443,320	\$ 580,040	\$ 589,260	\$ 668,480	\$ 232,700	\$ 361,920	\$ 376,140	\$ 440,360	\$ 569,580	\$ 543,800
Interest Earnings	\$ 52,500	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Transfers In	\$ 84,220	\$ 84,220	\$ 84,220	\$ 84,220	\$ 84,220	\$ 84,220	\$ 84,220	\$ 84,220	\$ 84,220	\$ 84,220
	\$ 580,040	\$ 709,260	\$ 718,480	\$ 797,700	\$ 361,920	\$ 491,140	\$ 505,360	\$ 569,580	\$ 698,800	\$ 673,020
Contribution to Equip Purchase	\$ -	\$ (120,000)	\$ (50,000)	\$ (565,000)	\$ -	\$ (115,000)	\$ (65,000)	\$ -	\$ (155,000)	\$ -
End Equipment Reserve Balance	\$ 580,040	\$ 589,260	\$ 668,480	\$ 232,700	\$ 361,920	\$ 376,140	\$ 440,360	\$ 569,580	\$ 543,800	\$ 673,020

EMBANKMENT	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Slope Mower				\$ 150,000						
Slope Mower Attachments (flail, rotary mowers, sickle)			\$ 35,000							
Ford Tractor	\$ 60,000									
Pickup (replace Chevy pickup)						\$ 32,000				
Pickup (replace 3/4 ton pickup)										
Flail Mower										
John Deer 4450 Tractor										\$ 111,000
SCADA Cellular Radios		\$ 10,000								
15 ft Bat Wing Mower (50%)						\$ 15,000				
John Deere Leased Tractor	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
YEARLY PURCHASE TOTAL	\$ 66,000	\$ 16,000	\$ 41,000	\$ 156,000	\$ 6,000	\$ 53,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 117,000
Equipment Line Item	\$ 66,000	\$ 16,000	\$ 41,000	\$ 156,000	\$ 6,000	\$ 53,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 117,000
Transfer to Equipment Reserve										
Total	\$ 66,000	\$ 16,000	\$ 41,000	\$ 156,000	\$ 6,000	\$ 53,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 117,000
Equipment Reserve Start	\$ 219,769	\$ 313,269	\$ 348,269	\$ 358,269	\$ 253,269	\$ 298,269	\$ 296,269	\$ 341,269	\$ 386,269	\$ 431,269
Interest Earnings	\$ 52,500	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Transfers In	\$ 101,000									
	\$ 373,269	\$ 358,269	\$ 393,269	\$ 403,269	\$ 298,269	\$ 343,269	\$ 341,269	\$ 386,269	\$ 431,269	\$ 476,269
Contribution to Equip Purchase	\$ (60,000)	\$ (10,000)	\$ (35,000)	\$ (150,000)	\$ -	\$ (47,000)	\$ -	\$ -	\$ -	\$ (111,000)
End Equipment Reserve Balance	\$ 313,269	\$ 348,269	\$ 358,269	\$ 253,269	\$ 298,269	\$ 296,269	\$ 341,269	\$ 386,269	\$ 431,269	\$ 365,269

Hours	Miles	SANITATION DEPARTMENT - MUNICIPAL SOLID WASTE	2025	2026	2027	2028	2029	2030	2031	2032
		Municipal Solid Waste								
6,896		2014 644K John Deere Loader (75%)							\$ 262,500	
	263,399	2019 Peterbilt Transfer Truck (80%)					\$ 240,000			
	129,425	2009 International Packer Truck								
		Cans and Tipppers		\$ 275,000						
3,100	14,560	2022 Peterbuilt Packer Truck (Packer and Tipper)			\$ 160,000					\$ 250,000
7,396	133,399	1997 Volvo Packer Truck								
	105,543	2006 Ford 1 Ton Pickup					\$ 55,000			
3,340		2006 430 Case Skidsteer								
5,293		2000 1845C Case Skidsteer								
992		2022 S740 Skidsteer								
		2014 Transfer Truck Trailer								
TOTALS			\$ -	\$ 275,000	\$ 160,000	\$ -	\$ 295,000	\$ -	\$ 262,500	\$ 250,000
Equipment Line Item			\$ -	\$ 275,000	\$ 160,000	\$ -	\$ 295,000	\$ -	\$ 262,500	\$ 250,000
Transfer to Equipment Reserve			\$ 82,000	\$ 90,000	\$ 95,000	\$ 125,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Totals			\$ 82,000	\$ 365,000	\$ 255,000	\$ 125,000	\$ 445,000	\$ 150,000	\$ 412,500	\$ 400,000
Equipment Reserve Start			\$ 385,097	\$ 467,097	\$ 282,097	\$ 217,097	\$ 342,097	\$ 197,097	\$ 347,097	\$ 234,597
Interest Earnings			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In			\$ 82,000	\$ 90,000	\$ 95,000	\$ 125,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
			\$ 467,097	\$ 557,097	\$ 377,097	\$ 342,097	\$ 492,097	\$ 347,097	\$ 497,097	\$ 384,597
Contribution to Equip Purchase			\$ -	\$ (275,000)	\$ (160,000)	\$ -	\$ (295,000)	\$ -	\$ (262,500)	\$ (250,000)
End Equipment Reserve Balance			\$ 467,097	\$ 282,097	\$ 217,097	\$ 342,097	\$ 197,097	\$ 347,097	\$ 234,597	\$ 134,597

