

Jobs Development Authority Agenda

Tuesday, February 17, 2026
5:30pm CST

Meeting Items

- 1) Call to Order
- 2) Pay Application #6 – Housing Incentive Project – Gleason Construction
- 3) Cash Farm Leason on JDA Land
- 4) Devils Lake Doughnuts FlexPACE Interest Buydown

City Commission Agenda

Meeting Items

- 1) Call to Order
- 2) Approval of Minutes – February 02, 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) Fire Department Annual Report
- 2) Police Department Annual Report

Old Business

- 1) City/County Dialogue on Public Safety Facility Partnership and Police Department Relocation

Consent Agenda

New Business

- 1) 2nd Reading – Ordinance 1033 – Chapter 13.36 Non-Exclusive Franchise for Cable Communications Systems

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.

- 2) 2nd Reading– Ordinance 1034 – Section 13.36.090 Operation and Administration Providing
- 3) 2nd Reading – Ordinance 1035 – Renewal of Franchise
- 4) 1st Reading – Ordinance 1036 – Chapter 15.28 Floodplain Regulations
- 5) 2026 Mosquito Contract
- 6) Ackerman Valley 2nd Addition Subdivision Plat Approval
- 7) Authorization to Submit Grant Application – EAB Mitigation Spring Grant \$25,000
- 8) Lake Region Sportsmen Youth Pheasant Hunting – Tolna Coulee

Citizen Comment

Informational Items

- 1) 2025 Investment Portfolio Returns
- 2) 2025 Debt Schedule Summary
- 3) Tax Distribution 10 Year Historical Data

Executive Session

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.

OUTLAY #6

Below is a summary of costs incurred relating to the JDA Single Family Housing Pilot Program for this pay application

1300 16th St SE	Gleason Companie	\$	39,500.00	Insulation / drywall / siding completed
1301 16th St SE	Gleason Companie	\$	39,500.00	Insulation / drywall / siding completed
1302 16th St SE	Gleason Companie	\$	39,500.00	Insulation / drywall / siding completed
1305 16th St SE	Gleason Companie	\$	39,500.00	Insulation / drywall / siding completed
		\$	158,000.00	

Certified this date, 02/13/2026 by:
Spencer Halvorson, City Administrator



PAYMENT APPLICATION

TO: JDA of Devils Lake 423 6th St NE Devils Lake, ND 58301 Attn:	PROJECT NAME AND LOCATION: 25007 HIF Homes New Single Family Homes 2025 1300-1305 16th St SE Devils Lake ND 58301	APPLICATION # 6 PERIOD THRU: 02/04/2026 PROJECT #s: 25007	Distribution to: <input checked="" type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> <input type="checkbox"/>
FROM: Gleason Construction Inc PO Box 1080 Devils Lake ND 58301	ARCHITECT: Gleason Companies PO Box 10545 Fargo ND 58106	DATE OF CONTRACT: 06/05/2025	
FOR: Single Family Homes			

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
 Continuation Page is attached.

1. CONTRACT AMOUNT	\$1,580,000.00
2. SUM OF ALL CHANGE ORDERS	\$0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$1,580,000.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$1,422,000.00
5. RETAINAGE:	
a. 0.00% of Completed Work (Columns D + E on Continuation Page)	\$0.00
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$0.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$1,422,000.00
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$1,264,000.00
8. PAYMENT DUE	\$158,000.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$158,000.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES	\$0.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Gleason Construction Inc

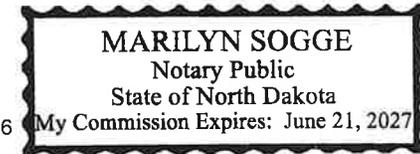
By:  Date: 2/4/2026

State of: North Dakota

County of: Ramsey

Subscribed and sworn to before

me this 4th day of February 2026



Notary Public: Marilyn Sogge

By: 

My Commission Expires: June 21, 2027

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT.....

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: Tim Gleason

By: _____ Date: _____

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

PROJECT: 25007 HIF Homes
New Single Family Homes 2025

APPLICATION #: 6
DATE OF APPLICATION: 02/04/2026
PERIOD THRU: 02/04/2026
PROJECT #s: 25007

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		% COMP. (G / C)			
1300 00	1300 16th St SE								
1300 01	Loan Closing/Mobilization/Material Ordering	\$39,500.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	100%	\$0.00	
1300 02	Excavation & Foundations Ongoing (Footings, Slab, Basement)	\$39,500.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	100%	\$0.00	
1300 03	Foundation Complete (Footings, Slab)	\$59,250.00	\$59,250.00	\$0.00	\$0.00	\$59,250.00	100%	\$0.00	
1300 04	Framing Ongoing (Walls, Roof Structure, Sheathing)	\$39,500.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	100%	\$0.00	
1300 05	Framing Complete (Walls, Roof Structure, Sheathing)	\$59,250.00	\$59,250.00	\$0.00	\$0.00	\$59,250.00	100%	\$0.00	
1300 06	Roofing, Windows, Exterior Doors Installed: Dried-In	\$39,500.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	100%	\$0.00	
1300 07	MEP Rough-Ins Complete (Electrical, Plumbing, HVAC)	\$39,500.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	100%	\$0.00	
1300 08	Insulation/Drywall/Siding Complete (Insulation, Drywall Hung, Mudded)	\$39,500.00	\$0.00	\$39,500.00	\$0.00	\$39,500.00	100%	\$0.00	
1300 09	Interior Finishes Complete (Cabinets, Flooring, Painting, Trim)	\$19,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$19,750.00	
1300 10	Final Finishes & Certificate of Occupancy Issued	\$19,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$19,750.00	
SUB-TOTALS		\$395,000.00	\$316,000.00	\$39,500.00	\$0.00	\$355,500.00	90%	\$39,500.00	

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							1301 00		
1301 01	Loan Closing/Mobilization/Material Ordering	\$39,500.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	100%	\$0.00	
1301 02	Excavation & Foundations Ongoing (Footings, Slab, Basement)	\$39,500.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	100%	\$0.00	
1301 03	Foundations Complete (Footings, Slab)	\$59,250.00	\$59,250.00	\$0.00	\$0.00	\$59,250.00	100%	\$0.00	
1301 04	Framing: Ongoing (Walls, Roof Structure, Sheathing)	\$39,500.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	100%	\$0.00	
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1301 07	MEP Rough-Ins Complete (Electrical, Plumbing, HVAC)	\$39,500.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	100%	\$0.00	
1301 08	Insulation/Drywall/Siding Complete (Insulation, Drywall Hung, Mudded)	\$39,500.00	\$0.00	\$39,500.00	\$0.00	\$39,500.00	100%	\$0.00	
1301 09	Interior Finishes Complete (Cabinets, Flooring, Painting, Trim)	\$19,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$19,750.00	
1301 10	Final Finishes and Certificate of Occupancy Issued	\$19,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$19,750.00	
SUB-TOTALS		\$790,000.00	\$632,000.00	\$79,000.00	\$0.00	\$711,000.00	90%	\$79,000.00	

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1302 09	Interior Finishes Complete (Cabinets, Flooring, Painting, Trim)	\$19,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$19,750.00	
1302 10	Final Finishes & Certificate of Occupancy Issued	\$19,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$19,750.00	
SUB-TOTALS		\$1,185,000.00	\$948,000.00	\$118,500.00	\$0.00	\$1,066,500.00	90%	\$118,500.00	

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1305 10	Final Finishes & Certificate of Occupancy Issued	\$19,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$19,750.00	
TOTALS		\$1,580,000.00	\$1,264,000.00	\$158,000.00	\$0.00	\$1,422,000.00	90%	\$158,000.00	

To: Devils Lake Jobs Development Authority

From: Brady Ash, Forward Devils Lake

Date: February 11, 2026

Re: Agricultural Use of JDA Land

An area farmer has requested to lease the land owned by the JDA, f/k/a the Industrial Park Addition, for farming purposes. This lease will begin March 1, 2026, and expire December 31, 2026.

Larry Weed farmed this land up until the lease expired at the end of 2025. It should be noted that this gentleman is succeeding Larry in farm operations.

The request was approved by the Forward Devils Lake Board at its February 4th, 2026 meeting. It has been proposed that this land be advertised for leasing-bids upon expiration of the proposed lease. It is recommended that the request be approved according to the terms provided in the lease.

Attached – Proposed Lease Agreement

CASH FARM LEASE

THIS LEASE is entered into this _____ day of _____, 2026 between **Devils Lake Jobs Development Authority**, Landlord, and **Brenden Laugsand**, Tenant, who has an address of 3751 77th Ave NE, Saint Michael, ND 58370.

The Landlord hereby leases to the Tenant, to occupy and use for agricultural and related purposes, the following described property, hereafter referred to as the “City of Devils Lake farmland” located in Ramsey County, State of North Dakota, and commonly known as the New Industrial Park.

The New Industrial Park consists of: 126 tillable acres located in Ramsey County. All acres are located north of Highway 2, Devils Lake. The property to be leased is described as follows, to-wit:

Outlot #44-0002

Part of the S $\frac{1}{2}$ SE $\frac{1}{4}$ and the SE $\frac{1}{4}$ SW $\frac{1}{4}$, Section 20, Township 154 North, Range 64 West, Ramsey County, North Dakota

Outlot #44-0003

Part of the N $\frac{1}{2}$ NE $\frac{1}{4}$ and the SE $\frac{1}{4}$ NE $\frac{1}{4}$, Section 29, Township 154 North, Range 64 West, Ramsey County, North Dakota

1. Length of Lease: The Tenant to have and to hold the said property, subject to the conditions and limitations set forth herein, for a term of ten (10) months beginning on March 1, 2026 and ending on December 31, 2026.

2. Payment of Rent: For the occupancy and use of the real estate as herein described, the Tenant agrees to pay the Landlord rent in the amount of \$75.00 per acre for a total of \$9,450.00 with one-half of the rental amount (\$4,725.00) due on May 1, 2026 and one-half of the rental amount (\$4,725.00) due on November 1, 2026.

3. Landlord’s Contribution: The Landlord will furnish the above-described real estate and pay all real estate taxes on said property.

4. Tenant’s Contribution: The Tenant agrees to take diligent care of said premises, to farm the land in a careful, husbandry-like and prudent manner, and to return the property in tilled and good condition as he found it, ordinary wear and tear or unavoidable casualty expected. The tenant agrees: (a) to control soil erosion as completely as practicable, to include filling in or otherwise controlling small washes or ditches that may form; (b) to preserve all established water courses or ditches including grass waterways, and refrain from any operation or practice that will injure them; and, (c) to operate the farm in compliance with government programs.

5. Right to Lease: The Landlord warrants that he has the right to lease the above-described premises and will defend the Tenant’s possession against any and all persons whomsoever.

6. Subleasing: The Tenant will not re-lease or sublet the premises or lease any part thereof without the prior written consent of the Landlord.

7. Right of Entry: The Landlord reserves the right of itself, its agents, its employees or assigns to enter the leased premises at any reasonable time for the following purposes: (a) consultation with the Tenant; (b) making improvements and inspections to the premises; and (c) after notice of termination of the lease is given, of plowing, seeding, fertilizing and such customary seasonal work as may be necessary, none of which is to interfere with the Tenant in carrying out regular farm operations.

8. Transfer of Farm: If the Landlord shall sell or otherwise transfer title to the premises, it will do so subject to the provisions of this lease.

9. Heirs and Successors: The terms of this lease shall be binding on the heirs, executors, administrators, and successors of both Landlord and Tenant in like manner as upon the original parties. However, because this lease is for a term of less than one year, the heirs, executors, administrators, and successors of both the Tenant and the Landlord shall have the option to give written notice of termination effective at the end of the lease year in which death or other terminating event occurs.

10. Surrender of Possession: The Tenant agrees to surrender possession and occupancy of the premises peaceably at the termination of the lease.

11. No Partnership Created: This lease shall not be deemed to give rise to any partnership relationship between the parties, and neither party shall have authority to obligate the other without written consent except as specifically provided in this lease.

12. Government Farm Program: The Landlord does hereby relinquish all rights to the government farm program payments in effect at time of lease, with the Tenant thereby receiving all government farm program payments if any.

IN WITNESS WHEREOF, the parties have signed this lease on the date first written above.

(1) _____
LANDLORD Mayor James Moe, President of the Devils Lake Jobs Development Authority

(2) _____
TENANT – Brenden Laugsand

To: **Devils Lake Jobs Development Authority**

From: **Brady Ash, Forward Devils Lake**

Date: **February 11, 2026**

Re: **Devils Lake Doughnuts**

Devils Lake Doughnuts is a locally owned doughnut shop/bakery in Devils Lake. They offer a variety of fresh, daily made doughnuts, sandwiches, pepperoni rolls, and more.

Recently the current owners of the business have agreed to sell to another Devils Lake resident. The new owner is seeking assistance with the purchase of the Real Estate and some equipment. They have been approved to participate in the FlexPACE Interest Buydown program with the Bank of North Dakota. The application and business plan have been attached to this memo for reference.

An amount of \$25,444.18 was approved by the Forward Devils Lake Board at its February 4, 2026 meeting. This amount will be counted towards the Community Buydown Portion of the entire interest buydown. It is recommended that the request be approved at 0% with a 60-month amortization, upon completion of payment to Bank of North Dakota.

Attached – DL Doughnuts Application, Business Plan – DL Doughnuts

Devils Lake Doughnuts

Angela Sainsbury

Identity

We provide the Lake Region Community with fresh, handcrafted donuts and sandwiches, made daily with high quality ingredients offering a level of flavor, authenticity, and local pride that mass produced competitors can't match.

Problem Worth Solving

The current owners of Devils Lake Donuts are selling the business. They are moving out of state to be closer to their family with the doors closed, jobs will be lost and sadly no more donut shop.

The Devils Lake and surrounding areas currently lack convenient access to fresh, handmade donuts, sandwiches, and similar quality food options. Existing choices are limited, often relying on prepackaged items that sacrifice freshness, taste, and nutritional value.

Without a local business dedicated to producing food from scratch each day, consumers are left with higher prices, lower quality products that are not made fresh, and few local alternatives.

Our Solution

Purchasing Devils Lake Donuts, we will be able to continue to provide the service for our customers.

Our business will provide high quality breakfast and lunch products in Devils Lake, offering local customers and businesses more convenient locally sourced options.

Target Market

Our business targets the residents, workers, and visitors of the Lake Region, and the surrounding rural communities. The region has limited access to fresh, handmade food options, creating a strong need for high quality, locally prepared products.

The Competition

Our products are unlike anything else in Devils Lake. The grocery store may offer fresh daily items, but no competitor matches our ingredients, preparation, or production scale positioning us to capture the market.

Sales Channel

Greatest majority of sales at this time will be by Storefront. Coming second will be invoicing with our commercial and contractual sales.

Additional sales are expected to be found with the implementation of a website, and or app that will provide pre-orders with a way to pay directly online.

Marketing Activities

Our business already enjoys a strong reputation in Devils Lake, and in a small community, word of mouth remains our most powerful marketing tool. We will continue to leverage this by maintaining exceptional product quality and customer service, ensuring customers keep sharing positive experiences.

To expand our reach and convenience we plan to:

1. For our second year of operation, we would Expand Digital Presence – Build a website with online preorder capabilities and increase engagement on social media platforms like Facebook and Instagram, sharing menu updates, daily specials, and behind the scenes content.
2. Expanding our digital presents for year two opens Alternative Ordering Channels & Drive Through – in addition to an in-person sales, we will introduce a drive through for fast convenient service and explore other ordering options including online preorders and potential local delivery partnerships.
3. Community Engagement – participate in local events, collaborate with nearby businesses, and provide catering options to strengthen community ties and attract new customers.
4. Monitor & Optimize – Track online interactions, preorder volumes, drive through usage and customer feedback to refine marketing strategies and maximize effectiveness. This approach combines the strength of our existing reputation with modern marketing convenient ordering, and the new drive through, positioning the business for growth while maintaining loyalty in the Devils Lake community.
5. Another way we plan to reach more customers is by having a curb cut to install another entrance, so traffic is not limited to one-way entry and exit, making access more convenient.

Revenue

Currently the business generates 20% commercial orders and 80% walk-in sales. Within year one we expect these two to stay somewhat comparable looking for a minimum 5% increase due to the curiosity of our small town. As we roll into year two the addition of our

drive through along with the improvements to the parking lot we look to see as much as a 25% increase in operations that we expect to continue into year three with. As we close out year three the expectation is to be steady with year two but holding onto an increase of nearly 10% over that of year two. These numbers are illustrated on page 3 of the financial projection.

Expenses

As a currently operating and profitable business, we will avoid many of the typical startup costs, such as initial marketing campaigns, hiring and training staff, and early operational inefficiency. Our primary expenses will focus on the property and the equipment necessary to produce our high-quality products, both of which are long-term assets that contribute to the value of the business.

Milestones

We hope to have a flawless transition from the current ownership to us while following the current order of operations while continuing to explore areas to streamline the process and expand profits.

Team & Key Roles

Angela Sainsbury – Owner/Operator

Jenna Sainsbury – Manager/Operations

2 Support Staff

Expectation is to expand to 1-4 additional employees.

Partners & Resources

Bravera – Finance Supported by:

Bank of North Dakota

North Dakota Small Business Development Center

Devils Lake Development

Previous Owners – support in training along with daily operations for a reasonable time frame.

Many of the vendors we utilize for our products and supplies provide extended amounts of additional training and support.

**Forward Devils Lake
Project / Loan Application**

PACE Loan _____ FlexPACE Loan Small Bus Revolving Loan _____ Façade _____ Industrial Park _____

Business Name: Devils Lake Doughnuts Project Title: _____
 Address: 502 6th ST SE Devils Lake, ND 58301
 Contact Person: Angela Sainsbury Phone: (701) 739-3176
 E-mail: travnang@dvl.midco.net

Amount Requested: \$25,444.18 Total Project Cost: _____
 - \$21,725.33 (RE) - \$3,718.85 (Equip.)

- Program Guidelines:**
- The applicant must conform to all of Bank of North Dakota's guidelines if they should apply to this loan. BND guidelines available at: http://banknd.nd.gov/lending_services/business_financing_programs/business_incentive_programs.html
 - The amount of the incentive is limited to the appropriate loan program guidelines in place as of the date of this application.
 - Project must start within 6 months of FDL approval for the project.
 - Forward Devils Lake Executive Board of Directors reserves the right to review and change the guidelines as needed.
 - All costs associated with the closing will be paid by the applicant; i.e. legal review, recording fees, etc.
 - A requirement of all loans is for FDL to have a second mortgage or lien if appropriate and a promissory note will be put in place with all documents being recorded with the county. FDL would also have a personal guarantee on all loans borrowed.
 - If this application is for industrial park property purchase – if the buyer does not build within two years from the purchase agreement date the title will revert to the seller.
 - Buyer cannot sell the property without first constructing a building on the property and operating a business in the property.
 - All costs associated with any property / loan closing will be paid by the applicant, ie. Legal review, recording fees, etc.
 - Forward Devils Lake Board of Directors reserves the right to review and change the guidelines as needed.

- Documents needed for approval:**
- Bank approval letter
 - Estimated total cost of project
 - Business Plan
 - Additional documentation as needed if required or stated in the specific loan guidelines.

The undersigned states that he/she is duly authorized to verify the foregoing application, that he/she has read the same and is familiar with the statements contained herein and that the same are true in substance and in fact. The undersigned further agrees that if awarded funds from Forward Devils Lake, the funds will either be directly paid to the vendor listed in the budget or reimbursed to the grantee upon proof of cancelled check(s) and appropriate receipts. Forward Devils Lake is authorized to contact my existing creditors to verify good standing.

Angela Sainsbury 1-29-26
 Signature of Applicant Date

 Signature of Co-Applicant Date

Angela Sainsbury 1-29-26
 Printed Name of Applicant Date

 Printed Name of Co-Applicant Date

Executive Summary

Requested acreage if Industrial Park Application: _____

What types of infrastructure will be needed for your project? (Circle all that are applicable)
Rail – City Water – City Sewer – Electricity – Natural Gas – Hwy 2 Access – Other _____

Total Square Feet of Building: 2040 Industry Type: _____

When will construction start: _____ Estimated completion date: _____

 What is the outline of the proposed project? _____

The primary purpose of the business is? To provide fresh donuts, and sandwiches

The products or services provided by the business are? Our business will provide high quality breakfast and lunch products. Doughnuts, pastries, and sandwiches.

The local competitors of your business are? They're not identical businesses. The closest competitors would be the Supermarket.

How does your business differ from your competitors? The ingredients and process used to make our product.

What percentage of your business income is from Devils Lake? 90% Surrounding Area 10% Out of ND _____

How many new jobs will this create?

Full Time – Current	<u>2</u>	Future	<u>4</u>
Part Time - Current	<u>2</u>	Future	<u>8</u>

If new jobs are created, what will be the average annual salary of the new jobs? \$30,000

What are the loan terms in years? _____



Devils Lake Fire Department

621 N College Dr
Devils Lake, ND 58301

Phone: 701-662-3913 Fax: 701-662-8123

Chief

Nate Bennett

Asst. Chief

Cory Meyer

DEVILS LAKE FIRE DEPARTMENT

Annual Report to the Devils Lake City Commissioners

Reporting Year: 2025

Executive Summary

This annual report provides an overview of the Devils Lake Fire Department's activities, performance, and accomplishments during the 2025 reporting year. The Department remains committed to protecting life, property, and the environment through fire suppression, emergency medical response, rescue operations, fire prevention, and public education.