Hours	Miles	SANITATION DEPARTMENT - INERT LANDFILL	2025	2026	2027	2028	2029	2030	2031	2032
2,250		D8K Dozer								
		2014 644K John Deere Loader (25%)							\$ 87,500	
18,557		1996 644G John deere loader								
	187,000	2019 peterbilt transfer trk (20%)					\$ 60,000			
23,410		Bomag Landfill Compactor								\$ 300,000
	147,558	2008 ford 3/4 ton pickup			\$ 55,000					
	554,354	2002 Peterbilt roll-off trk								
TOTALS			\$ -	\$ -	\$ 55,000	\$ -	\$ 60,000	\$ -	\$ 87,500	\$ 300,000
Equipment Line Item			\$ -	\$ -	\$ 55,000	\$ -	\$ 60,000	\$ -	\$ 87,500	\$ 300,000
Transfer to Equipment Reserve			\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 37,500	\$ 37,500	\$ 40,000
Totals			\$ 30,000	\$ 35,000	\$ 90,000	\$ 35,000	\$ 95,000	\$ 37,500	\$ 125,000	\$ 340,000
Percent Increase										0%
Equipment Reserve Start			\$ 274,537	\$ 304,537	\$ 339,537	\$ 319,537	\$ 354,537	\$ 329,537	\$ 367,037	\$ 317,037
Interest Earnings			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In			\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 37,500	\$ 37,500	\$ 40,000
			\$ 304,537	\$ 339,537	\$ 374,537	\$ 354,537	\$ 389,537	\$ 367,037	\$ 404,537	\$ 357,037
Contribution to Equip Purchase			\$ -	\$ -	\$ (55,000)	\$ -	\$ (60,000)	\$ -	\$ (87,500)	\$ (300,000)
End Equipment Reserve Balance			\$ 304,537	\$ 339,537	\$ 319,537	\$ 354,537	\$ 329,537	\$ 367,037	\$ 317,037	\$ 57,037

ORDINANCE 1025

1.07.010 Competitive bidding requirements.

All purchase of and contracts for supplies and contractual services for the city and all sales of property therewith which has become obsolete or unusable shall, except as otherwise provided herein, be based, whenever possible, on competitive bids unless determined otherwise under the terms depicted in this chapter.

(Ord. 708 (part), 1987; Ord. No. 991, 10-16-23)