During the year, the Department continued to expand its operational responsibilities, including the integration of Airport Rescue and Firefighting (ARFF) operations, while sustaining a high level of service in regional technical rescue, hazardous materials response, fire prevention, and community support functions.

The Department also demonstrated sound fiscal stewardship. A planned reallocation within the 2026 operating budget transferred funds into a designated equipment reserve account to support future capital purchases. This adjustment did not result in reduced staffing levels or diminished service capability, and core operational readiness was maintained. Additional state grants, Department of Emergency Services (DES) funding, and fundraising efforts to further offset equipment and training costs, reducing the financial impact on the City.

This report summarizes operational statistics, staffing, training, apparatus status, fiscal considerations, and strategic priorities, and is respectfully submitted for the information and consideration of the Devils Lake City Commissioners.

Department Mission

The mission of the Devils Lake Fire Department is to provide professional, efficient, and compassionate emergency services to the citizens of Devils Lake, ensuring public safety through prevention, preparedness, response, and recovery.

Service Area and Coverage

The Devils Lake Fire Department provides fire protection, rescue services, and emergency response within the City of Devils Lake and assists surrounding jurisdictions through established mutual aid agreements.

Brandon Exner
Senior Captain

Jeremy Beck
Captain

Ryder Pollman
Firefighter

Myles Schafer
Firefighter

Garrett Harding
Firefighter



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Population Served

The Department serves approximately 7,314 residents within the City of Devils Lake. This figure does not include surrounding rural areas or seasonal and transient populations, which can increase the total population served to an estimated 15,000–20,000 individuals at any given time.

Auto Extrication and Technical Rescue Response

The Department's primary response area is the City of Devils Lake. Through interagency cooperation, the Department also provides auto extrication and technical rescue services within the Devils Lake Rural Fire Department's response district. This technical rescue response area encompasses approximately 530 square miles.

Regional Response

The Devils Lake Fire Department serves as the designated regional Hazardous Materials (HazMat) response team for the northeast region of North Dakota. The regional response area spans approximately 10,000 to 11,000 square miles, extending from the Canadian border south to Highway 200 and from the Minnesota border west to Highway 3. This area includes rural communities, major transportation corridors, agricultural operations, and industrial facilities, requiring a high level of preparedness, coordination, and operational readiness to protect public health, safety, and the environment.

Call Volume and Incident Statistics

During the 2025 reporting year, the Department responded to a total of 267 calls for service.

Incident Type Breakdown

Fire: 24

Overpressure Rupture / Explosion / Overheat: 2

Rescue and EMS: 50

Hazardous Condition: 21

Service Calls: 19

Good Intent Calls: 53

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False Alarms and False Calls: 91

Natural Disasters: 1

Citizen Complaints: 6

Total Calls for Service: 267

Overall call volume shows a slight decline compared to the previous year. A decline in call volume shows that fire prevention and inspection programs are effective at decreasing emergency situations.

Fire Loss and Property Conservation

Early detection, rapid response, and coordinated fireground operations played a key role in minimizing fire damage within the community. The Department's fire prevention and inspection program further supported property conservation by identifying and correcting hazardous conditions before they resulted in fire incidents.

During the reporting year, the Fire Department conducted 395 fire inspections and identified 766 fire code violations. The majority of these violations involved missing or non-functioning smoke detectors, carbon monoxide detectors, and unsafe electrical practices—conditions commonly associated with delayed fire detection and increased fire loss.

By addressing these deficiencies through inspection, education, and enforcement, the Department reduced the likelihood of undetected fires and delayed emergency notification. The inspection program remains a critical component of the Department's overall risk reduction strategy and directly supports the protection of life and property within the community.

Staffing and Personnel

Fire Chief: Nathan Bennett

Full-Time Personnel: 7

Volunteers: 19

Total Authorized Strength: 26

Throughout the year, Department personnel demonstrated professionalism and dedication while responding to emergencies, participating in training, and supporting daily operations.

In addition to emergency response duties, the Devils Lake Fire Department remains deeply engaged in the community through the planning and support of numerous public events. In

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collaboration with the Devils Lake Police Department, the Fire Department participates in the annual Battle of the Badges, supporting charitable causes and strengthening interagency relationships. Members also conduct Fill the Boot fundraising during Devils Run to benefit the Muscular Dystrophy Association (MDA). The Department organizes the Fourth of July Parade and oversees the Fourth of July fireworks display, ensuring these events are conducted safely and professionally.

The Fire Department also hosts the annual Devils Lake Volunteer Ice Fishing Tournament, the largest single community event of the year, drawing participants from across the nation and internationally. Personnel further support National Night Out and host a Fall Open House to provide fire safety education and engage directly with residents. Collectively, these efforts reflect the Department's strong commitment to public service beyond emergency response.

Training and Professional Development

Training remains a top priority to ensure firefighter safety, operational effectiveness, and compliance with applicable NFPA standards and regional response requirements.

Total Annual Training Hours Completed: 1,525

Key training topics included fire suppression tactics, emergency medical response, vehicle extrication, incident command and leadership, and firefighter safety and accountability.

Firefighters also participated in regional and state-level training opportunities. Two members, one full-time and one volunteer—attended the Fire Department Instructors Conference (FDIC) in Indianapolis, Indiana, the largest firefighting conference in the world, to enhance skills and bring current best practices back to the Department.

Apparatus and Equipment

The Department maintains a fleet of apparatus and specialized equipment to support emergency operations.

Apparatus Summary

Engines: 2

Ladder / Aerial Units: 1

Support / Command Vehicles: 4

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The primary capital purchase during 2025 was the acquisition of new siren radios. This upgrade was made to ensure the Department has the required equipment to meet state requirements and to maintain interoperability between our mutual aid agencies.

Fire Prevention and Public Education

Fire prevention and public education remain essential components of community safety.

During the reporting year 2025, the Department completed 395 fire inspections and identified 766 fire code violations. Violations were corrected at the time of inspection when possible or are being monitored for compliance during the annual inspection cycle.

The majority of inspections were conducted at residential and commercial rental properties. The most common violations involved missing, non-functioning, or improperly located smoke detectors and carbon monoxide detectors. Improper use of electrical outlets and extension cords was the second most common violation category.

In the coming year, the Department will continue focusing on rental property inspections while increasing emphasis on commercial occupancies to further reduce fire risk throughout the community.

Mutual Aid and Interagency Cooperation

The Devils Lake Fire Department maintains mutual aid agreements with surrounding fire departments, law enforcement agencies, EMS providers, and state and county partners.

The most significant arrangement is an automatic aid partnership with the Devils Lake Rural Fire Department. Under this agreement, both departments respond jointly to auto extrication and technical rescue incidents throughout the Rural Fire Department's response district, providing consistent and timely specialized rescue coverage across a 530-square-mile area.

Budget Overview

The Devils Lake Fire Department operates within the budget approved by the City of Devils Lake.

Approved Budget – 2025: \$1,043,442

Approved Budget – 2026: \$934,439

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The change between fiscal years reflects a planned capital purchase for radios of approximately \$145,000. It is the goal of the Fire Department to utilize our capital replacement plans to remain fiscally responsible when purchasing high dollar equipment. Capital replacement plans allow us to project out and set a plan for large purchases.

Funding and Cost Offset Measures

State grant reimbursement of \$1,500 per radio. We purchased around 40 radios which totaled a reimbursement from the state of \$60,000.00.

Approximately \$25,000 annually in Department of Emergency Services (DES) funding to support the State Regional Hazardous Materials Response Team

Annual Fire Department fundraising efforts supporting equipment replacement and training

These funding sources help reduce the financial burden on the City while supporting both local and regional emergency response obligations.

Challenges and Considerations

In addition to emergency response duties, the Department repaired more than 100 streetlights, processed approximately 100 public nuisance cases, maintained community flags, and monitored six overnight severe weather events, further increasing operational workload.

A primary challenge moving forward is maintaining current staffing levels to sustain the level of service expected by the community and regional partners. Adequate staffing is critical to meeting operational demands, specialized response requirements, and firefighter safety standards. These challenges directly inform the Department's goals and priorities for the coming year.

Goals and Objectives for the Coming Year

Enhance firefighter safety and training opportunities

Maintain and upgrade apparatus and equipment

Evaluate staffing and resource needs

Strengthen regional and interagency partnerships

Pursuing grant funding opportunities to support equipment replacement and capital purchase planning

Recruit and retain qualified firefighters to sustain operational readiness and meet current and future service demands

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Closing Statement

On behalf of the Devils Lake Fire Department, I would like to thank the Devils Lake City Commissioners, City administration, and the citizens of Devils Lake for their continued support. The Department remains committed to transparency, fiscal responsibility, and the continued delivery of professional, dependable emergency services.

Respectfully submitted,

Nathan Bennett Fire Chief Devils Lake Fire Department

*Brandon Exner
Senior Captain*

*Jeremy Beck
Captain*

*Ryder Pollman
Firefighter*

*Myles Schafer
Firefighter*

*Garrett Harding
Firefighter*

DEVILS LAKE POLICE DEPARTMENT

222 West Walnut St • Devils Lake, North Dakota 58301 • Phone 701-662-0700



JASON TOSO
CHIEF OF POLICE

BEN HARKNESS
DEPUTY CHIEF

Date: 02/05/2026

To: Devils Lake City Commission
President Moe

Re: 2025 Annual Report
Devils Lake Police Department

This past year, the Devils Lake Police Department continued its transition under the guidance of Mayor Jim Moe, the Devils Lake City Commission, and Administrator Halvorson. The creation of the Corporal position in 2025 strengthened our agency structure. Detailed talks regarding the PD's future location were held. We appreciate the Commission's attention to this matter and look forward to further discussions in 2026.

Concerns over downtown safety were addressed with the creation of the Downtown Safety Task Force. Several meetings were held with community stakeholders to offer suggestions and address problem areas, culminating in the formation of a city services contacts directory. In response to ongoing concerns, our officers began additional foot patrols in downtown, and we received positive feedback from business owners and the community.

In-house training is essential and remains a priority with our agency. This past year, Sergeant Grey Water and Officer Brokke completed Defensive Tactics Instructor training and provided their first department-wide defensive tactics training. They will continue building on this training in 2026. This training reduces the risk of injury to both officers and suspects, ensures appropriate use of force, and enhances decision-making under stress.

Officer Bradin Welsh joined our agency in June of 2025 and completed his probationary field training in December. Welsh was a graduate of Lake Region State College's Peace Officer Training Program (POTP).

DLPD officers assist in training POTP students every year. Our department remains committed to continuing our partnership with the POTP and Lt Director John Maritato.

The following 2025 Devils Lake Police Department annual report includes information on our police services throughout the year. As always, we are honored to serve as dedicated law enforcement professionals for the City of Devils Lake and the entire Lake Region. We look forward to serving in 2026 and beyond.

Sincerely,

A handwritten signature in black ink that reads "Jason Toso". The signature is written in a cursive, flowing style.

Jason Toso
Chief of Police

DEVILS LAKE POLICE DEPARTMENT

222 West Walnut St • Devils Lake, North Dakota 58301 • Phone 701-662-0700



JASON TOSO
CHIEF OF POLICE

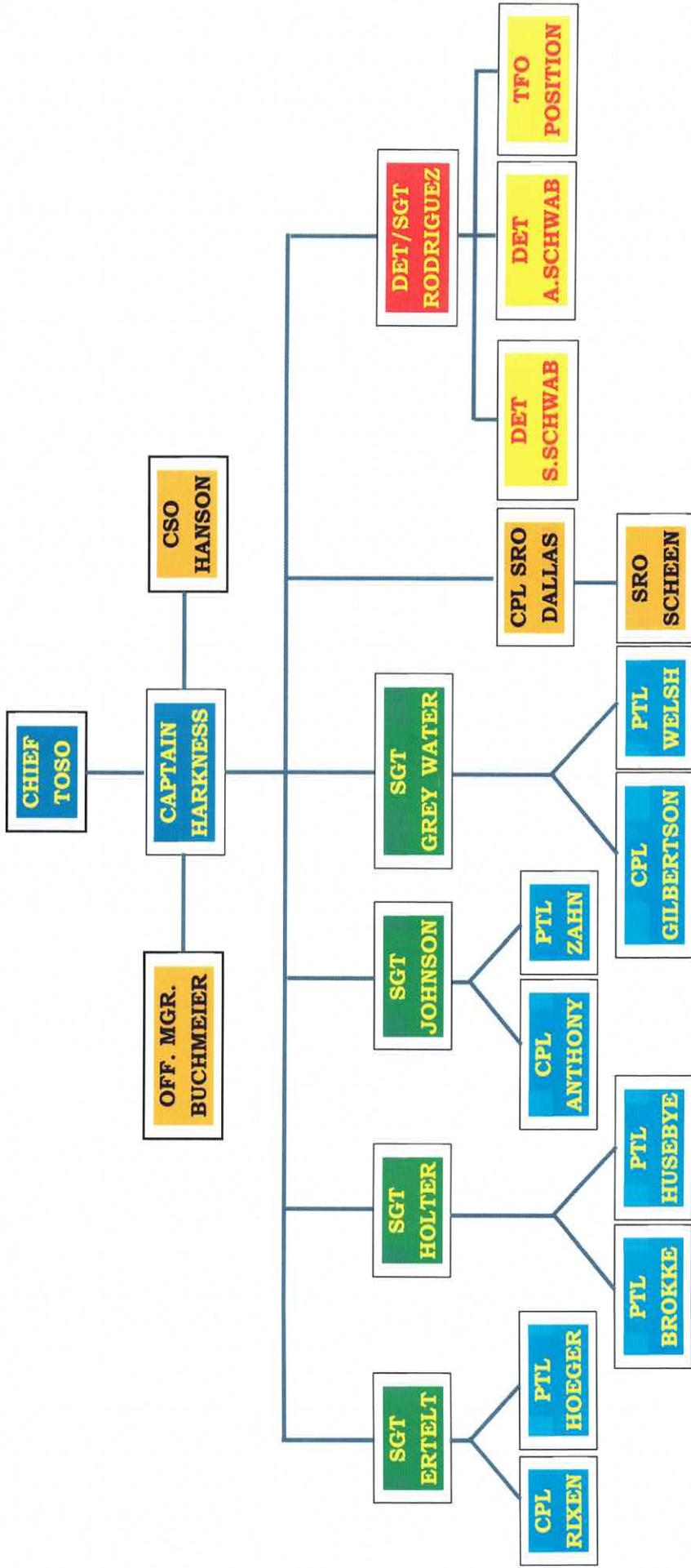
BEN HARKNESS
DEPUTY CHIEF

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DEVILS LAKE POLICE DEPARTMENT

ORGANIZATIONAL CHART



DEVILS LAKE POLICE DEPARTMENT

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JASON TOSO
CHIEF OF POLICE

BEN HARKNESS
DEPUTY CHIEF

Investigations Report

The Investigations Division for 2025 consisted of Detective Sergeant Samantha Rodriguez, Detective Susan Schwab, Detective Alex Schwab, and one Lake Region Narcotics Task Force Officer (TFO) position. In October 2025, Corporal Russell Anthony was selected to fill this TFO opening. Cpl. Anthony will assume the TFO role once the newest hire is trained.

In 2025, the Investigations Division was assigned the following cases, grouped and broken down by relevant categories. This is not an all-inclusive list of cases the Investigations Division worked on or assisted with; it is a list of higher-profile cases. Investigators were called to assist with more serious criminal investigations a total of 14 times in 2025.

- Burglary / Unlawful Entry – 10 cases
- Theft Related Crimes – 35 cases
- Scams- 6 Cases
- Sex Crimes – 49 cases
- Assault – 9 cases
- Unattended Deaths – 7 cases
- Child Abuse / Neglect – 3 cases
- Missing Persons – 5 Cases
- Sex Offender Violations – 2 cases
- Other / Misc. – 20 cases

In total, 51 felony and 15 misdemeanor charges were filed in these cases. Note that some 2025 cases are still under investigation or awaiting prosecutorial review and charges. This list does not include narcotics investigations conducted by the Lake Region Narcotics Task Force.

Training:

In 2025, Sgt. Rodriguez, Det. S. Schwab and Det. A. Schwab received approximately 208 hours of training combined. Some of the training topics included Cellebrite reader forensics, advanced investigations, internet crimes against children, interview and interrogation, sexual harassment, mental illness, procedural justice, officer liability, and implicit bias. The training the detectives have completed has improved their field skills.

In 2026, Sgt. Rodriguez would like to make it a goal to continue to send detectives to training to maintain and improve their skills. Some training detectives have shown interest in are: search and seizure, interview and interrogation, and sexual assault training.

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Equipment:

In 2025, the Investigations Division purchased a Ricoh Theta 360 Camera to assist in investigations. The purchase of the 360-degree camera has allowed detectives to take pictures more quickly and accurately document crime scenes.

In 2026, the Investigations Division expressed interest in acquiring an Alternate Light Source (ALS) device to support investigations of sexual assault cases. The ALS would help investigators easily identify bodily fluids at crime scenes that require collection as evidence. Sgt. Rodriguez spoke with the Bureau of Indian Affairs (BIA) Advanced Training Center (ATC) and expressed interest in ALS training. BIA ATC is working to provide ALS training. This training would include an ALS device for trainees to bring back to their departments. If BIA ATC is unable to provide the ALS training, Sgt. Rodriguez would look into getting an ALS device purchased for the Department. Sexual assaults are the most investigated crime within the Investigations Division, and such a device would be beneficial to those investigations.

Evidence:

In 2025, the Investigations Division began using the Record Management System (RMS) to track evidence better. Using the RMS to document evidence helps maintain the chain of custody; furthermore, during Sgt. Rodriguez's time in investigations, she noticed a need to improve evidence documentation, storage, and packaging. In the future, Sgt. Rodriguez would like to develop a training course for department officers on evidence packaging and the RMS system for documenting it.

Conclusion:

The Investigations Division experienced a busy and productive year in 2025, handling a wide range of serious and complex cases. The volume of cases and resulting charges reflects the division's commitment to thorough and professional investigations.

Ongoing improvements in training, equipment, and evidence management strengthened investigative effectiveness throughout the year. As the division enters 2026, continued focus on skill development and specialized resources will ensure that detectives remain prepared to meet future challenges and serve the community with professionalism and integrity.

DEVILS LAKE POLICE DEPARTMENT

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JASON TOSO
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SRO Report

Overview of SRO Program Goals and Objectives

The School Resource Officer (SRO) program aims to promote and support organizational strategies to address the causes of crime and social disorder and reduce fear of crime and social disorder through problem-solving tactics and police-community partnerships.

Through the SRO program, the Devils Lake Police Department will enhance services for individuals in the Devils Lake Public School District and the community. Emphasis will be on reducing and preventing school-related violence and crimes committed by young adults and juveniles.

The SRO program will accomplish this mission by creating and maintaining a safe, secure, and orderly learning environment for students, teachers, and staff.

DLPS 2024/2025 School Year Summary

The 2024/2025 school year saw increased activity, resulting in approximately 256 calls for service across the district. For comparison, there were approximately 160 calls for service in the 2023/2024 school year. Additionally, Amber Scheen completed her first full year as an SRO. She has been warmly welcomed into the Central Middle School community.

DLPS 2025/2026 School Year Summary

The beginning of the 2025/2026 school year (August–December 2025) reflected continued demands, with SROs responding to 161 calls for service during this period alone. Early in the year, there were notable increases in medical calls and alarm responses. Devils Lake High School also experienced an increase in motor-vehicle accidents and student misconduct incidents.

- Considering only the 2025 calendar year, the Devils Lake Public School District had 321 calls for service.

The following is an annual summary of the various incidents, activities, training, and local events SROs have been involved with within the Devils Lake Public School:

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Category	24-25 School Year		25-26 School Year
	Aug 1/ Dec 31	Jan 1/ May 31	Aug 1/ Dec 31
Minor in Possession of Tobacco	12	9	10
Disruption of the Public School	12	19	16
Other (Medical, 911 Hang Up/Misdials, Alarms)	15	13	24
Welfare Check	9	9	11
Possession of Drug/Para, Ingestion	15	12	5
Simple Assault	2	6	5
Obscene Material/Sex Offense	0	8	1
Unruly Child, Runaway	0	8	12
Harassment	0	4	3
Assist (School Officials)	9	19	10
Threats	0	16	5
1050s (Motor Vehicle Accident)	9	11	15
Traffic Stops	2	3	5
Assisting Other Agencies	0	3	5
Theft of Property	5	0	1
Vandalism	1	1	2
Motorist Assist	0	1	6
Misconduct	0	2	13
Arrest Warrant/Pick Up & Hold Order	3	2	0
Child Neglect	1	1	2
Overdose	1	0	0
Mental Health (Suicidal Threat)	2	5	7
Driving or Bus Complaint	0	5	0
Custody Dispute	0	3	3
Total incidents handled (approx.):	96	160	161

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Training

SRO Dallas attended multiple specialized trainings focused on minors consuming tobacco, underage drinking enforcement, managing party-related incidents, and identifying fraudulent identification. He also completed a Social Media Investigations course and the CTK Advanced Interview & Interrogation class in West Fargo, North Dakota.

SRO Scheen attended Intoxilyzer 8000 training in Bismarck, North Dakota, in January, followed by the North Dakota Highway Patrol 2025 Women in Law Enforcement Summit in May.

In addition to these specialized courses, SROs completed the required departmental qualifications, recertifications, and in-house training to maintain operational readiness and professional standards.

Local Events and Activities

The SROs remained actively engaged in school activities and community events, continuing to make a meaningful impact on both students and the greater Devils Lake community.

Throughout the year, SROs participated in Student of the Month recognitions at both the middle and high schools, as well as in Homecoming, Prom, the Military Ball, job fairs, state send-offs, and the Lake Region State College Occupational Fair. Officers also volunteered their time to serve as judges for the Amazing Shakes competition at Central Middle School and for Mr. Devils Lake.

Beyond school-based activities, SROs maintained a strong community presence by participating in events including National Night Out, the Boy Scouts' Prevention Weekend at Camp Grafton, Trunk-or-Treat, tours of the Law Enforcement Center (LEC), and the annual Shop with a Cop program.

Additionally, SROs provided ongoing security for athletic events and other school-sponsored activities, helping ensure a safe, welcoming, and positive environment for students, staff, and families.

Teaching and Presentations

At the start of the 2025–2026 school year, SROs placed a strong emphasis on classroom engagement and instruction. SROs taught multiple classes, including Crime Scene

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Investigation and Bloodstain Analysis, Driving 101, Introduction to Constitutional Amendments, and Cultural Diversity.

In November, SRO Scheen delivered mental health presentations at all district schools to recognize Mental Health Month. She also regularly visited classrooms to engage with students and participate in ongoing discussions, further strengthening relationships and reinforcing positive connections between law enforcement and schools.

Year-End Summary

Throughout the 2024/2025 school year and the start of the 2025/2026 school year, SROs have continued to excel in supporting students, staff, and the school community. Their presence in classrooms, at school events, and throughout the district demonstrates the essential role SROs play in maintaining safety, fostering positive relationships, and ensuring a supportive learning environment. The program remains a vital part of the schools and the community.

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JASON TOSO
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Lake Region Narcotics Task Force Report

In 2025, the LRNTF had 47 total cases. The LRNTF handled 82 suspects in total in 2025. The 82 suspects were charged with a variety of state charges. The LRNTF had 13 suspects federally indicted on various narcotics and firearm charges.

Charged in 2025

- 14- Possession of a controlled substance with intent to deliver.
- 19- Possession of drug paraphernalia.
- 27 – Possession of a controlled substance.
- 1 - Conspiracy to deliver a controlled substance.
- 7 – Delivery of a controlled substance.
- 3 – Ingestion of a controlled substance.
- 1 – False information.
- 8 - Outstanding Warrants.
- 2 – DUS
- 1 – Fleeing in a Motor Vehicle.
- 2- Possession of Stolen Property
- 4- Felon with a Firearm
- 13- Federal Indictments
- 3-Possession of a Firearm W/Altered Serial Number
- 1- Accomplice to Delivery
- 2- Driving under the influence
- 2-DUI
- 1- Possession of Certain Materials Prohibited
- 1-Terrorizing
- 1-Homicide (assist)
- 2 – Suicide (assist)
- 2- Nonfatal Overdose
- 1- Fatal Overdose

Narcotics Seized in 2025

- Marijuana – 1816 grams.
- THC Wax/Oil – 10 grams.
- Methamphetamine – 4,121 grams
- Fentanyl – 73 pills.
- Other pills – 48 pills.
- Cocaine – 31 grams

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Asset Seized in 2025

- 2 - vehicles seized.
- 46- Firearms.
- \$6,099.00 Currency

Significant 2025 Cases

The LRNTF conducted 7 controlled deliveries in 2025, utilizing undercover officers or confidential informants.

The LRNTF has numerous open Federal Cases, which put a significant dent in drug trafficking from other states. The defendants are local and out-of-state.

The LRNTF assisted with 1 fatal and 2 non-fatal overdose cases in 2025.

The LRNTF assisted the Benson County Sheriff's Department with a traffic stop and search of a vehicle in rural Benson County. From the search of the vehicle, officers found approximately 24 grams of suspected methamphetamine and 11 grams of marijuana. Two suspects were arrested for possession of a controlled substance with intent to deliver and possession of drug paraphernalia.

The LRNTF conducted a search warrant in a motel room in Devils Lake on a known drug trafficker. From the search of the motel room, LRNTF officers found suspected methamphetamine, items for the sale, ingestion, and packaging of methamphetamine, and approximately \$5,600. Two suspects were arrested for possession of a controlled substance and possession of drug paraphernalia.

The LRNTF assisted the Devils Lake Police Department with a search warrant at an apartment in Devils Lake to locate narcotics. From the search of the apartment, officers located numerous marijuana vape pens, THC oils, and items for the sale and packaging of THC oils and marijuana vape pens. One suspect was arrested for possession of marijuana with intent to deliver as a result of the investigation.

The LRNTF assisted the Bureau of Indian Affairs Drug Unit and the FBI with a controlled delivery on the Spirit Lake Nation. Approximately 60 grams of methamphetamine were purchased from a suspect who was federally indicted.

The LRNTF assisted the Ramsey County Sheriff's Department with a search warrant at a residence in rural Ramsey County. From the search of the residence, officers found

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CHIEF OF POLICE

BEN HARKNESS
DEPUTY CHIEF

approximately 1,683 grams of suspected marijuana, 35 firearms, and numerous items for the ingestion of marijuana. One suspect was charged with reckless endangerment, possession of marijuana with intent to deliver, and possession of drug paraphernalia.

The LRNTF executed a search warrant on a known drug trafficker's vehicle in Ramsey County. From the search of the vehicle and suspect, officers found approximately 64 grams of suspected methamphetamine. One suspect was arrested for possession of methamphetamine with intent to deliver. The suspects' vehicle was seized as part of the investigation.

The LRNTF and NDBCI assisted the Cavalier County Sheriff's Department with a stolen property investigation. A search warrant was obtained for a residence in Devils Lake to look for stolen property taken in Cavalier County. From the search of the residence, officers found numerous items of stolen property, suspected methamphetamine, and drug paraphernalia. One suspect was arrested for possession of stolen property, possession of a controlled substance, and possession of drug paraphernalia. Another suspect was charged with possession of methamphetamine and possession of drug paraphernalia.

The LRNTF used technology to track several suspected narcotics traffickers in 2025. As a result, the LRNTF was able to stop the suspects and locate narcotics on several occasions. These types of investigations have led to several federal indictments in 2025.

The LRNTF assisted the BIA DEU with an investigation into a possible drug trafficker from the Belcourt area. The suspect was stopped, and a search of the vehicle was conducted. From the search of the vehicle, officers found 691 grams of methamphetamine and approximately \$10,000. The BIA DEU issued a federal indictment against the suspect.

The LRNTF assisted the BIA and the FBI with a suspect traveling from out of the area with a large quantity of narcotics. When the suspect arrived in Devils Lake, officers found approximately 466 grams of methamphetamine, 116 grams of marijuana, and 100 suspected fentanyl pills.

The LRNTF continues to investigate fatal and non-fatal overdoses in the LRNTF area. The LRNTF assisted the Devils Lake Police Department and the Benson County Sheriff's Department with two non-fatal overdoses. The LRNTF also assisted the Devils Lake Police Department with a fatal overdose death in 2025.

The LRNTF assisted the North Dakota Highway Patrol during a traffic stop and a vehicle search. From the search of the vehicle, officers found 56 grams of methamphetamine and 28

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grams of cocaine. One suspect was arrested for possession of methamphetamine and cocaine with intent to deliver. The suspect's vehicle may be seized because of the investigation.

The LRNTF conducted several controlled deliveries of a suspect purchasing methamphetamine and a firearm. The suspect was later charged in Benson and Ramsey County with delivery of a controlled substance with a firearm.

The LRNTF has assisted with numerous investigations outside its coverage area. This assistance is based on information from informants, intelligence, and investigations. This information has led to several high-profile arrests and several significant narcotics seizures. These seizures don't count toward the year-end statistics.

The LRNTF helped locate several wanted suspects in the area. The LRNTF aided the BIA and the FBI in locating a murder suspect on the Spirit Lake Nation. The LRNTF also assisted local agencies and the U.S. Marshals in locating wanted suspects within the task force area. The LRNTF continues to support local agencies in numerous criminal investigations.

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Patrol Report

The patrol division serves as the front line of the Devils Lake Police Department. It is responsible for responding to emergency and non-emergency calls for service, conducting proactive patrols, promoting traffic safety, and engaging with the community. The Devils Lake Police Department is dedicated to professionalism in providing police services, with due regard for the general welfare and safety of the Devils Lake Community. We strive to uphold our pledge to the community, guided by our core values of service, integrity, and respect.

In 2025, the patrol division continued to prioritize community policing, with ongoing focus on downtown foot patrols and business checks to address concerns about crime and loitering. In August 2025, a primary incident code was added to our CAD system to document officer-initiated foot patrols in downtown areas. Since its inception, patrol officers documented 124 incidents of downtown foot patrol.

In 2025, the Devils Lake Police Department responded to, initiated, or assisted on 9,766 calls for service, slightly down from last year. 884 case reports were generated this past year, of which 545 resulted in the disposition of charges filed (arrests, complaints, juvenile referrals, etc.). Patrol conducted 1,889 traffic stops. 1,091 citations (traffic, criminal, and infraction) were issued, and 74 written warnings were issued. 227 arrest warrants were served. Patrol officers responded to 267 motor-vehicle accidents within the city limits.

Additional statistical information is available in the following graphs.

Statistical data contained in this report is derived from the department's records management system. While every effort is made to ensure accuracy, because incidents may be classified or coded differently, the figures should be viewed as reasonable estimates rather than exact totals.

- ✓ See Appendix A for a breakdown of our 2025 statistics, including statistical graphs for further information.

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Training Report

In 2025, the DLPD continued its dedication to professionally training sworn members of our agency, other lake-region law enforcement entities, students in the Lake Region State College (LRSC) Peace Officer Training Program (POTP), and other affiliated entities represented through LRSC.

The training committee, led by Captain Harkness, coordinated in-service training of our members. To accommodate patrol shift work, this training was held on two separate dates: September 16th and 23rd. Training focused on search and seizure, interview and interrogation, identifying fake IDs, and server training laws.

In June and August, Corporal Anthony and Officer Brokke attended Method of Instruction (MOI) training, respectively. This training certifies a law enforcement officer as an Instructor as per the North Dakota Peace Officer Standards and Training.

Additionally, both officers joined our Training Division, which comprises other North Dakota-certified instructors in police subjects. These instructors may teach any course approved by the North Dakota Peace Officer Standards and Training (POST) Board. Other certified instructors from the DLPD include Captain Harkness, Sergeant Johnson, Sergeant Grey Water, Corporal Gilbertson, Corporal Rixen, and Corporal Dallas.

In collaboration with our Training Division, specific instructors are integral to our agency's independent, self-sustaining operations. This includes our weapons instructors, Sergeant Johnson and Corporal Rixen; Detective Sergeant Samantha Rodriguez, our Taser instructor; and Corporal Gilbertson, our alcohol compliance and server training coordinator and Standard Field Sobriety Test (SFST) instructor.

In June, Sergeant Johnson enhanced his firearms instruction by completing the FBI Firearms Instruction course. Furthermore, Corporal Gilbertson remains one of the few Drug Recognition Experts (DREs) in the Lake Region Area. A DRE is a law enforcement officer trained to identify people whose driving is impaired by drugs other than, or in addition to, alcohol. In 2026, Corporal Anthony will assume the Taser Instructor duties.

Two key instructor trainings were completed this past year. These were Defensive Tactics and Advanced Law Enforcement Rapid Response Training (ALERRT). First, and as mentioned in the opening letter, Sergeant Devin Grey Water and Officer Damond Brokke completed Defensive Tactics Instructor training. Our officers must be trained to effectively handle combative or resistant subjects during stressful encounters to reduce the risk of injury to both them and the subjects. Having agency-certified defensive tactics instructors and other instructors provide in-house training for our officers is essential. Secondly, Corporals Dallas

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- The following training was provided to non-sworn civilian members of the community and the Lake Region area.

Our members provided non-POST-certified training through LRSC TrainND in 2025. This included the following:

- On October 1st and 2nd, Captain Harkness instructed a three-hour de-escalation course at the Spirit Lake Casino. This was provided to 40 casino security personnel. A total of 120 hours of training was provided.
- On November 19th, 20th, and 24th, Sergeant Grey Water instructed defensive tactics at the Spirit Lake Casino. Each training session lasted 8 hours and was provided to 42 casino security personnel, totaling 336 hours of training.

Corporal Gilbertson provided Responsible Beverage Server Training (RBST) to civilians throughout 2025. This non-POST-certified training is provided through a cooperation with Lake Region District Health and the North Dakota Department of Transportation. The following RBST training was facilitated:

- The Ramsey County Courthouse basement was the location for six separate training sessions totaling 24 hours of instruction. A total of 46 civilians were instructed on the aspects of over-serving alcohol as well as the identification of fake IDs.

- The following is a list of in-house training provided by our Officers:

Training Given	Date(s)	POST Hours	Member
• Firearms Training	April 29 th -30 th	19	Sergeant Johnson Corporal Rixen
	June 17 th -18 th	19	
	August 12 th -13 th	20	
• Annual Qualification	September 20 th -Oct. 1 st	19	

- Sergeant Johnson and Corporal Rixen instructed all firearms training and the annual sidearm qualification. All training was conducted at the DLPD Gun Range.

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and Rixen attended ALERRT training. This training aims to deliver the nation's best research-based active-shooter response training to help save lives and protect communities. Our goal is to incorporate ALERRT into our emergency operations planning by facilitating training with other first responders and key stakeholders in our area, including the DLPS system.

Additionally, our agency continues to update and enhance our Field Training and Evaluation Program (FTEP). The FTEP program is a 6-month probationary program supervised by Chief Toso. It is the base program used to train and evaluate new officers for our agency.

The FTEP program's backbone is our Field Training Officers (FTOs), who administer the training. Our current FTOs are Sergeants Ertelt, Holter, Johnson, and Grey Water, as well as Corporals Gilbertson, Rixen, and Anthony. Past instructors on staff include Captain Harkness, Detective Sergeant Rodriguez, and Chief Toso. Future planning to identify and train other agency officers to become FTOs is underway and a priority.

In 2024, officers received 1,937 ND POST continuing education hours. Of this total, 554 hours were attributed to the Lake Region State College Peace Officer Training Program (POTP) in Devils Lake, ND. Officer Welsh completed the POTP in May 2025.

The DLDP remains committed to partnering with the POTP and Lt Director John Maritato. Since the program's inception at LRSC in the mid-1980's, the DLDP has remained a vital source of instruction for prospective law enforcement officers. This relationship continued in 2025. Over the past year, officers from our agency provided instruction or assisted with instruction in several key training areas.

➤ The following is a list of POTP-certified instruction provided by our Officers:

Training Given	Date(s)	POST Hours	Member
• POTP Welcome	January 13 th	7	Chief Toso
• Cultural Diversity - Natives in ND	February 12 th	12	Sergeant Grey Water
• De-escalation	February 24 th	12	Captain Harkness
• Standard Field Sobriety	March 5 th -7 th	63	Corporal Gilbertson
• Less-lethal Bean Bag	April 7 th	8	Corporal Rixen
• Redman – Hand Combat	April 15 th	16	Corporal Anthony Officer Brokke

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Training Given	Date(s)	POST Hours	Member
• Search & Seizure	September 16 th & 23 rd	54	Sergeant Grey Water
○ A total of 18 officers from both the DLPD and RCSO were trained at the LRSC POTP classroom for 3 hours each.			
• Interview & Interrogation	September 16 th & 23 rd	72	Corporal Dallas
○ A total of 18 officers from both the DLPD and RCSO were trained at the LRSC POTP classroom for 4 hours each.			
• Fake IDs & Scanners	September 16 th & 23 rd	42	Corporal Gilbertson
○ A total of 21 officers from both the DLPD and RCSO were trained at the LRSC POTP classroom for 2 hours each.			
• Taser 7 CQ	October 21 st -23 rd	34	Det/Sgt Rodriguez
○ Detective Sergeant Rodriguez conducted our department's Taser annual certification at the Lake Region Law Enforcement Center. Seventeen officers received two hours of training.			
• Defensive Tactics	December 4 th & 11 th	60	Sergeant Grey Water Officer Brokke
○ A total of 15 officers received 4 hours of instruction. This was held at the POTP classroom in the Erlandson Building at LRSC.			

Additional annual training is facilitated online through Lexipol and the North Dakota Insurance Reserve Fund (NDRIF). Lexipol provides our public safety policy manual and online daily training bulletins (DTBs). The concept behind DTBs is the phrase, "Every day is a training day."

Agency instructors accounted for 339 hours of in-house training, fulfilling 24.5% of our total continuing education hours, less POTP training. Approximately 40% of all continuing education hours were completed online or in Devils Lake.

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Use of Force

Use-of-Force statistics (see page 21) are documented to help our agency review these high-liability incidents effectively. It ensures we provide the best service to our community and represent our law enforcement's core values of service, integrity, and respect.

In 2025, there were 28 documented incidents in which officers recorded the use of force on a subject outside of compliant handcuffing, escorting, or Taser pointing/painting. For statistical purposes, one incident included two resistant subjects. The following is a statistical breakdown of these use-of-force encounters.

- 83% of the subjects were male. In contrast, 2024 stats showed 45% were male
- 20 of the 29 subjects were classified as Native Americans, 8 as White, and 1 as Black
- 65.5% were suspected of consuming alcohol or drugs
- 38% of the subjects were over the age of 26; the largest age range total
- 72.4% of the encounters required officers to use physical control techniques to subdue the subject
- All incidents were resolved without serious injuries to either the officers or the subjects

The number of use-of-force incidents is 40% higher than in 2024, and nearly 65% higher than in 2023. It's difficult to draw a direct correlation to the increase over the previous two years. It may be a coincidence, as the 2022 rates are slightly higher. Societal trends may also play a factor. Continued emphasis on and monitoring of these statistics may help differentiate this. Despite the fluctuation, one continuing trend is that a majority of use-of-force encounters require officers to use physical control techniques to subdue these subjects.

Once again, these statistics show the importance of officer safety and training our officers in defensive tactics, de-escalation, and crisis intervention. This directly correlates with the Blue Shield Tactical defensive tactics instructor training completed by Sergeant Grey Water and Officer Brokke this past year. In December, these officers conducted their first segment of this training for our officers. As mentioned in the annual report cover letter, this training is crucial because it reduces the risk of injury to both officers and suspects, ensures appropriate use of force, and enhances officers' decision-making under stress.

Overall, the number of documented use-of-force incidents is minimal compared to the number of law enforcement contacts with citizens. As officers nationwide continue to be scrutinized, the statistics clearly show a high level of restraint in arrest situations. Nevertheless, we will continue to train, document, and record our officers' use-of-force encounters to ensure transparency.

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The Use of Force Statistics chart includes some incidents that may have multiple levels of resistance. In those cases, the higher level is recorded for statistical purposes. Additionally, some UOF incidents involve multiple force levels and are recorded accordingly (e.g., taser pointing and physical control).

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Use of Force Statistics

YEAR	2022	2023	2024	3-YR AVG	2025
Total Incidents	33	17	20	23.3	28
Sex:					
M	20	11	9	13.3	24
F	13	6	11	10.0	5
Race:					
A	1	0	0	0.3	0
B	1	1	0	0.7	1
NA	28	12	19	19.7	20
W	3	4	1	2.7	8
Drugs/Alcohol:					
Y	19	15	17	17.0	19
N	14	2	3	6.3	10
Age Range:					
AGE < 15	6	3	3	4.0	8
AGE 15-20	6	3	3	4.0	4
AGE 21-25	6	1	1	2.7	5
AGE 26-40	12	6	7	8.3	11
AGE > 40	3	4	6	4.3	1
Level of Resistance:					
VERBAL	0	1	0	0.3	0
PASSIVE	6	3	3	4.0	7
DEFENSIVE	17	8	12	12.3	12
AGGRESSION	10	4	5	6.3	9
WEAPON	0	1	0	0.3	0
Force Used:					
PHYSICAL CONTROL	29	14	20	21.0	21
STRIKES	0	0	0	0.0	0
PEPPER SPRAY	0	1	0	0.3	0
LESS-LETHAL	4	2	0	2.0	2
FIREARM	0	0	0	0.0	0
*Pointing a Taser					7
*Pointing of a firearm					3

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Community Activities

The Devils Lake Police Department participated in various community activities in 2025. Aside from activities our SROs contributed to and recorded in the SRO report, some other events our agency participated in included:

- February 11 - Brew 'N Business – Safety Talk – Captain Harkness, Det/Sgt Rodriguez, Chief Toso, and States Attorney Howell
- February – Downtown Safety Task Force Meetings – Multiple – Chief Toso
- March – DLPD weekly report started on Facebook
- March 19 – Rotary Club of Devils Lake – Chief Toso talked about the DLPD and our 2024 Annual Report
- March 22 – DLHS Prom. The cost of law enforcement security was waived
- May 16 – National Guard Family Safety Night – Captain Harkness
- May 23 – Crossroads Coffee – Click-it For Coffee event – Corporal Gilbertson
- May 31 – Fallen Soldier 14K – Traffic Control – Chief Toso
- May 31 – 33rd Annual Devils Run Parade – May 1st. Our agency led the parade and provided traffic control along with the NDHP and the RCSO
- June 3 – Home Alone – Stay Safe – Ramsey County Courthouse – Det/Sgt Rodriguez
- June 25-29 – Mighty Thomas Carnival Security Detail
- July 4 – 4th of July Parade. Parade lead and traffic control
- July 14-17 - College For Kids – Sergeant Johnson assisted in law enforcement education for children during this annual event at LRSC
- August 24 – LRSC Block Party – Captain Harkness
- September 10-12 – Vitalant Battle of the Badges – The DLPD won for the third year in a row – Corporal Rixen and Officer Husebye

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- September 12 – DLHS Homecoming Parade – Parade lead and traffic control
- September 18 – National Night Out – Chief Toso, Corporals Dallas and Rixen, and SRO Scheen
- September 20 – Out of the Darkness Walk – Our agency helped coordinate traffic control
- September 20 – Camp Grafton Merit Badge Weekend - Boy Scouts – Corporal Dallas
- October 31 – Downtown Trick or Treat – Captain Harkness and SRO Scheen
- October 31 – Judging of the Chamber Christmas Tree Decorating contest – Bridgestone Park - Chief Toso

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NDDOT Enforcement Campaigns

The DLPD participates annually in the North Dakota Department of Transportation Enforcement Campaigns as part of Vision Zero North Dakota. This is a federal grant administered by the NDDOT.