ORDINANCE 1026

1.07.020 Procedure.

- A. All supplies of a singular or common item contracts for singular services or the total amount of all costs of one project for the city except as otherwise provided herein and in Section 1.07.030, when the estimated cost thereof shall exceed thirty thousand dollars shall be purchased from the lowest responsible bidder after due notice inviting bids or procurement through a cooperative purchasing agreement with other political subdivisions as permissible under North Dakota Century Code 11-11-14.4 and 40-05-01.52 unless otherwise determined under the terms depicted in Section 1.07.020(A)(3).
- B. All sales or disposition of obsolete or unusable property when the estimated value shall exceed ~~two thousand five hundred~~ five thousand dollars shall be sold ~~to the highest responsible bidder~~ under the procedure(s) defined in Section 1.07.060.
- C. The lowest responsible bidder, or the highest responsible bidder shall be the bidder who in addition to price, has the best ability, capacity and skill to perform the contract or provide the service required promptly or within the specified time without delay or interference. There shall also be considered character, integrity, reputation, judgment, experience and efficiency of the bidder, the quality of performance of previous contract, sufficiency of financial resources, and previous and existing compliance with state laws and city ordinances.
- D. Any plans for improvement, alteration, or construction on any city-owned building must be submitted, for consideration and approval, to the board of city commissioners prior to the commencement of any such improvement, alteration, or construction.
- E. Any acquisition of property by the city through gift, devise, bequest, or gratuitous consideration, which may subject the city to liability or financial obligation must have prior approval of the board of city commissioners.
- F. No city commissioner or city employee may obligate the city to pay or approve a voucher in any amount, which would cause the line item authorized budget, as amended, of the appropriate account to be exceeded, without prior approval of the board of city commissioners.
- G. The guidelines of subsections A through F of this section are inapplicable to the following circumstances:
 - 1. Projects which are bid or built pursuant to a call for proposals or general contractor construction, and commission-approved change orders;
 - 2. Items or contractual services which are under annual bid to the city;
 - 3. Items of finance pursuant to a bond repayment, or contractual repayment schedule and annual audit;
 - 4. Payment of insurance premiums;

5. Sole source appropriations;
6. Items currently bid by the state and available to political subdivisions;
7. Emergency repair of water and sewer system;
8. An emergency exists as declared by the board of city commissioners;
9. The purchase of an item that has already been approved by the city commission in its annual budget, provided that the head of the department has the approval of the commissioner holding the portfolio for that department.

(Ord. 708 (part), 1987; Ord. 726, 1989; Ord. 729, 1989; Ord. 755, 1991; Ord. 825 (part), 1999; Ord. 880 (part), 2008; Ord. No. 898, 9-19-11; Ord. No. 991, 10-16-23)

ORDINANCE 1027

1.07.060 Conveyance, sale, lease or disposal of property.

Real property belonging to the city shall be conveyed, sold, leased, or disposed of only as approved of by a two-thirds vote of all members of the board of city commissioners. Instruments affecting such conveyance, sale, lease or disposal shall be valid only when duly executed by the president of the board of city commissioners and attested by the city auditor.

- A. In all cases where the Board of City Commissioners contemplates conveyance, sale, lease or disposal of real property owned by the City and estimated by the governing body of the municipality to be of value greater than \$5,000, the Board shall by resolution or motion take one of the following actions:
1. Authorize the public sale of said property and give notice thereof by publishing the same in the official newspaper of the City containing a description of the property, the place and time of sale, and whether the bids are to be received at auction or as sealed bids. A majority of the Board may cause the highest bid or any bid to be rejected if deemed insufficient. Said notice to be published once each week for two consecutive weeks at least 10 days in advance of the date set for sale;
 2. The governing body of the municipality may by resolution describe the real property of the City which is to be sold; provide a maximum rate of fee, compensation, or commission; and provide that the City reserves the right to reject any and all offers determined to be insufficient. After adoption of the resolution, the governing body of a City may engage licensed real estate brokers to attempt to sell the described property by way of nonexclusive listing agreements; or
 3. Upon the finding that it is in the best interests of the City of Devils Lake or that a substantial justification exists, the governing body of the municipality may by resolution enter into such purchase, sale, exchange or other agreements for the purchase, acquisition, sale, lease, dedication, or conveyance of any real property as the governing body of the municipality deems appropriate, and may waive and circumvent any formal bidding requirements for the sale or purchase of real property required under state law or local ordinances, so long as the transaction terms of the subject property are reasonable under the market conditions at the time of the contemplated real property transaction.
 4. The provisions of Sections 40-11-04.1 and 40-11-04.2, North Dakota Century Code, and subsequent amendments thereto shall be followed in conveying,

selling, leasing, or disposing of property, real or personal, of the municipality.