Vision Zero's vision statement centers on establishing a culture of personal responsibility in which motor-vehicle fatalities and serious injuries are recognized as preventable and not tolerated. Its mission is to eliminate fatalities and serious injuries caused by motor vehicle crashes. To support this objective, law enforcement's role is to enforce traffic laws and educate all drivers through these campaign efforts.

The 2025 NDDOT grant year ran from 10/1/2024 through 09/30/2025. The DLPD participated in the Impaired Driving (DUI), Speed Enforcement, and Occupant Protection (safety belt) campaigns. The City of Devils Lake pays overtime to officers working on these campaigns. This cost is reimbursed through the grant program.

For this grant year, the city was reimbursed \$12,203.73 for 220 hours of traffic enforcement. Through all three campaigns, 367 citations and 42 warnings were issued.

Additionally, 2025 marked the first time the Devils Lake Police Department was awarded overtime funds for Underage Drinking enforcement. Through this campaign, Corporal Gilbertson completed six Responsible Beverage Server Training (RBST) courses.

RBST is mandated by the City of Devils Lake under Municipal Ordinance 5.24.260. This ordinance requires all new servers to obtain a server certificate within seventy-five days of starting their employment. Any establishment holding a license, as provided in this chapter, which does not comply with this section shall have its license subject to the provisions of Section 5.24.210.

This training is designed to educate owners and managers of liquor establishments, as well as servers and sellers of alcoholic beverages. Strategies are presented to avoid selling alcohol to underage youth and to prohibit overserving customers who are already intoxicated. Over the past year, Corporal Gilbertson conducted 24 hours of training, and the city was reimbursed \$1,384.69 for his efforts.

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Community Service Officer Report

Animals Impounded:

• Dogs	64
• Cats	<u>62</u>
○ Total	126

Animals Adopted:

• Dogs	16
• Cats	<u>50</u>
○ Total	66

Animals Returned:

• Dogs	48
• Cats	<u>11</u>
○ Total	59

Animals Dispatched:

• Dogs	0
• Cats	<u>1</u>
○ Total	1

Impound Fees \$1,295

Animal License \$245

Animal Calls:

• Abuse	7
• At Large	240
• Barking Dog	26
• Complaints (General)	106
• Missing/Found	101
• Sick/Injured	<u>32</u>
○ Total	512

Dog Bites/Nuisance 3

Leash Law Violations 12

No Dog License 2

Keeping of Pit Bulls 1
(Does not include warnings)

Parking Tickets Issued - Approximately 750
(CSO and Patrol Issued)

Parking Fines Collected – Less Nov/Dec \$25,775
(May include delinquent year payments)

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Vehicle Maintenance

SQUAD	YEAR-END ODOMETER	MILES DRIVEN	TOTAL FUEL	AVG MPG	SERVICE COST	FUEL COST	COST PER MILE
A1	107,512	4,392	424.79	10.34	\$1,744.79	1247.44	0.6813
A2	52,580	10,688	1,005.18	10.63	\$1,965.79	2972.7	0.4621
A3	41,264	4,877	256.80	18.99	\$137.50	735.89	0.1791
A4	36,209	20,403	1,808.05	11.28	\$2,314.51	5398.7	0.3780
A5 OLD	107,476	2,358	307.82	7.66	\$645.00	891.18	0.6515
A5 NEW	6,747	6,737	887.66	7.59	\$1,075.00	2539.75	0.5366
A6	27,445	19,350	1,788.60	10.82	\$1,235.91	5673.71	0.3571
A7	133,500	3,930	501.13	7.84	\$45.00	1452.65	0.3811
A8	78,512	19,746	1,907.00	9.77	\$7,406.83	5478.52	0.6526
A9	63,079	3,835	228.94	15.82	\$654.75	653.3	0.3411
A10	46,630	20,815	1,712.22	10.94	\$2,741.28	5168.99	0.3800
A11	15,121	15,111	1,528.02	9.89	\$309.45	4382.27	0.3105
A12	108,058	4,723	358.34	12.39	\$1,107.63	1016.14	0.4497
A13	94,100	10,730	976.84	11.41	\$3,934.45	2851	0.6324
A14	99,891	1,978	219.85	9.00	\$2,134.60	629.18	1.3973
TOTALS:		149,673	13,911	10.74	\$27,452.49	\$41,091.42	0.4580

The above 2025 annual vehicle maintenance record depicts our eight patrol vehicles (A2, A4, A5, A6, A8, A10, A11, A13), investigation vehicles (A3, A9, A12), animal control (A7), the captain's vehicle (A14), and the chief's vehicle (A1). Vehicle purchases for 2026 will replace A13 and A7.

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Milestones & Recognition

In 2025, Community Service Officer (CSO) Sam Hanson celebrated his 20th anniversary on June 1st. A special thanks to Sam for his expertise in a variety of roles as our CSO. Sam is highly proficient in his animal control duties. Additional duties he assists with include traffic control for parades and motor-vehicle accidents. He has prior experience as a correctional officer, which lends to his ability to handle prisoner transports for our agency.

The DLPD awards committee consists of Sergeant Grey Water, Det/Sgt Rodriguez, and Corporal Anthony. Over the past year, they have been meeting to organize agency awards and have suggested updates to our awards and special recognition ribbons. Additionally, they are coordinating an awards ceremony with the hope of making it an annual event. We are excited about their progress and look forward to professionally recognizing the outstanding officers in our department.

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Closing

In closing, the Devils Lake Police Department would like to thank President Moe, the Devils Lake City Commission, and Administrator Halvorson for their support this past year. As we look to the future and the possibility of establishing a new home for the police department, city leaders remain committed to addressing not only the police department's needs but, more importantly, the needs of our community and to ensuring professional police services are delivered at a high level for years to come.

As always, the Devils Lake Police Department's strength is its sworn and non-sworn members. The City of Devils Lake is blessed to have such dedicated law enforcement professionals. Our department has a superb mix of experience and youth. We are proud of each of our members and will continue to support their growth as we strive to provide the best service possible to the citizens of Devils Lake, the entire Lake Region, and those who visit our great community.

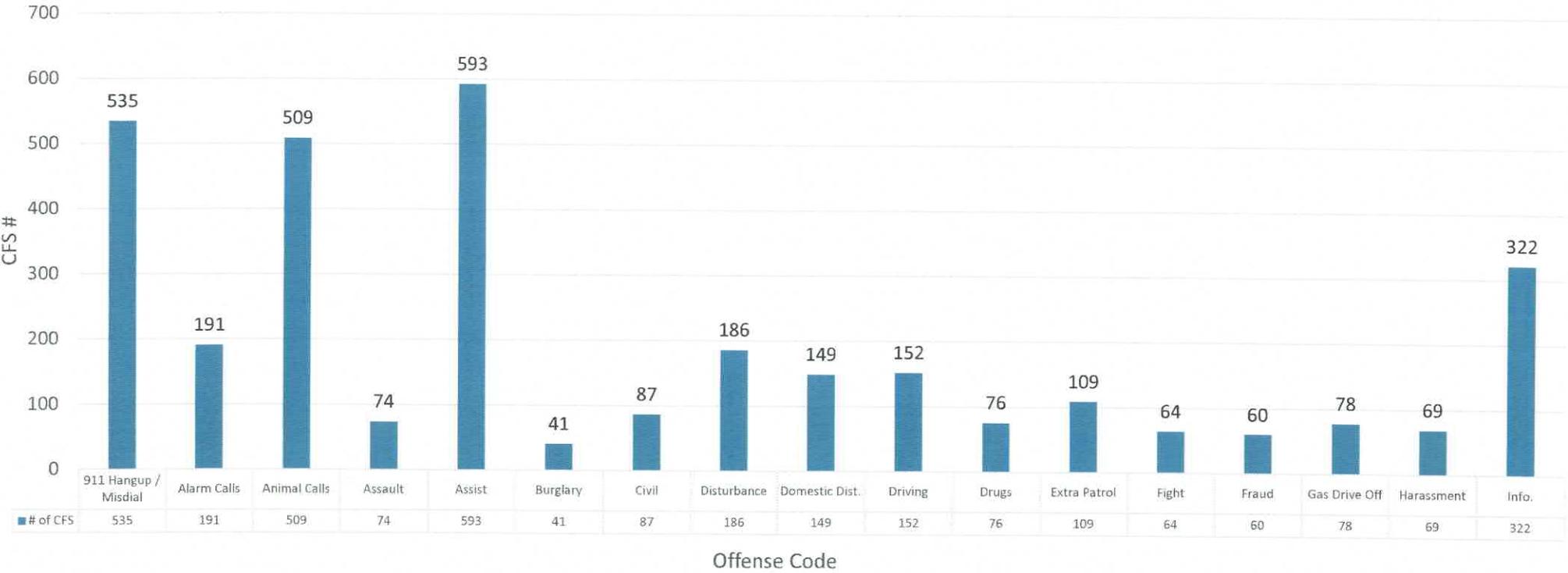
Sincerely,

A handwritten signature in black ink that reads "Jason Toso". The signature is written in a cursive, flowing style.

Jason Toso
Chief of Police

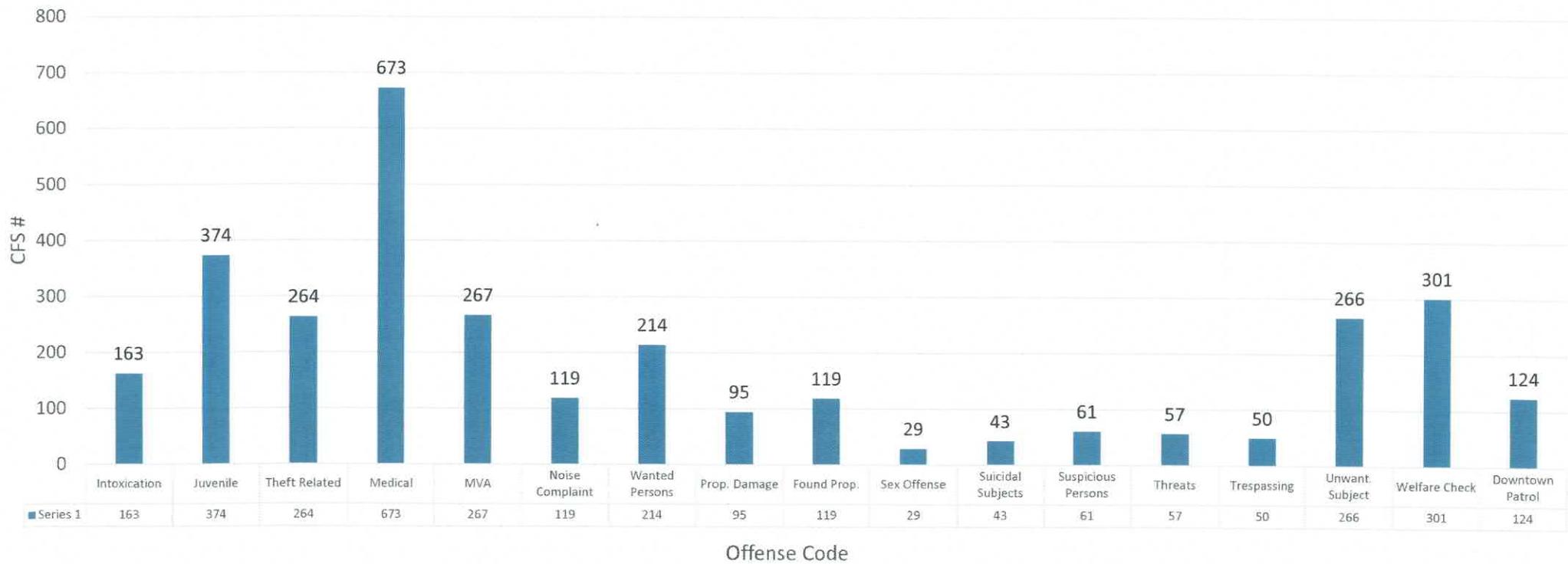
-Appendix A-
Patrol Statistics
01/01/25 – 12/31/25

CFS # - Offense Code



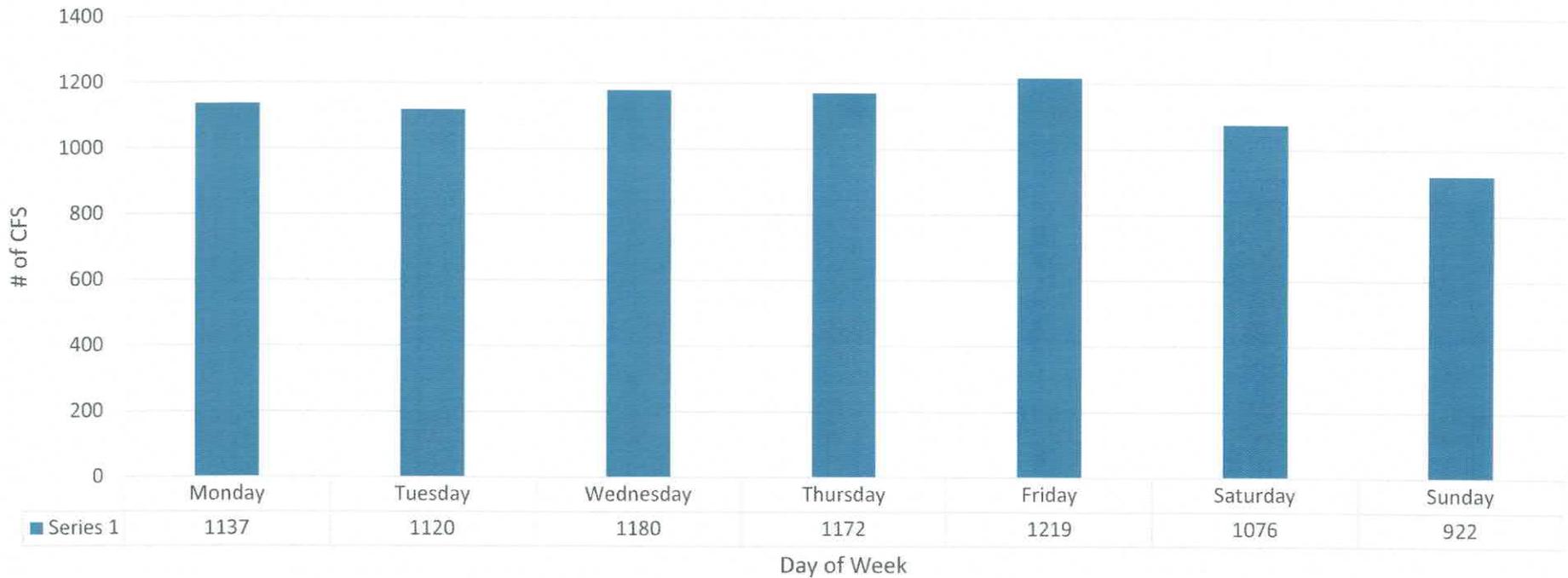
CFS # - Offense Code

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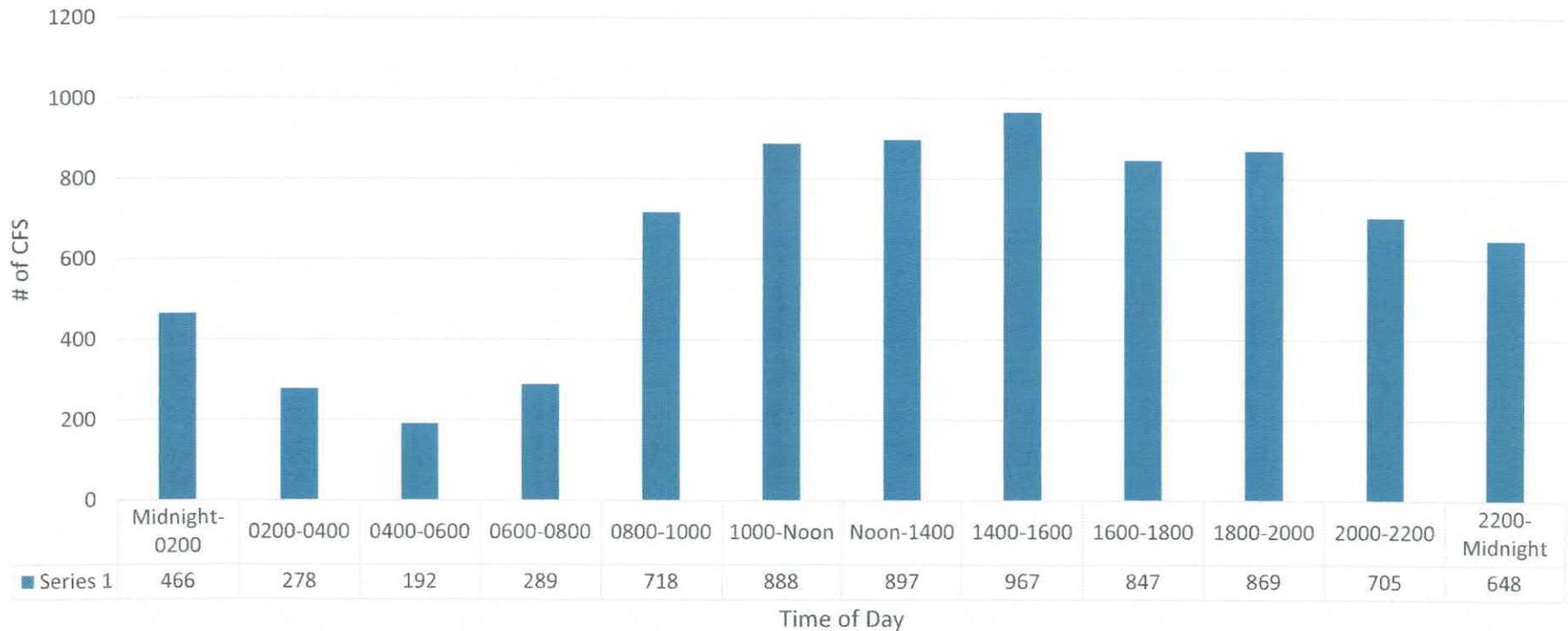
CFS# - Day of Week

(Does Not Include Traffic Stops)



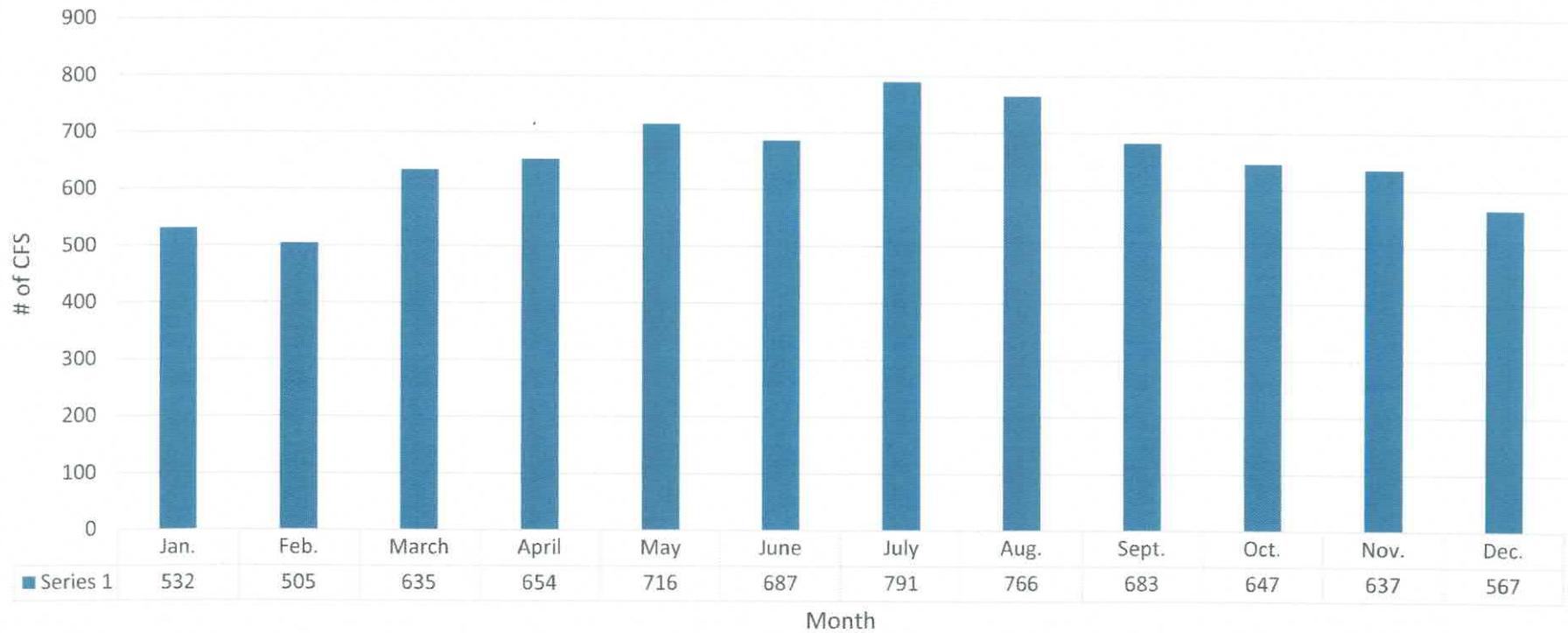
CFS# - Time of Day

(Does Not Include Traffic Stops)



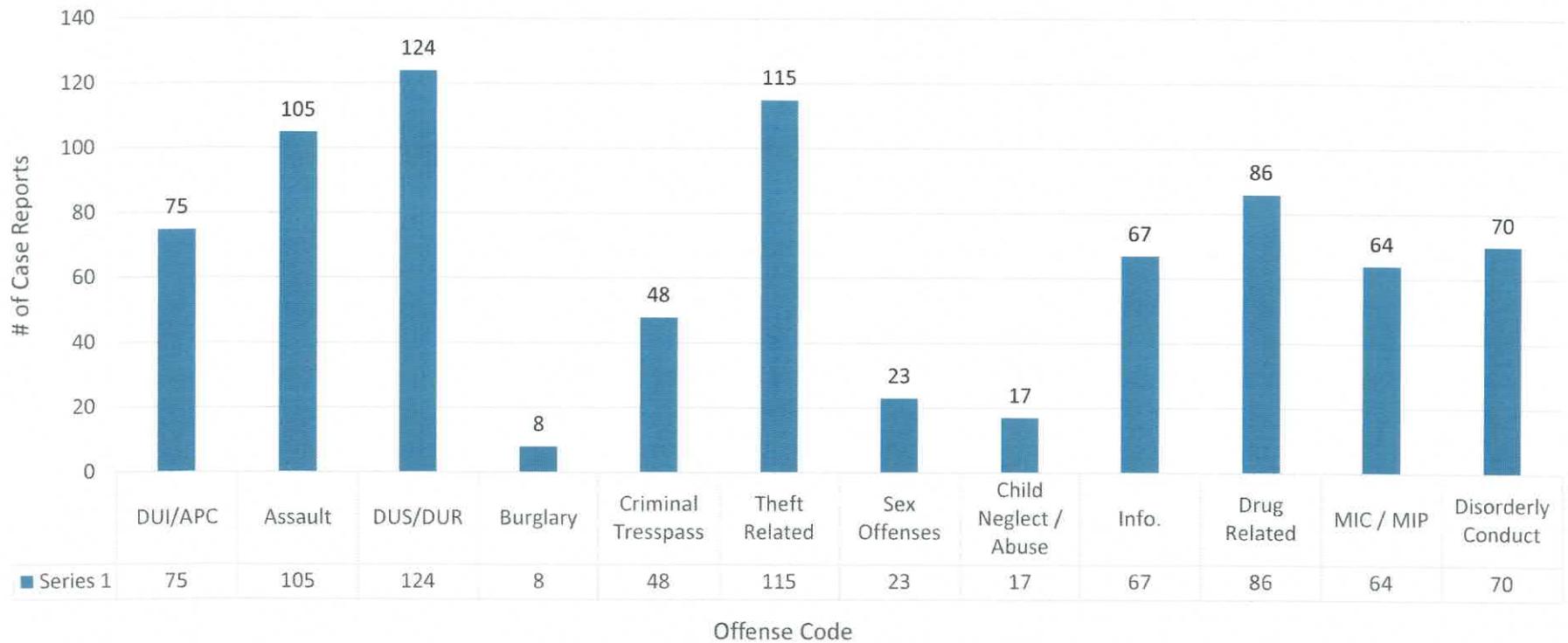
CFS# - Month

(Does Not Include Traffic Stops)



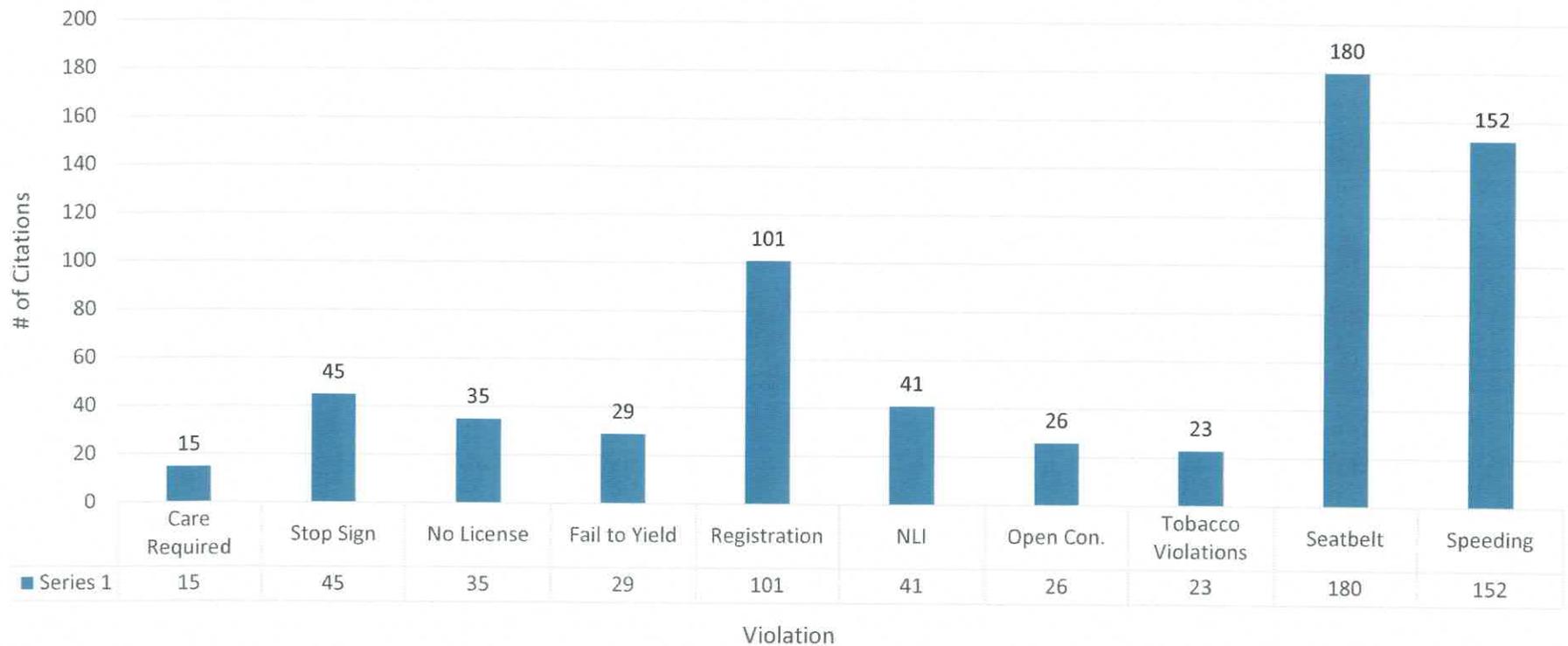
Case Reports - Offense Code

(Not all offense codes included)

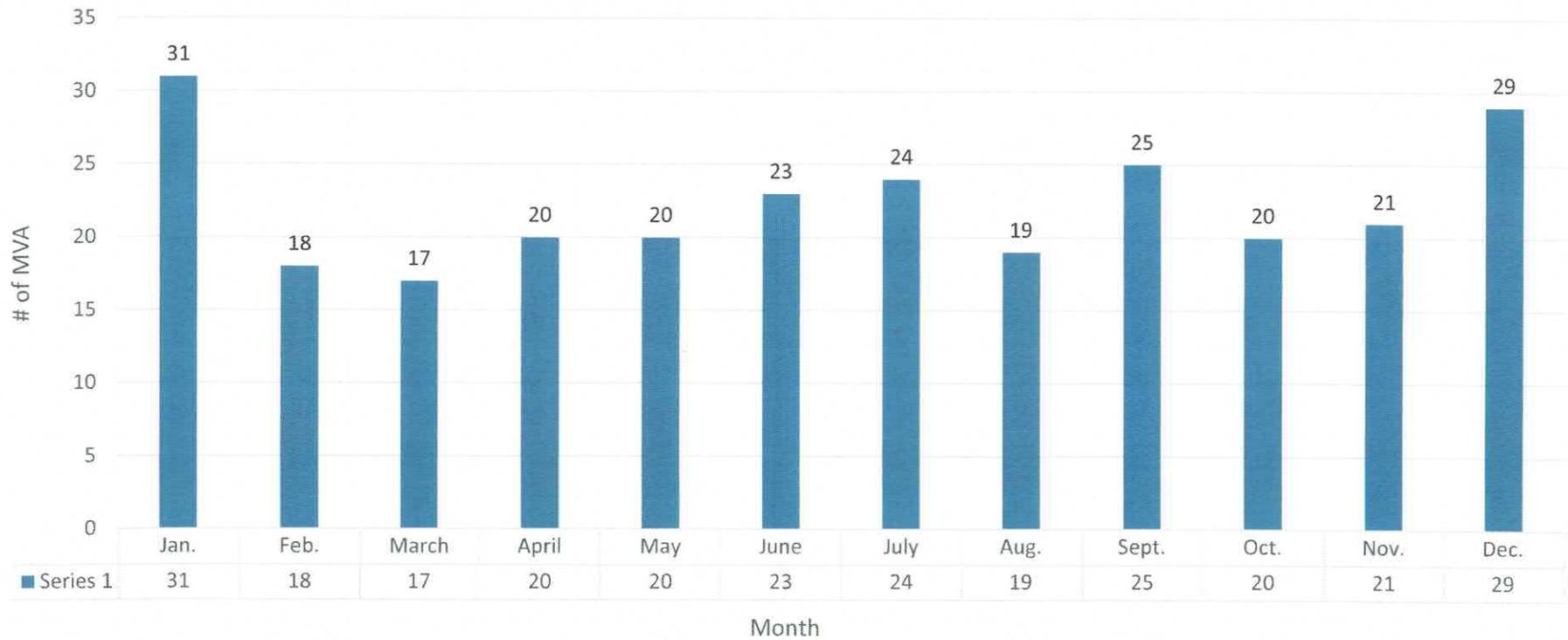


Citations

(Not all offenses shown / Arrest citations not included)



Motor Vehicle Accidents - Month



2025

- 9,766 Calls for Service
- 1,889 Traffic Stops
- 884 Case Reports
- 1,091 Citations issued (Traffic/Arrest/Infraction)
- 74 Written warnings issued
- 227 Arrest Warrants Served
- 130 Juvenile Referrals
- 267 Motor Vehicle Accidents

Agenda Item: City/County Dialogue on Public Safety Facility
Partnership and Police Department Relocation

Submitted By: Spencer Halvorson, City Administrator/Auditor

Staff Recommended Action: Provide direction to City staff on any next steps for the potential relocation of the Police Department

BACKGROUND AND ANALYSIS

At the City Commission meeting on December 15, 2025, staff presented the cost estimate reports for the variety of options for the potential relocation of the City's Police Department (PD) outside of the current and future Law Enforcement Center (LEC). Those options included cost estimates for the purchase and renovation of the Traynor Law Building or Western Equipment Finance and Lease Building, along with a new building either downtown or on greenfield land near the Ambulance Service Building.

It was the consensus of the City Commission that a dialogue with Ramsey County and the Law Enforcement Center should occur to see if there is a path forward on a potential partnership where the Police Department, Sheriff's Office, and 911/Dispatch could reside together and then reduce the square footage needed for a new Law Enforcement Center.

If a partnership was unsuccessful, the consensus of the City Commission indicated that a new PD facility in the downtown district would be a preferred path forward based on the cost alternatives provided and building life-span projections.

Representatives from the City met with officials from the Ramsey County Commission, Sheriff's Office, LEC Board, and LEC administration on the prospect of pursuing a Public Safety Center model, with a focus on a partnership at and near the Western Equipment Finance and Lease building. Meetings were held on December 22, 2025 and February 3, 2026. After the conclusion of those discussions, it was determined that a path forward on a Public Safety Center model is not a preferred course of action for Ramsey County, the Sheriff's Office, or the Law Enforcement Center. It is their perspective that the Sheriff's Office should reside at the same location as the Law Enforcement Center.

There are multiple paths forward for the City Commission's consideration.

- 1) Authorize staff to release a Request for Qualifications (RFQ) for architectural services for the construction and design of a new Police Department on the City

owned parking lot just north across the street from Old National Bank.

- 2) Authorize staff to begin negotiations on the purchase of the Traynor Law Building, to include the release of an RFQ for architectural services for the construction and design of a Police Department at that location
- 3) Wait until the election results on the County's Home Rule Charter in June prior to pursuing further action or information on the relocation of the Police Department. The timeline for a formal bond referendum for a new Law Enforcement Center/Correction facility is fluid and not set in stone.
- 4) Consider the proposal from the Law Enforcement Center Board that should the City commit the \$4.0 million it would spend on a new PD building to the LEC project to help fund the construction of the project, the Law Enforcement Center would charge the City no lease payments for 30-40 years (would be negotiated).

City staff is seeking guidance from the City Commission on how they would like to proceed given the information above.

ATTACHMENTS

- Staff Report and facility reports presented at 12/15/25 City Commission meeting

Agenda Item: Police Department Facility Cost Estimate Report

Submitted By: Spencer Halvorson, City Administrator/Auditor

Staff Recommended Action: Review the staff report

The Capital Improvement Planning working group met last week and reviewed the cost estimates for the various options to relocate the Devils Lake Police Department from the Law Enforcement Center to a new location.

The group reviewed and summarized the reports and came to the following conclusion on the specific noted options:

Western Equipment Finance and Lease Building

While the most strategic and efficient in terms of a price-per-square-foot basis, given the size of the building and the cost (to include transaction and renovation), it would not make sense for the City to purchase the property for the purpose of a Police Department unless other community partners were supportive of collaborating for use of all of the space. These public safety partners would include the Ramsey County Sheriff's Office, 911/Dispatch, BCI, and Highway Patrol.

BCI and the Highway Patrol have limited administrative space needs in our area. The group assessed and reviewed the circumstances surrounding previous conversations with Ramsey County on the potential of partnering at the Western Equipment Finance and Lease Building. It was the group's assessment that the City has received adequate feedback over the past calendar year to determine that Ramsey County, to include the Sheriff's Office, is not interested in such a partnership.

Given the limited prospects for future public safety partnerships, the group agreed that the purchase price and renovation cost of the Western Equipment Finance and Lease Building was excessive for the City's needs.

Traynor Building and Building New on City Downtown Parking Lot

Purchase and renovation of the existing Traynor Law Building downtown has been reviewed. Depending on the scope selected, the project could cost anywhere between \$2.6 – \$3.6 million, including acquisition estimates. Lower end costs would entail only the renovation and fix up of the main floor, with limited work done in the basement. Higher

end costs in the range include the renovation of the basement and installation of an elevator.

Building a new Police Department downtown would cost, depending on the scope of the project, anywhere between \$3.5 – \$5.0 million.

It was the groups assessment that, given the costs (to include acquisition), if a full renovation of both floors of the Traynor Building was desired, it would make more sense to build new on the City owned parking lot downtown.

Mike Grafsgaard – City Engineer
Devin Gathman – Assistant City Engineer
Helen Carlson – Engineering Admin

To: President Moe and City Commissioners
From: Michael Grafsgaard, City Engineer/Public Works Director 
Date: December 9, 2025
Re: Police Department Location Option Review

Last spring, the City Office remodel working group evaluated several options for relocating the City Police Department (DLPD), including remodeling the city offices building and renovating a separate downtown building to accommodate City Office staff and the DLPD, separately.

Recently, the group expanded on this effort and reviewed additional options for the DLPD to be relocated to the former Traynor Law building downtown (509 5th St NE) and the former Western Finance building (503 Hwy 2 W). City Staff worked with two different architectural firms to develop options and cost estimates for remodeling these two existing buildings to accommodate DLPD. The architects also evaluated the cost to construct a new building in an existing downtown parking lot or another open City owned location, to be used as the new DLPD.

As part of the estimated remodel cost reports provided by the architectural firms (complete reports attached), the following cost ranges were provided for the various DLPD options. To compare total cost for the three alternatives, a budgetary acquisition price was assumed for each building and is noted for each (Note: negotiations with property owners will be required if a specific alternative is selected).

Option 1 – Traynor Law Building (509 5th St NE)

Costs	Low End	High End
Remodel	\$1,600,000	\$3,100,000
Acquisition	\$500,000	
Total	\$2,100,000	\$3,600,000

Remodel of the Traynor building included various estimates based on the degree of remodel envisioned. Lower priced remodel estimates of \$1.6 million to \$1.8 million included work to only remodel the main floor of the building. After internal review with DLPD staff, it was determined that remodeling options that included remodel of the entire building and construction of a garage were required for the Traynor Building to meet the needs of the DLPD. Estimates for this more substantial work are \$2.5 million - \$3.1 million.

Expected improvements include: complete renovation of the main floor, elevator installation, significant basement level upgrades and construction of a garage that would be connected to the main building through a corridor.

Option 2 – Western Finance Building (503 Hwy 2 W)

Costs	Low End	High End
Remodel	\$2,400,000	\$3,400,000
Acquisition	\$1,500,000	
Total	\$3,900,000	\$4,900,000

The footprint of the Western Finance building (14,000+ SF) is much larger than that required for the DLPD. Both architects envisioned the north portion of the building could be remodeled for use by the DLPD with a new garage built that would be connected to the building through a corridor. The center of the building could be used as a reception area and the south side of the building used for other purposes, including potential use by other emergency service organizations. These estimates do not include any remodel of the south half of the building, since there are no organizations currently planned to utilize the space.

Option 3 – New Construction, Downtown Location

Costs	Low End	High End
Total	\$3,500,000	\$5,000,000

These estimated costs include the construction of a new 6,000 SF – 7,500 SF DLPD building and large garage on an existing City-owned downtown parking lot. The cost report submitted by Dumont & Associates shows a 7,500 SF building, however, the estimate was adjusted to show a 6,000 SF building with the new cost range.

Summary:

It is important to note that the costs presented represent order of magnitude costs and should be used to evaluate options identified. If the City Commission decides to proceed with a specific option, landowner negotiations and an RFQ to select an architectural firm to begin design work would be required to proceed.

City of Devils Lake

Devils Lake Police Department

Order of Magnitude Cost Analysis Relocation of Devils Lake Police Department



Dumont and Associates, Architects
Devils Lake, North Dakota

December 3, 2025

Project Understanding

The City of Devils Lake continues to assess the best scenario for improvements/relocation of the City of Devils Lake Offices and a potential new location for the Devils Lake Police Department offices.

On September 11, 2025 John Dumont and Chris Dumont met with Mike Grafsgaard and Devin Gathman with the City of Devils Lake Engineering Department to discuss the possible relocation of the Devils Lake Police Department offices.

The Devils Lake Police Department is currently located in the Lake Region Law Enforcement Center (LEC) building facility. This facility is shared with Lake Region 911, Lake Region Correctional Facility, Lake Region Reentry Center, Ramsey County Sheriff Department and Devils Lake City Court Facilities.

Recently, the City of Devils Lake is exploring the possibility of the Devils Lake Police Department moving from the LEC facility into their own building. Many variables will go into the decision of moving the Devils Lake Police Department and what location the police department will move to.

Following our September 11 meeting with Mike Grafsgaard and Devin Gathman, four (4) potential options for a new location of the Devils Lake Police Department were identified. These options include the purchase/renovation of one of two existing

buildings and also the construction of a new building. The new building has two potential locations. We have been asked to complete a high-level assessment of the two existing buildings and also to provide an Order of Magnitude Cost Analysis for each option.



Lake Region Law Enforcement Center (LEC)

At this time, the City of Devils Lake is considering the renovation of the following existing buildings and also the following two potential building sites of a new building:

1. Existing Traynor Law Firm office building – 509 5th ST NE
2. Existing Western Finance office building (old Western Equipment Finance location) – 503 HWY 2 West
3. New building location – Existing asphalt parking lot east of the Memorial Building – 419 5th St NE
4. New building location – Existing green field empty lot north of Lake Region Ambulance Service – 803 5th St SE

As part of this project, major work items for each option were identified. The work items identified are only preliminary in nature and should not be considered a detailed scope of work for each option. These work items are identified only to understand the level of work involved with each option. Each option below includes a short description of the option, preliminary work items for the option and a budget level cost analysis for the option.

Option #1 – Renovate Existing Traynor Law Firm Building for the Devils Lake Police Department

- The existing Traynor Law Firm building was constructed in 1972. The building footprint is approximately 3,650 SF. The building consists of a basement and a main level for a total of approximately 7,300 SF. The main floor structure and roof structure is precast concrete quad tee. The main level exterior walls are brick/block and also precast concrete quad tee construction.
- The main level clear ceiling height under the quad tee structure ranges from 8'-0" to 8'-6". The basement level clear ceiling height under the quad tee structure is 8'-6".
- This option will not be a complete remodel but a partial remodel. In general, the work is to relocate / build a number of walls, partial interior remodel and upgrade systems in order to utilize this building for the next 20-30 years.
- The remodel could include the following work items:



Traynor Law Firm Building

Main Level:

- Move west wall in front entry to increase the size of the vestibule for handicapped accessibility. See drawing. Remove and replace side walk on south side of building for handicapped accessibility.
- Remodel and expand main level toilet facilities to meet handicapped code requirements. New toilet facilities to remain single use separate men's and women's. New toilet facilities to be at least 8'x8'.
- Remove and replace interior doors, frames and hardware. Replace with hollow metal frames and solid wood doors. Exterior doors to receive handicapped hardware.
- Add wall and door to back of reception area to prevent public access to the remaining of the building.
- Remove and replace existing electrical fixtures and outlets. Existing wiring to remain.
- Remove and replace flooring. Paint all walls.
- Remove and replace the existing acoustical ceiling system with new system. The acoustical ceiling covers approximately 75% of the ceiling. The remaining ceiling is open to the roof structure.
- New exterior windows. Replace with commercial level aluminum framed windows.