5. If the prospective buyer is not the Mayor, a member of the City Commission, an employee of the City, or a contractor for the City, or a spouse, parent or child of those individuals, or any business entity or Trust in which any of the above-named individuals are entitled to at least fifty (50) percent of the proceeds, the City Commission may convey, sell, lease, or dispose of real property to the prospective buyer without requiring the provisions of Sections 40-11-04.1 and 40-11-04.2 be followed if the City Council finds the consideration offered by the prospective buyer is at least equal to fair market value for the real property.
6. If the prospective buyer is the Mayor, a member of the City Commission, an employee of the City, or a contractor for the City, or a spouse, parent or child of those individuals, or a business entity or Trust in which any of the above-named individuals are entitled to at least fifty (50) percent of the proceeds, the City Commission may convey, sell, lease, or dispose of real property to the prospective buyer without requiring the provisions of Sections 40-11-04.1 and 40-11-04.2 be followed if unanimously approved by the entire City Commission, and if the City Commission finds the consideration offered by the prospective buyer is at least equal to fair market value for the real property .

~~Personal property shall be conveyed by a majority vote of all members of the board of city commissioners. When the property to be disposed of, whether real property or personal property is estimated, by the board of city commissioners to be of a value of less than two thousand five hundred dollars such property may be sold at private sale upon the proper resolution of the board of city commissioners. In all other cases, such property may be sold only at public sale. Bids for the purchase or lease of real property belonging to the municipality, whether or not advertisement therefore has been made, shall be made directly to the board of city commissioners and submitted to the city auditor, who shall present any and all such bids to the board of city commissioners at its next regularly scheduled meeting. When specific statutory provisions contained in the North Dakota Century Code provide for a procedure which is in conflict with this section, governing the conveyance, sale, lease or disposal of real property, the section shall not apply insofar as it is in conflict with such state law. Said statutory procedures are as follows:~~

- A. Lease of airports or landing fields, or portions thereof shall be under authority granted in Section 2-01-16, NDCC. Said lease shall further be in compliance with regulations and directives of appropriate federal agencies;
- B. Conveyance of right-of-way for any state highway shall be as provided in Section 24-01-46, NDCC;
- C. Leasing of oil and gas lands shall be as provided in Sections 38-09-02 through 39-09-04 and Sections 38-09-14 through 38-09-20, NDCC;

- D. Conveyance of property to a municipal parking authority shall be provided in Section 40-61-05, NDCC;
- E. Lease of public buildings or portions thereof shall be as provided in Chapter 48-08, NDCC;
- F. Granting of concessions for cafes, restaurants, and confectioneries in public buildings or on public grounds shall be as provided in Chapter 48-09, NDCC;
- G. Granting of right-of-way for a railway, telephone lines, electric light system, or a gas or oil pipeline system shall be as provided in Section 49-09-16, NDCC.

(Ord. 708 (part), 1987)

MEMORANDUM

To: President Moe and City Commissioners

From: Rob Johnson, City Assessor 

Date: October 30, 2025

Re: Request to Return Roundhouse Lot to the City

Andrew Johnson has requested to return the vacant property he purchased from the City located at 322 11th St NW (Lot 1, Block 11, Roundhouse Subdivision) to the City. He referenced building costs as being prohibitive to construction at this time and there is also another party interested in developing the property and he wants to give them the opportunity to do so.

In August of 2018 the City of Devils Lake sold the vacant lot referenced to Mr. Johnson for \$2,000. Within the warranty deed it states:

Said Conveyance is subject to the following terms and conditions:

- 1. Construction on the above-described property must commence within two years from the date on this deed. If construction does not commence within two years, the title to said property will revert back to the grantor and the amount paid by the grantee will be forfeited and retained by the grantor.*

In my discussion with Mr. Johnson, he has requested to be reimbursed the purchase price for returning the property of \$2,000 less filing fees. He referenced previous practice of the City when making this request.

There are two instances known to me where the purchaser of a vacant lot in the Roundhouse Subdivision sold back their lot to the City for the purchase price less filing fees. The lots were Lot 16, Block 10 and Lot 1, Block 9, both of Roundhouse Subdivision. In both cases the same verbiage as above requiring construction within two years or forfeiture of the purchase amount was present in the warranty deeds. In both cases, my office recommended to the City Commission that the purchaser be compensated their initial investment less filing fees. I did not find any instances where a lot was reclaimed by the City in the Roundhouse Subdivision without compensation.

The options I respectfully propose to the Commission are:

1. Reclaim the parcel without compensation under the terms and conditions of the 2018 Warranty Deed for failing to commence construction within the required two-year time frame.
2. Buy back the parcel for \$2,000 less filing fees.

It is my expectation that I will make a recommendation to sell this parcel to an interested party at the next Commission meeting.