Basement Level:

- Substantial remodel of basement level. New layout as shown below. Update bathrooms. New interior doors. New lighting and outlets. New HVAC ducting. New exercise/training room with mens/womens locker room with shower and toilet. New fresh air HVAC unit. Review existing sump drain system, upgrade as needed.

Other Building Updates:

- New platform vertical lift for handicapped access to basement.
- New IT system, new security/camera system, new fire alarm detection system throughout the building.
- Three new furnaces. New HVAC ductwork as needed.
- Center stairway needs to be upgraded to 1-hour fire rating corridor. Need two (2) additional layers of sheetrock and fire doors.
- New exterior signage. New exterior upgrades for design and building function.
- **Building Structural Upgrades** – A building's structural risk category is determined by the occupancy of the building. This building was most likely designed with a structural risk category of II for a business occupancy. The new occupancy will be a police station. This will increase the structural risk category to an IV. The increase from a risk category of II to IV will increase the required design loads for the roof, walls, foundation, etc. We are not able to determine the exact existing load capacity of the structure

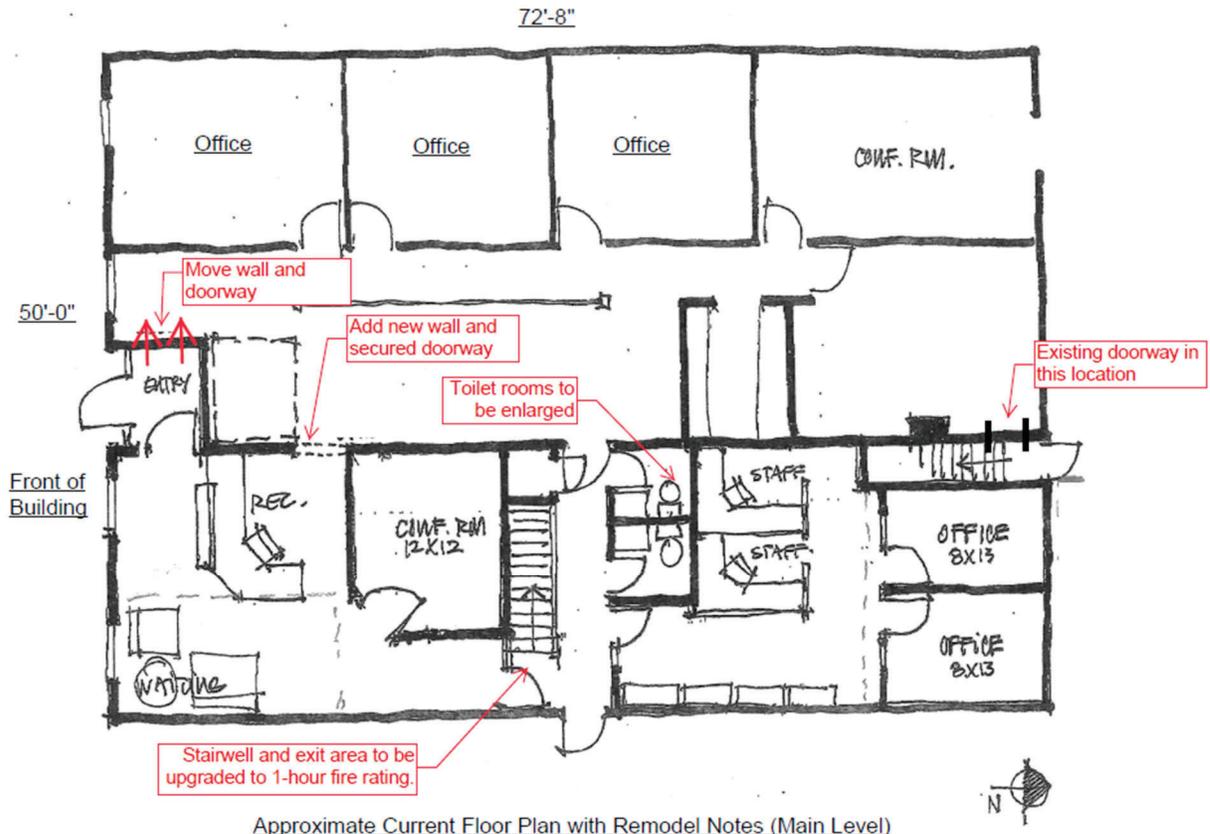
without an in-depth review of the building, especially the existing precast roof structure. After an in-depth review, it may be determined that the existing roof structure meets the increased required load capacity. Although, with the information we currently have, it is likely that the existing roof structure would need to be reinforced to increase the structural capacity. Another concern is the 4" masonry exterior end walls. These most likely do not meet the increased wind load capacity. A possible solution is to add an interior steel stud wall that would increase the wind load capacity. We have included a nominal amount in the cost analysis for these structural upgrades. The final amount needed for the structural upgrades (if any) can only be determined with an in-depth study of the structural components of the building.

- Construct 60'x30' garage with 10'x15' corridor that is attached to the existing building.
 - o Full-depth frost proof foundation
 - o Cold formed steel metal stud walls. Wall height will be 10'-0" tall.
 - o Water proof gypsum exterior sheathing. Steel horizontal siding.
 - o Wood trusses.
 - o Interior sheetrock on walls and ceiling
 - o Heated with ceiling hung gas fired furnaces and electric floor heat
 - o Corridor roof will be a flat roof with wood trusses. The roof will be a built-up roof.
 - o Corridor heated with electric wall heaters
 - o Five garage doors. Each door will be 10' wide x 8' tall. New garage will be five stall garage (no drive-thru).
 - o Need three personnel doors.

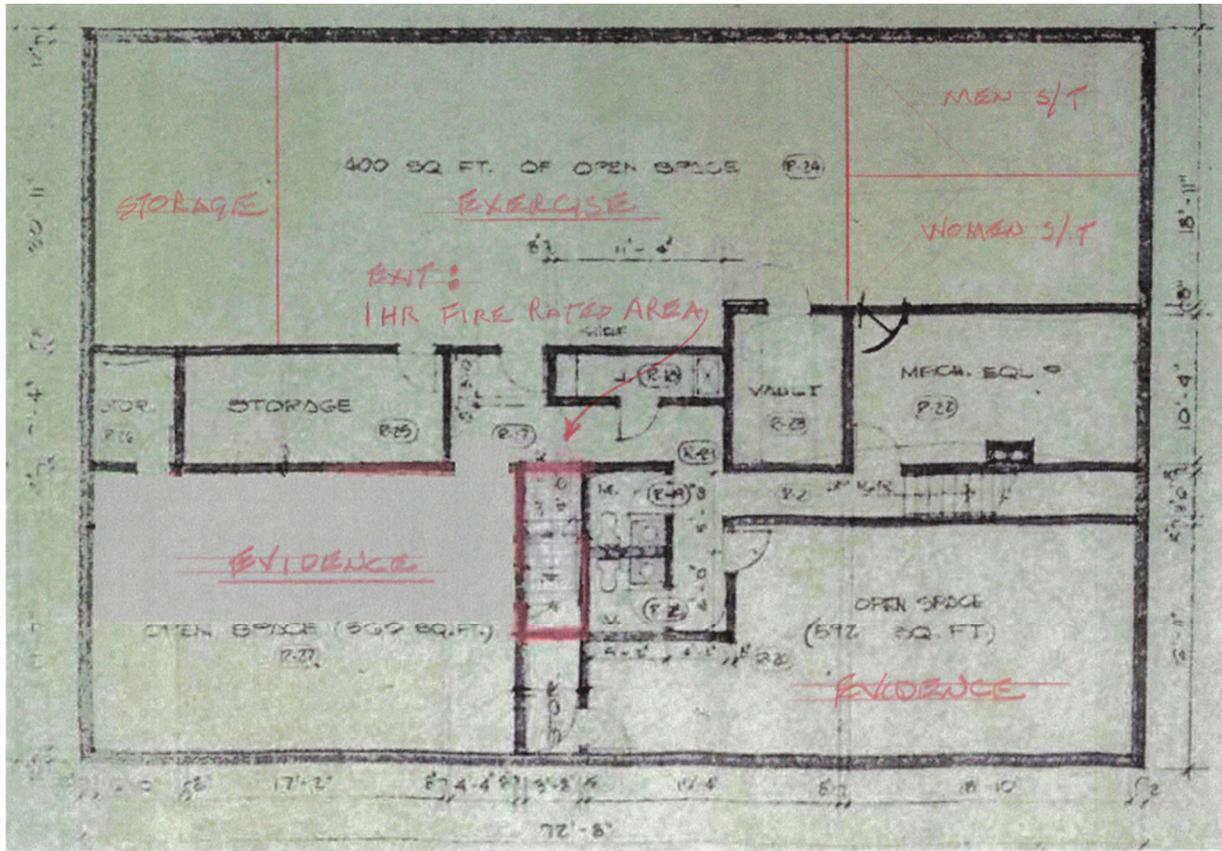
Budget Level Cost Analysis = \$2,500,000 - \$3,000,000

Note 1: The cost analysis includes an estimated budget for Construction Costs, Architectural/Engineering Services, Contract Administration and a 10% Contingency. The cost to purchase the building and the cost for furniture, fixtures, equipment (FFE) is not included in this cost analysis.

Preliminary Main Level Floor Plan Concept
 Floor Plan Supplied by City of Devils Lake. Preliminary Proposed work notes by Dumont and Associates.



Preliminary Basement Level Floor Plan Concept
 Floor Plan Supplied by City of Devils Lake. Preliminary Proposed work notes by Dumont and Associates.



Remodeled Floor Plan

DUMONT & ASSOCIATES
 10-20-2025

Option #2 - Renovate Existing Western Finance Building for
 the Devils Lake Police Department (Old Western Equipment Finance Location)

- The existing Western Finance building (old Western Equipment Finance location) was constructed in 1993. This building is wood stick frame single level construction. The existing floor is concrete slab. This building was remodeled and a small addition was added in 2007.
- Existing exterior walls are 10'-0" tall. There is an acoustical ceiling though-out the building. The acoustical ceiling is at 8'-4" from the floor.

- Total building area is approximately 16,000 SF. Our plan is for the Devils Lake Police Department to occupy the north half of the building. The center portion of the building will remain open to the public.



Western Finance Building

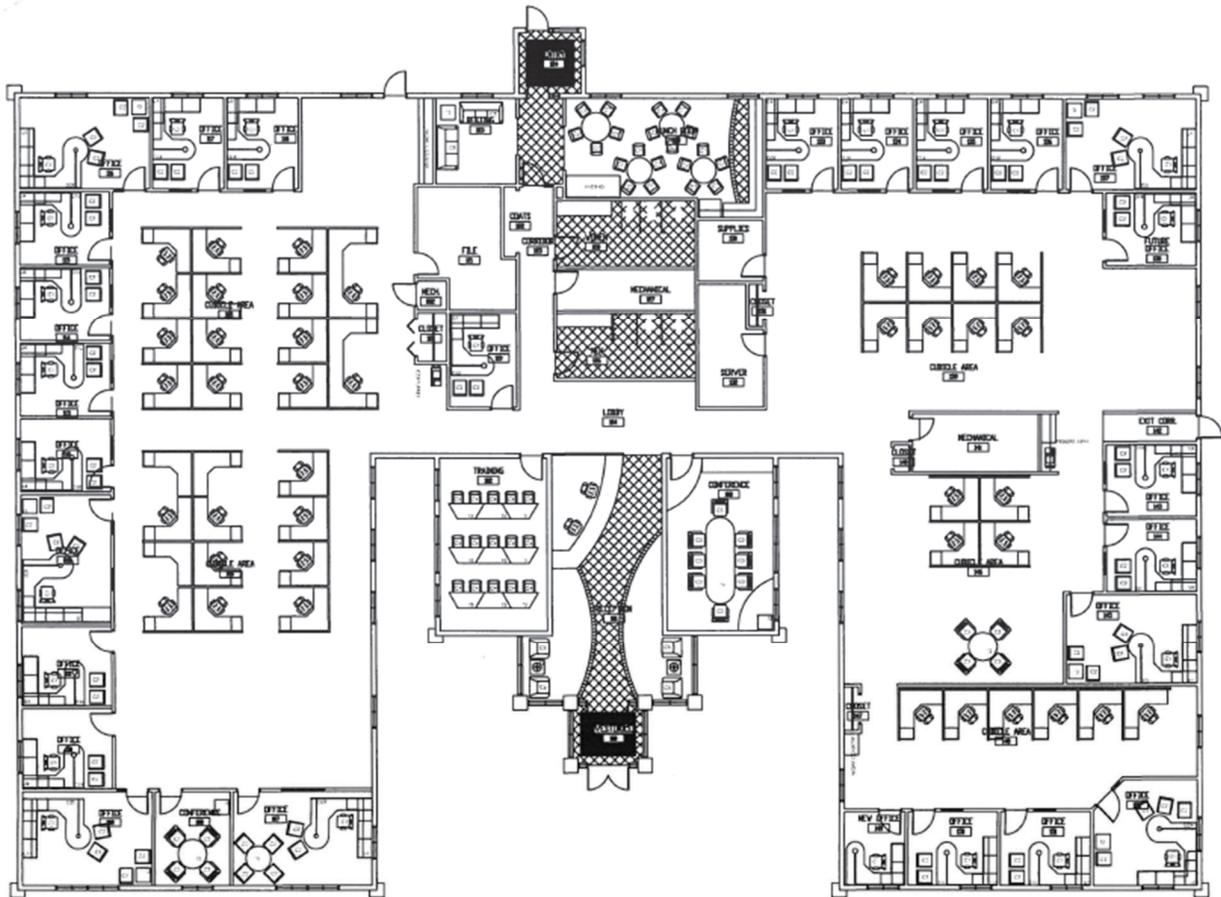
- This option will not be a complete remodel but a partial remodel. In general, the work is to relocate / build a number of walls, partial interior remodel and upgrade systems in order to utilize this building for the next 20-30 years.
- The remodel could include the following work items:
 - o Add wall and security door on the north side of the lobby area to enclose and secure new PD area.
 - o Complete remodel of the **east half** of the **north wing**. No improvements to the south half of the building or the center area of the building.
 - Remove all existing interior walls. West half of north wing walls to remain.
 - Remove existing carpet. West half of north wing carpet to be replaced as well.
 - Remove existing acoustical ceiling and grid, grid lights and grid vents. West half to remain as is.
 - Construct new spaces as shown on the drawing. New areas will receive new acoustical ceiling/grid, new flooring, new grid lights, new grid vents.
 - Add mens/womens locker room near the exercise room. Planning for new shower and toilet in the locker rooms. For now, we are assuming there is plumbing in the hallway outside of the mens/womens bathroom in the center of the building. Chop concrete and bring the sewer for the locker rooms back to that location.
 - Existing exterior windows to remain and remain in the existing locations.
 - Repaint all existing walls in the north wing.
 - o Upgrade existing security and camera system on north half of building.
 - o HVAC to remain as is other than new grid vents in remodel area.
 - o Building Structural Upgrades - A building's structural risk category is determined by the occupancy of the building. This building was most likely designed with a structural risk category of II for a business occupancy. The new occupancy will be a police station. This will increase the structural risk category to an IV. The increase from a risk category of II to IV will increase the required design loads for the roof, walls, foundation, etc. We are most certain the existing walls, wall components and foundation will be able to meet or exceed the upgraded structural capacity. We have not been able to discover information regarding the structural design of the original building roof trusses. The City Engineering department supplied the contractor's structural design information for the roof trusses that were used for the 2007 addition. It can be assumed that the original building roof truss structural design is similar to this information. Our structural engineering team has determined the roof structure will need structural upgrades. There are several options to complete the upgrade. These options can be reviewed and the pros/cons for each option will need to be studied. For this report, we included an estimated price to add additional roof trusses to the building. This will include removing the existing asphalt shingles and roof sheathing, adding the additional roof trusses and then replacing the roof sheathing and asphalt shingle. The addition of the roof trusses will upgrade the roof to the necessary structural capacity of the buildings upgraded structural risk category. We recommend a more in-depth structural analysis of the building to be completed prior to making a final decision of which structural upgrade option is used.
 - Demo existing roof and sheathing (entire roof).
 - Cost to remove existing blown in insulation
 - Material cost to add an additional roof truss at each existing roof truss location (Assumed every 2 ft on center)
 - Labor to sister a new truss to each existing truss
 - Cost to re-blow the roof full of insulation (R49 value)
 - Cost to add in new sheathing and roof system (entire roof)

- Construct 60'x30' garage with 10'x15' corridor that is attached to the existing building.
 - Full depth frost proof foundation
 - Cold formed steel metal stud walls. Wall height will be 10'-0" tall.
 - Water proof gypsum exterior sheathing
 - Steel horizontal siding
 - Wood trusses. Hip roof to match existing building
 - Interior sheetrock on walls and ceiling
 - Heated with ceiling hung gas fired furnaces and electric floor heat
 - Corridor roof is gable wood trusses
 - Corridor heated with electric wall heaters
 - Need fire wall where corridor meets the building. This will be a block wall.
 - Five garage doors. Each door will be 10' wide x 8' tall. New garage will be five stall garage (no drive-thru)
 - Need three (3) personnel doors.

Budget Level Cost Analysis = \$2,400,000 - \$2,900,000

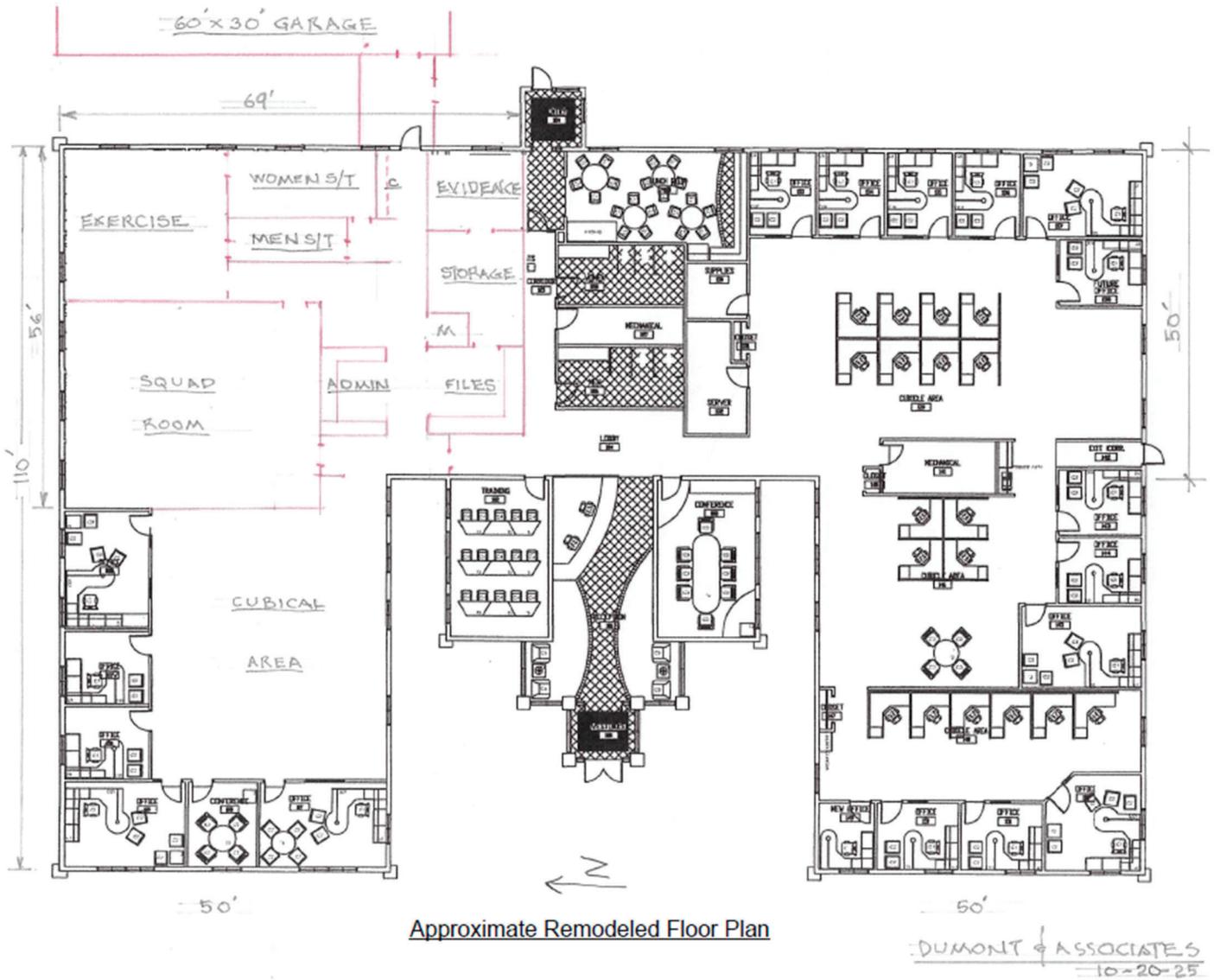
Note 1: The cost analysis includes an estimated budget for Construction Costs, Architectural/Engineering Services, Contract Administration and a 10% Contingency. The cost to purchase the building and the cost for furniture, fixtures, equipment (FFE) is not included in this cost analysis.

Existing Building Floor Plan
Floor Plan Supplied by City of Devils Lake



EXISTING BUILDING FLOOR PLAN

Preliminary Proposed Floor Plan Concept
 Floor Plan Supplied by City of Devils Lake. Preliminary Proposed work notes by Dumont and Associates.



Approximate Remodeled Floor Plan

Options #3 and #4 - Construct a new building for the Devils Lake Police Department. Location to be in City owned downtown parking lot or green field empty lot near the Lake Region Ambulance Building.

- The City of Devils Lake owns multiple asphalt parking lots in downtown Devils Lake. The idea is to construct a new building in one of these parking lots. The City of Devils Lake also owns an empty lot (green space) within Devils Lake near the Lake Region Ambulance Building. The other option is to construct a new building in the empty lot.
- Here are the general parameters we are using for the building at this time.
 - o Approximate square foot of the building is 7,500 SF.
 - o One level construction.

- Construction to be post and beam steel structure. Structure to be mostly 14' tall. May have areas that are taller (entrance).
- 6" steel stud walls
- Mostly brick veneer and 1.5" rigid insulation. May have other exterior finishes as well such as sandstone or other stone products.
- 6" blanket insulation with 5/8" fire rated gyp board on the walls
- Steel joist roof with steel deck. R50 insulation package and EPDM roof membrane.
- Interior finish to be better than average. Nice flooring, nice ceiling, nice windows, etc.
- All utilities should be close by but may need to remove and replace sidewalks/street pavement to access the utilities.
- An exterior landscaped entrance / sitting area. Nice landscaping at the entrance and an area that small groups (5-10 people) can use to congregate.
- Construct 60'x30' garage with 10'x15' corridor that is attached to the new building.
 - Full depth frost proof foundation
 - Cold formed steel metal stud walls. Wall height will be 10'-0" tall.
 - Water proof gypsum exterior sheathing
 - Steel horizontal siding
 - Steel joist roof with steel deck. R50 insulation package and EPDM roof membrane.
 - Interior sheetrock on walls and ceiling
 - Heated with ceiling hung gas fired furnaces and electric floor heat
 - Corridor roof will be steel joist roof with steel deck. R50 insulation package and EPDM roof membrane.
 - Corridor heated with electric wall heaters
 - Five garage doors. Each door will be 10' wide x 8' tall. New garage will be five stall garage (no drive-thru).
 - Need three personnel doors.

Budget Level Cost Analysis = \$4,000,000 – \$4,500,000

Note 1: The cost analysis includes an estimated budget for Construction Costs, Architectural/Engineering Services, Contract Administration and a 10% Contingency. The cost for furniture, fixtures, equipment (FFE) is not included in this cost analysis

Note 2: There may be a nominal amount of cost savings to construct the new building within an existing parking lot. There would be additional expense to construct a new parking lot in a green field empty lot.

Examples of a potential new office building with similar exterior finishes. The below images are idea generators only. Dumont and Associates did not develop these buildings or images.





EAPC

ARCHITECTS ENGINEERS

Devils Lake Police Department Report

Prepared for:

City of Devils Lake
Michael Grafsgaard, City Engineer
423 6th Street NE
Devils Lake, ND 58301

DATE	November 11, 2025 (Revised) 12.02.2005 Rev
NUMBER	20251681

Report Narrative

Introduction

EAPC, Architects/Engineers was commissioned by the City of Devils Lake to provide order of magnitude, workability, and a probable cost model of two existing buildings for a remodel/conversion into the Police Department (PD) and consider the costs for a new PD on the open downtown parking lot site that is owned by the City.

This is a new commission that follows up on a similar commission and subsequent report dated March 14, 2025.

Scope of services Include:

- Consideration of costs for renovation of the existing Traynor Office Building – Changing the occupancy/use to the City PD – located at 509 5th St NE
- Consideration of costs for renovation of the existing Western Office Building – Changing the occupancy/use to the City PD – located at 503 Hwy 2 W
- Consideration of a new City PD on the open downtown parking site currently owned by the City

Renovation of the existing Traynor Building

This portion of the Study considers the renovation of the existing Traynor Building. This building was built as a B Occupancy (Its last use was as the offices for the Traynor Law Firm). The building is a one story with full basement and includes street as well as alley access.

The adjacent parking lot is not part of this property. In an earlier iteration of this report (11.12.2025), this parking lot was assumed to be part of the property. That iteration included a Squad Garage similar to the configuration that was laid out at the existing City Hall Concept. That Squad Garage was for a 3500 SF footprint. This iteration of the Squad Garage is for a wood framed 1950 SF, 5 stall garage with connecting link to the Traynor Building to respond to less site area than originally considered.

The structure of the Traynor Building utilizes precast concrete quad “T”s for the roof, floor and exterior bearing walls (east & west) - the precast wall “T”s extend down to the footings thus acting as the below grade foundation wall. The infill walls (non-bearing, north and south) are masonry infill (brick and concrete block).

The occupancy classification (B) will not change due to the new use as the PD. However, the risk category does change from a Risk Category II to a Risk Category IV due to its new usage as an “essential service” for the Community.

See the attached exhibit, prepared by AE2S (structural consultant), to address the issues associated with the increase of the Risk Category. The exhibit addresses the narrative of these changes and probable costs associated to resolve them.

Other items are being addressed topically (no specific plans/details have been prepared) to update finishes, increase comfort through mechanical upgrades (also consider better energy consumption), and upgrades to the electrical systems, including lighting, power, low voltage systems, within emphasis on technology upgrades. Also included is a basic clean-up/fix-up of the existing conditions.

Attached are three basic SF/Systems Estimates for the Traynor Building that address renovation of the existing (approx.) 7,200 square feet of the facility (3,600 SF on each level **with** a two-stop elevator), and option that addresses renovation of 6,000 SF (following the office space program provided by the City – adding a 25% factor for circulation and mech/elect/service space, **with** a two-stop elevator), and finally a 3633 SF renovation of just the main level, **without** provisions for an elevator. All three estimates include a new squad garage addition of approximately 1950 SF for parking of the police fleet (in lieu of the 3,500 SF in an earlier concept). It is also anticipated that a series (4 are priced but NOT included in the cost model) “light wells” be introduced to bring natural light into the lower level to accommodate a comfortable work setting. The light wells would be an ADD alternate.

Cost components include General Construction, HVAC/Plumbing, and Electrical Systems. Also included are the associated costs for the General Conditions for Construction, contingency (in the amount of 10%), and soft costs which include only design fees.

Further, these estimates (due to the nature of being a large scope of magnitude approach) have a low range and high range of costs.

We have amended our SF pricing for General, Mechanical and Electrical renovation costs. These SF costs are based upon a couple of very recent “build out” bids that we received in our Fargo Office. The scope of work on those buildouts is very similar to the concerns for the Traynor Building. The bid data received included elevator equipment costs.

The anticipated range of costs for the renovation of the existing Traynor Building are approx. **\$1.6 million** (low range for the 3633 SF of renovation, without an elevator) **to \$3.1 million** (high range for the 7200 SF of renovation, with a two stop “hole-less” elevator). Associated SF costs of \$288 to \$343 per square foot are anticipated.

This work would position the existing Traynor Building to serve the City’s needs for the next 25 to 30 years. The intent would be to address and consider all repairs, and updates for comfort and function as well as accessibility and known code upgrades as necessary.

Renovation of the existing Western Office Building

This portion of the Study considers the renovation of the existing Western Office Building. This building was also built as a B Occupancy (Its last use was also an office function). The building is a one story, slab on grade structure. It includes front and back street access with parking at both front (8 stalls) and back (65 stalls). The structure of this building is wood framed walls and wood framed roof trusses.

Again, the occupancy classification (B) will not change due to the use a PD. However, the risk category also changes from a Risk Category II to a Risk Category IV due to its new usage as an “essential service” for the Community.

See the attached exhibit, prepared by AE2S (structural consultant), to address the issues associated with the increase of the Risk Category. The exhibit addresses the narrative of these changes and probable costs associated to resolve.

Note that this facility is much newer than the Traynor Building and has not expended all of the expected life of the building systems (HVAC/lighting etc.) Exterior materials and the nature of a wood framed structure provide a life expectancy of a lesser degree than the brick/block and precast materials of the Traynor building, however, the Traynor Building is of need of some limited repairs to the precast due to its age.

As before, other items are being addressed topically (no specific plans/details have been prepared) to update finishes, increase comfort through mechanical upgrades (also consider better energy consumption), and upgrades to the electrical systems, including lighting, power, low voltage systems, within emphasis on technology upgrades.

The footprint of 14,450 SF is well beyond the requirements of the Police Department alone. This facility lends itself a possible greater/broader use as a potential home for Sheriff, BCI, and Highway Patrol, thus creating a multijurisdictional LEC facility. Knowing that these considerations are very high level and would require significant follow-up and multijurisdictional collaboration, it makes sense to consider a phased approach to the fit-up and renovations.

Attached is a basic SF/Systems Estimate that addresses the renovation of approximately 6,000 existing square feet of the facility, and a new squad garage addition, of approximately 3,500 SF for parking of the police fleet

Cost components include General Construction, minor HVAC/Plumbing, and minor Electrical Systems. A strategy for the separation (or inclusion) of utility usage costs is anticipated in the cost model. Also included are the associated costs for the General Conditions for Construction, contingency (in the amount of 10%), and soft costs which would only include design fees.

Further, these estimates (due to the nature of being a large scope of magnitude approach) have a low range and high range of costs.

Again, we have amended our SF pricing for General, Mechanical and Electrical renovation costs. These SF costs are based upon a couple of very recent “build out” bids that we received in our Fargo Office. The scope of work on those buildouts is very similar to the concerns for the Western Building.

The anticipated range of costs for the renovation of 6,000 SF of the existing Western Building is approx. **\$2.9 million to \$3.4 million**, with associated SF costs of \$309 to \$355 per square foot.

This work would position the existing Western Office Building to serve the City’s needs for the next 25 to 30 years, with the added value of having the SF to have increased/additional utilization for other law enforcement agencies or tenants. The intent would be to address all repairs, upgrades, and updates for comfort and function as well as accessibility and known code upgrades as necessary.

New Police Station in an Open Downtown Site (Parking Lot)

This portion of the Study considers the cost of construction to provide a new PD in an open downtown site (parking lot). The facility is envisioned as a one story 6,000 square foot building, following the basic programmatic calculations of the spatial program provided by the City plus an efficiency factor of 25%. A 3,500 SF squad car garage is also anticipated for this location – likely to be contiguous with the new construction of the station itself. Building materials considered, while not extravagant, nor super expensive, are being considered which reflect a sense of civic pride and sustainability.

The anticipated range of costs for the construction of a new Police Station are approx. **\$4.2 million to \$4.9 million**, with associated SF costs of \$447 to \$524 per square foot.

The square foot costs here do include provisions for anticipated metal/steel and aluminum increases due to the recent tariffs.

Miscellaneous

Please note the following:

These cost figures are at **today's** construction costs. A construction escalator of 3 – 4% should be include for every year anticipated to get to a bid date.

There is **no** cost provision for the removal of hazardous materials in any of the remodeling cost models (I.E. asbestos, etc.)



Devils Lake Police Department/LEC
Traynor Building
Renovation of 6000 SF - w/ Two Stop Elevator

12.02.2025 Revision 2

11.12.2025 Revised

	Unit	Price/sf	Low Range	Price/sf	High Range
A. GENERAL CONDITIONS			\$ 215,188		\$ 245,178
B. SITEWORK			\$ 39,480		\$ 45,900
	6,000	\$ 3.33	\$ 19,980	\$ 3.75	\$ 22,500
	1,950	\$ 10.00	\$ 19,500	\$ 12.00	\$ 23,400
C. GENERAL CONSTRUCTION			\$ 1,091,500		\$ 1,176,000
	6,000	\$ 129.00	\$ 774,000	\$ 139.00	\$ 834,000
	1,950	\$ 150.00	\$ 292,500	\$ 160.00	\$ 312,000
D. HVAC/PLUMBING			\$ 399,750		\$ 479,250
	6,000	\$ 52.00	\$ 312,000	\$ 62.00	\$ 372,000
	1,950	\$ 45.00	\$ 87,750	\$ 55.00	\$ 107,250
E. ELECTRICAL			\$ 262,500		\$ 342,000
	6,000	\$ 34.00	\$ 204,000	\$ 44.00	\$ 264,000
	1,950	\$ 30.00	\$ 58,500	\$ 40.00	\$ 78,000
F. LIGHT WELLS (Allowance - Not in Sub total)			\$ 80,000		\$ 88,000
	4	\$ 20,000.00	\$ 80,000	\$ 22,000.00	\$ 88,000
G. REWINDOW			\$ 15,375		\$ 16,400
	205	\$ 75.00	\$ 15,375	\$ 80.00	\$ 16,400
H. RISK FACTOR UPGRADES (ALLOWANCE) & STRUCTURAL REPAIRS			\$ 23,000		\$ 35,000
	1	\$ 23,000.00	\$ 23,000	\$ 35,000.00	\$ 35,000
CONSTRUCTION SUBTOTAL			\$ 2,103,793		\$ 2,339,728
CONTINGENCY 10%			\$ 210,379		\$ 233,973
SOFT COSTS (A/E Fees Only)			\$ 185,134		\$ 205,896
Project Total			\$ 2,499,306		\$ 2,779,597
			\$ 314	Cost/sf	\$ 350



Devils Lake Police Department/LEC
Traynor Building
Renovation of 7200 SF (Main Floor & Lower Level - Complete) - w/ Two Stop Elevator

12.02.2025

	Unit	Price/sf	Low Range	Price/sf	High Range
A.	GENERAL CONDITIONS		\$ 246,126		\$ 277,222
B.	SITework		\$ 39,300		\$ 45,936
		7,200 \$ 2.75	\$ 19,800	\$ 3.13	\$ 22,536
		1,950 \$ 10.00	\$ 19,500	\$ 12.00	\$ 23,400
C.	GENERAL CONSTRUCTION		\$ 1,246,300		\$ 1,315,800
		7,200 \$ 129.00	\$ 928,800	\$ 139.00	\$ 1,000,800
		1,950 \$ 150.00	\$ 292,500	\$ 160.00	\$ 312,000
D.	HVAC/PLUMBING		\$ 462,150		\$ 553,650
		7,200 \$ 52.00	\$ 374,400	\$ 62.00	\$ 446,400
		1,950 \$ 45.00	\$ 87,750	\$ 55.00	\$ 107,250
E.	ELECTRICAL		\$ 303,300		\$ 394,800
		7,200 \$ 34.00	\$ 244,800	\$ 44.00	\$ 316,800
		1,950 \$ 30.00	\$ 58,500	\$ 40.00	\$ 78,000
F.	LIGHT WELLS (Allowance - Not in Sub total)		\$ 80,000		\$ 88,000
		4 \$ 20,000.00	\$ 80,000	\$ 22,000.00	\$ 88,000
G.	REWINDOW		\$ 15,375		\$ 16,400
		205 \$ 75.00	\$ 15,375	\$ 80.00	\$ 16,400
H.	RISK FACTOR UPGRADES (ALLOWANCE) & STRUCTURAL REPAIRS		\$ 23,000		\$ 35,000
		1 \$ 23,000.00	\$ 23,000	\$ 35,000.00	\$ 35,000
CONSTRUCTION SUBTOTAL			\$ 2,392,551		\$ 2,638,808
CONTINGENCY 10%			\$ 239,255		\$ 263,881
SOFT COSTS (A/E Fees Only)			\$ 210,544		\$ 232,215
Project Total			\$ 2,842,351		\$ 3,134,904
			\$ 311	Cost/sf	\$ 343



Devils Lake Police Department/LEC
Traynor Building
Renovation of 3633 SF (1st Floor Only) w/o Elevator

12.02.2025

	Unit	Price/sf	Low Range	Price/sf	High Range
A. GENERAL CONDITIONS			\$ 134,919		\$ 154,591
B. SITEWORK			\$ 39,482		\$ 45,925
	3,633	\$ 5.50	\$ 19,982	\$ 6.20	\$ 22,525
	1,950	\$ 10.00	\$ 19,500	\$ 12.00	\$ 23,400
C. GENERAL CONSTRUCTION			\$ 626,157		\$ 671,987
	3,633	\$ 129.00	\$ 468,657	\$ 139.00	\$ 504,987
	1,950	\$ 150.00	\$ 292,500	\$ 160.00	\$ 312,000
D. HVAC/PLUMBING			\$ 276,666		\$ 332,496
	3,633	\$ 52.00	\$ 188,916	\$ 62.00	\$ 225,246
	1,950	\$ 45.00	\$ 87,750	\$ 55.00	\$ 107,250
E. ELECTRICAL			\$ 182,022		\$ 237,852
	3,633	\$ 34.00	\$ 123,522	\$ 44.00	\$ 159,852
	1,950	\$ 30.00	\$ 58,500	\$ 40.00	\$ 78,000
F. LIGHT WELLS (Allowance - Not in Sub total)			\$ 80,000		\$ 88,000
	4	\$ 20,000.00	\$ 80,000	\$ 22,000.00	\$ 88,000
G. REWINDOW			\$ 15,375		\$ 16,400
	205	\$ 75.00	\$ 15,375	\$ 80.00	\$ 16,400
H. RISK FACTOR UPGRADES (ALLOWANCE) & STRUCTURAL REPAIRS			\$ 23,000		\$ 35,000
	1	\$ 23,000.00	\$ 23,000	\$ 35,000.00	\$ 35,000
CONSTRUCTION SUBTOTAL			\$ 1,354,621		\$ 1,494,251
CONTINGENCY 10%			\$ 135,462		\$ 149,425
SOFT COSTS (A/E Fees Only)			\$ 119,207		\$ 131,494
Project Total			\$ 1,609,289		\$ 1,775,170
			\$ 288	Cost/sf	\$ 318



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Devils Lake Police Department/LEC
Western Building

12.02.2025 Revision 2
11.12.2025 Revised

	Unit	Price/sf	Low Range	Price/sf	High Range
A.	GENERAL CONDITIONS		\$ 257,700		\$ 294,840
B.	SITework		\$ 35,000		\$ 42,000
	6,000	\$ -	\$ -	\$ -	\$ -
	3,500	\$ 10.00	\$ 35,000	\$ 12.00	\$ 42,000
C.	GENERAL CONSTRUCTION		\$ 1,299,000		\$ 1,394,000
	6,000	\$ 129.00	\$ 774,000	\$ 139.00	\$ 834,000
	3,500	\$ 150.00	\$ 525,000	\$ 160.00	\$ 560,000
D.	HVAC/PLUMBING		\$ 469,500		\$ 564,500
	6,000	\$ 52.00	\$ 312,000	\$ 62.00	\$ 372,000
	3,500	\$ 45.00	\$ 157,500	\$ 55.00	\$ 192,500
E.	ELECTRICAL		\$ 344,000		\$ 456,500
	6,000	\$ 34.00	\$ 204,000	\$ 44.00	\$ 264,000
	3,500	\$ 40.00	\$ 140,000	\$ 55.00	\$ 192,500
F.	Not Used				
G.	RISK FACTOR UPGRADES (ALLOWANCE)		\$ 68,000		\$ 84,000
	1	\$ 68,000.00	\$ 68,000	\$ 84,000.00	\$ 84,000
CONSTRUCTION SUBTOTAL			\$ 2,473,200		\$ 2,835,840
CONTINGENCY 10%			\$ 247,320		\$ 283,584
SOFT COSTS (A/E Fees Only)			\$ 217,642		\$ 249,554
Project Total			\$ 2,938,162		\$ 3,368,978
			\$ 309	Cost/sf	\$ 355



Devils Lake Police Department/LEC
On Existing Downtown Open Parking Site

11.12.2025

	Unit	Price/sf	Low Range	Price/sf	High Range
A.	GENERAL CONDITIONS		\$ 376,500		\$ 441,540
B.	SITWORK		\$ 95,000		\$ 132,000
	6,000	\$ 10.00	\$ 60,000	\$ 15.00	\$ 90,000
	3,500	\$ 10.00	\$ 35,000	\$ 12.00	\$ 42,000
	C. GENERAL CONSTRUCTION		\$ 2,020,000		\$ 2,240,000
	6,000	\$ 220.00	\$ 1,320,000	\$ 245.00	\$ 1,470,000
	3,500	\$ 200.00	\$ 700,000	\$ 220.00	\$ 770,000
D.	HVAC/PLUMBING		\$ 612,500		\$ 785,000
	6,000	\$ 70.00	\$ 420,000	\$ 90.00	\$ 540,000
	3,500	\$ 55.00	\$ 192,500	\$ 70.00	\$ 245,000
	E.	ELECTRICAL		\$ 410,000	
6,000		\$ 45.00	\$ 270,000	\$ 55.00	\$ 330,000
	3,500	\$ 40.00	\$ 140,000	\$ 55.00	\$ 192,500
	CONSTRUCTION SUBTOTAL			\$ 3,514,000	
CONTINGENCY 5%			\$ 175,700		\$ 206,052
SOFT COSTS*			\$ 553,455		\$ 649,064
Project Total			\$ 4,243,155		\$ 4,976,156
			\$ 447	Cost/sf	\$ 524



12 November 2025

EAPC
Alan Dostert, AIA
President, CEO
112 N Roberts St, Ste 300
Fargo, ND 58102

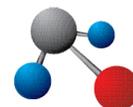
**Re: Devils Lake City Hall Study – Structural review
AE2S P00163-2025-005**

Dear Mr. Dostert:

AE2S has reviewed two existing structures that are being contemplated as a new location for the City of Devils Lake Police Department:

I. Traynor Building, 509 5th St NE





II. Western Equipment Finance, 508 West Hwy 2



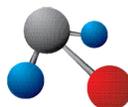
GENERAL OBSERVATIONS

The study of each structure is based on the following general observations.

- ASCE 7-16 “Minimum Design Loads for Buildings and Other Structures” as referenced by the IBC 2021 as the basis for new snow loads resulting from a change in occupancy.
- Buildings are heated with insulated roof (Traynor Building) or attic (Western Equipment Finance)
- Building occupancy will be a police station for some or all of the floor area, which classifies as an essential facility assigned to a Risk Category IV for purposes of determining snow loads.
- Current ground snow load is 50 psf.
- 1. Other factors to determine snow load based on current IBC 2021 requirements:
 - Ce 0.9, Exposure Category
 - Ct 1.0, thermal factor
 - Is 1.25, snow load importance factor based on Risk category IV facility.

The general requirements yield a 40 psf design roof snow load for new construction, or in this case for a change in occupancy from the original use of Risk Category I or II facility to a Risk Category IV facility.

Floor live loads are unchanged from initial uses as offices.



I. TRAYNOR BUILDING OBSERVATIONS

The entire building would be renovated into a police station.

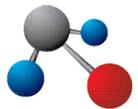
A. CIVIL

1. The front entry does not really have a stoop.
2. The cross-slope perpendicular to the walking path of the front entry is variable. It is 1% cross slope directly in front of the door, but is almost 5% just beyond the door and side lite; threshold for acceptance is 2.0%.
3. The slope parallel to the walk path within the width of the door opening measured as 5.2%.
4. A proper stoop with an ADA compliant cross slope of 2% or less across the entire width of the front entry is recommended.
5. The front driveway will need to be re-graded, approx. 2,800 SF with 50% concrete, 50% asphalt; suggest concrete as the replacement.
6. Additional parking nearby is not readily available, except for the public parking along municipal streets.
7. The existing parking lot will need to be striped and delineated, including ADA parking, 2 rows of angled parking aisles appear feasible.
8. Site lighting in the parking areas will be needed.
9. Existing asphalt parking surface is acceptable for initial redevelopment. Significant repairs are not needed.

Estimated cost of the civil site improvements is \$60,000 to \$80,000.

B. STRUCTURAL

1. The roof tees are archaic 8'-0" wide 9 1/2" deep 3-tee members with stems at 2'-0" on-center and aligned to each roof quad tee wall stem. Load tables or properties are not yet available BUT efforts to locate them continue.
2. The east and west exterior walls are archaic 8'-0" wide 9 1/2" deep quad tee members with stems at 2'-0" on-center and aligned to each roof quad tee stem. The walls appear to extend to the footings.
3. The capacity of the walls will be acceptable.
4. The wall that forms the west side of the stair opening is an interior bearing wall.
5. Assuming there is an interior bearing grid, the roof panels likely can support the change in occupancy snow load; however, some non-destructive testing to measure the location and diameter of the pre-stressing strand is required to make any definitive statements about load carrying capacity.



6. Given the uncertainty about the load capacity of the roof panels, any changes to roof load, especially roofing, has to reduce the applied roof load.
7. Footings, exterior bearing walls, and interior bearing walls are not a concern.
8. There are two exterior wall stems on the east elevation that need to be repaired, excavation and concrete restoration work is required.

The initial costs to repair the damaged wall stems and field verify the strand geometry of the roof tees is \$15,000-\$25,000 assuming the stems are repaired at the same time as the front ADA stoop is added.

The cost to add a true stoop is \$8,000-\$10,000.

Total initial costs for structural work is \$23,000 to \$35,000.

II. WESTERN EQUIPMENT FINANCE OBSERVATIONS

Approximately 7,000 sf of the facility is proposed for renovation into the police department, and only that area is subject to the increased snow load requirement.

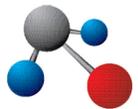
A. CIVIL

1. The site is "move-in" ready with only minor changes needed to add additional ADA parking.
2. If parking is needed, there is nearby shared parking opportunities.

No initial site improvement costs are anticipated.

B. STRUCTURAL

1. Roof framing is metal plate connected roof trusses supported by 2x6 wood stud walls.
2. Truss design reports were available for the addition, but not for the original construction; therefore observations made based on the addition truss design will be extrapolated to the original construction.
3. Addition trusses spaced 2'-0" on-center, original trusses almost certainly the same spacing as this is a nearly universal truss spacing for roof truss framing.
4. The addition trusses were designed for a 50 PSF total load;
 - o 30 psf top chord snow load; which was very typical for commercial construction prior to the early 2000's.
 - o 10 psf top chord dead load.
 - o 10psf bottom chord dead load.
 - o Non-concurrent 10psf live load, this does not affect the truss snow load capacity
5. Calculated current snow load is 40 psf as discussed in the General.

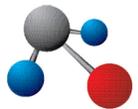


6. A more detailed estimate of dead loads is 5-6 psf bottom chord dead load and 10-12 psf top chord dead load, total dead load of 18-19 psf.
7. Total truss loads at current requirements are 55-58 psf, for a ratio of 1.10 to 1.16 higher, exceeding the threshold of 1.05 of stress increase above which structural improvements are required
 - o The inverse of these ratios would be 0.87 to 0.90
8. The truss design prints of the addition list the stress ratio, which is the ratio of demand:strength of a member. If a member has a stress ratio of 0.90 or above it will be overstressed at current loading requirements.
9. These truss members in the addition have a stress ratio 0.90 or greater and need to be reinforced:
 - o Single ply step down truss T03 bottom chord 2x6, with structural exterior rated plywood on each side or a 2x6 SPF No.2 or better on one side.
 - o Single ply step down truss T04 bottom chord 2x6, with structural exterior rated plywood on each side or a 2x6 SPF No.2 or better on one side.
 - o Single ply step down truss T06 bottom chord 2x6, with structural exterior rated plywood on each side or a 2x6 SPF No.2 or better on one side.
 - o Single ply step down truss T07 compression web member W4, by adding a 2x4 member brace near the midpoint of the member.
10. Typical trusses and multi-ply girder trusses in the addition are acceptable; therefore it is extrapolated that the types of trusses in the original will be acceptable.
11. The trusses in the original construction likely have similar concerns (typical gable trusses acceptable, step down trusses suspect) but cannot be quantified without field measurements and analysis effort.
12. Footings and bearing walls are not a concern.

The estimated cost to improve each truss is \$500. In order to access and improve the trusses, the entire horizontal fire barrier layer of "SheetRock" will need to be removed and replaced, at an estimated cost of \$7/SF. For the proposed 7,000 SF police station occupancy, this is a total cost of \$50,000 exclusive of lighting and HVAC renovations.

It is estimated that 25% to 30% of the trusses will need to be improved in place. Each "wing" of the facility is approximately 50' wide, so approximately 70 trusses will be within the renovation area. Based on several assumptions, anywhere from 18 to 25 trusses will need to be improved in place, at a cost of \$500 for each truss. Estimated cost for structural improvements is \$9,000 to \$12,000. This is much less cost than building a new facility.

Replacing the entire roof structure with new trusses would cost \$38/sf (inclusive of roofing), for the entire 7,000 sf police area this cost is \$260,000 to \$320,000. This cost is still less than building a new structure.



EAPC Devils Lake City Hall Study – Structural review
AE2S P00163-2025-005
12 November 2025
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It may be possible to add interior bearing lines to reduce the span of the trusses, however, structural improvements may still be needed to improve members that undergo stress reversal by adding support locations.

Detailed and disproportionately time-consuming engineering analysis to determine the specific truss geometry, truss capacity, and truss improvements is needed, unless the roof is entirely replaced.

These results and observations are preliminary for use in initial planning.

Please contact AE2S with any questions.

Sincerely,

AE2S



Jay Kleven, PE (ND PE-4685)
Senior Project Manager

ORDINANCE NO. 1033

AN ORDINANCE WHICH UPON ADOPTION SHALL AMEND, MODIFY, AND ADD TO WHAT HAS BEEN CODIFIED AS CHAPTER 13.36 OF THE DEVILS LAKE MUNICIPAL CODE, AND IN ITS PLACE INCLUDE THE FOLLOWING:

BE IT ORDAINED by the Board of Commissioners for the City of Devils Lake, North Dakota, pursuant to the Home Rule Charter that Chapter 13.36 of the Devils Lake Municipal Code shall be amended, modified, added to as follows:

Chapter 13.36 - NON-EXCLUSIVE FRANCHISE FOR CABLE COMMUNICATIONS
SYSTEM (MIDCONTINENT COMMUNICATIONS)

ORDINANCE NO. 1034

AN ORDINANCE WHICH UPON ADOPTION SHALL AMEND, MODIFY, AND ADD TO WHAT HAS BEEN CODIFIED AS SECTION 13.36.090 OF THE DEVILS LAKE MUNICIPAL CODE, AND IN ITS PLACE INCLUDE THE FOLLOWING:

BE IT ORDAINED by the Board of Commissioners for the City of Devils Lake, North Dakota, pursuant to the Home Rule Charter that Section 13.36.090 of the Devils Lake Municipal Code shall be amended, modified, added to as follows:

13.36.090 - Operation and administration providing.

A. Franchise Fee.

1. Grantee pay city an annual franchise fee in the amount of three percent of grantee's annual gross revenues provided that the city may increase the franchise fee up to the maximum amount permitted by State law provided the city gives at least ninety (90) days notice to the grantee prior to any increase in the franchise fee.
2. The franchise fee shall be payable monthly. The payment shall be made within thirty days of the end of each of grantee's fiscal month, together with a brief report showing the basis for the computation.

B. Indemnification of City.

1. City, its officers, boards, committees, commissions, elected officials, employees and agents shall not be liable for any loss or damage to any real or personal property of any person, or any injury or death of any person, arising out of or in connection with the construction, operation, maintenance, repair or removal of, or other action or event with respect to the system.
2. Grantee shall indemnify, defend, and hold harmless city, its officers, boards, committees, commissions, elected officials, employees and agents, from and against all liability, damages, and penalties which they may legally be required to pay as a result of the exercise of the franchise, except claims because of PEG programming or, the city's operation, administration, promotion or management of the PEG access channel or any use of the internet services in public institutions.
3. Nothing in this franchise relieves a person from liability arising out of the failure to exercise reasonable care to avoid injuring the grantee's facilities while performing work connected with grading, regarding, or changing the line of a street or public place or with the construction or reconstruction of a sewer or water system.
4. In order for city to assert its rights to be indemnified, defended, and held harmless, city must with respect to each claim:
 - a. Promptly notify grantee in writing of any claim or legal proceeding which gives rise to such right;
 - b. Afford grantee the opportunity to participate in and fully control any compromise, settlement or other resolution or disposition of any claim or proceeding; and

- c. Fully cooperate with reasonable requests of grantee, at grantee's expense, in its participation in, and control, compromise, settlement or resolution or other disposition of such claim or proceeding subject to subsection (B)(4)(b) above.

C. Insurance.

1. As a part of the indemnification provided in Section 13.36.090(B), but without limiting the foregoing, grantee shall file with its acceptance of this franchise, and at all times thereafter maintain in full force and effect at its sole expense, a comprehensive general liability insurance policy, including contractual liability coverage, in protection of city in its capacity in such. The policies of insurance shall be in the sum of not less than three hundred thousand dollars for personal injury or death of any one person, and one million dollars for personal injury or death of two or more persons in any one occurrence, three hundred thousand dollars for property damage to any one person and one million dollars for property damage resulting from any one act or occurrence.
2. The policy or policies of insurance shall be maintained by grantee in full force and effect during the entire term of the franchise. Each policy of insurance shall contain a statement on its face that the insurer will not cancel the policy or fail to renew the policy, whether for nonpayment of premium, or otherwise, and whether at the request of grantee or for the other reasons, except after thirty days' advance written notice have been provided to city.

ORDINANCE NO. 1035

AN ORDINANCE WHICH UPON ADOPTION SHALL AMEND, MODIFY, AND ADD TO WHAT HAS BEEN CODIFIED AS CHAPTER 13.36 OF THE DEVILS LAKE MUNICIPAL CODE, AND IN ITS PLACE INCLUDE THE FOLLOWING:

BE IT ORDAINED by the Board of Commissioners for the City of Devils Lake, North Dakota, pursuant to the Home Rule Charter that Chapter 13.36 of the Devils Lake Municipal Code shall be amended, modified, added to as follows:

13.36.160 - Renewal of franchise.

The franchise identified in Chapter 13.36 shall be renewed, pursuant to Sections 13.36.030(B)(9), 13.36.040(D), and 13.36.140, by action of the city commission by adoption of this ordinance. Upon adoption of this ordinance by the city commission, said franchise shall renew on May 2, 2026 and shall remain in effect for a period of fifteen years thereafter.

Ordinance No. 1037

AN ORDINANCE WHICH UPON ADOPTION SHALL AMEND, MODIFY, AND ADD TO WHAT HAS BEEN CODIFIED AS CHAPTER 15.28 OF THE DEVILS LAKE MUNICIPAL CODE, AND IN ITS PLACE INCLUDE THE FOLLOWING:

Chapter 15.28 FLOODPLAIN REGULATIONS*

Sections:

15.28.010 Statutory authorization, findings of fact, purpose and objectives.

The legislature of the State of North Dakota Century Code, Chapters 40-05, 11-11 and 58-06, delegated responsibility to local governmental units to adopt regulations designed to promote the public health, safety and general welfare of its citizenry. Therefore, the city commission of Devils Lake, North Dakota, does ordain as follows:

- A. Findings of Fact.
 - 1. The flood hazard areas of Devils Lake, North Dakota, are subject to closed basin lake inundation which can endanger life, result in loss of property, create health and safety hazards, disrupt commerce and governmental services, cause extraordinary public expenditures for flood protection and relief, and impair the tax base, all of which adversely affect the public health, safety and general welfare.
 - 2. Flood losses caused by the cumulative effect of rising closed basin lakes in the special flood hazard areas, cause increases in wave and flood heights. Inadequately floodproofed, elevated or otherwise unprotected structures can contribute to the flood loss.
- B. Statement of Purpose. It is the purpose of this chapter to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed:
 - 1. To protect human life and health;
 - 2. To minimize expenditure of public money for costly flood control projects;
 - 3. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
 - 4. To minimize prolonged business interruptions;
 - 5. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard;
 - 6. To help maintain a stable tax base by providing for the alternative use and development of areas of special flood hazard so as to minimize future flood blight areas;
 - 7. To ensure that potential buyers are notified that property is in an area of special flood hazard; and
 - 8. To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions.
- C. Methods of Reducing Flood Losses. In order to accomplish its purposes, this chapter includes methods and provisions for:
 - 1. Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in wave and flood heights or velocities;

2. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
3. Controlling the alteration of natural flood- plains, stream channels, and natural protective barriers, which help accommodate flood waters;
4. Controlling filling, grading, dredging, and other development which may increase flood damage; and
5. Preventing or regulating the construction of flood barriers which could unnaturally divert flood waters or increase flood hazards in other areas.

(Ord. 838 (part), 2000)

15.28.020 Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

"Appeal" means a request for review of the building official's interpretation of any provision of this chapter or a request for a variance.

"Area of special flood hazard" means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

"Base flood or 100-year flood" means the flood having a one percent chance of being equaled or exceeded in any given year.

"Base Flood Elevation" (BFE) means the height of the base flood or 100-year flood usually in feet, measured in the same datum (either NAVD88 or NGVD29) as the FIRM.

"Basement" means any area of the building having its floor subgrade (below ground level) on all sides.

"Best Available Information" BAI means water elevation information from any source used to estimate or determine a base flood elevation (i.e. high water mark).

"Community" means any political subdivisions that has the authority to zone, or any Indian tribe or authorized tribal organization, which has the authority to adopt and enforce flood plain management regulations for the areas within its jurisdiction.

"Conveyance or hydraulic conveyance" means a geometric characteristic of a river or watercourse at a given point that determines the flow-carrying capacity at that point.

"Development" means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations located within the area of special flood hazard.

"Existing Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

"Expansion to an Existing Manufactured Home Park or Subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

"Flood Insurance Rate Map" (FIRM) means the official map issued by the Federal Emergency Management Agency where special flood hazard areas are designated as Zone A, AE, AO, AH, A1-A30 OR A-99.

"Flood Insurance Study" means the official report provided by the Federal Emergency Management Agency that includes flood profiles, the Flood Insurance Rate Map, and the water surface elevation of the base flood.

"Flood" or "flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters; and/or from the unusual and rapid accumulation or runoff of surface waters from any source.

"Floodproofing" (Dry) means protection provided a structure, together with attendance utilities and sanitary facilities, which is watertight two feet above the base flood elevation with walls that are substantially impermeable to the passage of water.

"Floodway or regulatory floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

"Highest adjacent grade" means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

"Lowest floor" means the lowest floor of a structure including basement.

"Manufactured home" means a structure that is transportable in one or more sections, built on a permanent chassis, and designed to be used with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle" but does include "mobile home".

"Manufactured home park or subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

"New construction" means structures for which the "start of construction" commenced on or after the effective date of the ordinance codified in this chapter.

"New Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

"Person" means any person, firm, partnership, association, corporation, limited liability company, agency, or any other private or governmental organization, which includes any agency of the United States, a state agency, or any political subdivisions of the state.

"Reasonably safe from flooding" means base flood waters will not inundate the land or damage structures to be removed from the special flood hazard area, and that any subsurface waters related to the base flood will not damage existing or proposed buildings.

"Recreational vehicle" means a vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck;
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use; including, but not limited to;
- (e) Travel trailers, trailers on wheels, park-model trailers, and other similar vehicles.

"Special Flood Hazard Area" (SFHA) means an area of land that would be inundated by a flood having a one percent chance of being equaled or exceeded in any given year.

"Start of construction" includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within one hundred eighty days of the permit date. The actual start means the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

"Structure" means a walled and roofed building, including manufactured homes and gas or liquid above-ground storage tanks

"Substantial damage" means damage of any origin sustained by a structure whereby the cost of restoring the building to its pre-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

"Substantial improvement" means any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent of the market value of the structure either:

1. Before the improvement or repair is started; or
2. If the structure has been damaged and is being restored, before the damage occurred. For the purpose of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not, however, include either:

1. Any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions; or
2. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

"Watercourse" means only the channel and banks of an identifiable watercourse, and not the adjoining floodplain areas. The flood carrying capacity of a watercourse refers to the flood carrying capacity of the channel, except in the case of alluvial fans, where a channel is not typically defined. The definition of watercourse in N.D.C.C. 61-01-06 is not applicable in this ordinance.

"Variance" means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter.

"Violation" means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required by the community's floodplain management ordinance is presumed to be in violation until such time as that documentation is provided.

(Ord. 838 (part), 2000)

15.28.030 General provisions.

- A. Lands to Which this Chapter Applies. This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city, including its extraterritorial zoning area.
- B. Basis for Establishing the Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Emergency Management Agency in a scientific and engineering report entitled "The Flood Insurance Study for Ramsey County, North Dakota, and Incorporated Areas dated June 20, 2001," with an

accompanying Flood Insurance Rate Map are adopted by reference and declared to be a part of this chapter. The Flood Insurance Study is on file in the office of the building official for the city.

- C. Compliance. No structure or land shall hereafter be constructed, located, extended, converted or altered without full compliance with the terms of this chapter and other applicable regulations.
- D. Greater Restrictions. This chapter is not intended to repeal, remedy or impair any existing easements, covenants or deed restrictions. However, where this chapter and another ordinance, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- E. Interpretation. In the interpretation and application of this chapter, all provisions shall be:
 - 1. Considered as minimum requirements;
 - 2. Liberally construed in favor of the governing body; and
 - 3. Deemed neither to limit nor repeal any other powers granted under state statutes.
- F. Warning and Disclaimer of Liability. The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the city, any officer or employee thereof, or the Federal Emergency Management Agency, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.
- G. Severability. If any section, clause, provision, or portion of this chapter is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.

(Ord. 838 (part), 2000)

15.28.040 Administration.

- A. Establishment of Development Permit. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in Section 15.28-.030(B). Application for a development permit shall be made on forms furnished by the building official and may include, but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill storage materials, drainage facilities; and the location of the foregoing. Specifically, the following information is required:
 - 1. Elevation in the same datum (either NAVD88 or NGVD29) as the FIRM, of the lowest floor of all structures;
 - 2. Elevation in the same datum (either NAVD88 or NGVD29) as the FIRM to which any structure has been floodproofed;
 - 3. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 15.28.050(B)(2); and
 - 4. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
- B. Designation of the Building Official. The building official is appointed to administer and implement this chapter by granting or denying development permit applications in accordance with its provisions.
- C. Duties and Responsibilities of the Building Official. Duties of the building official shall include, but not be limited to:
 - 1. Permit Review.

- a. Review all development permits to determine that the permit requirements of this chapter have been satisfied.
 - b. Approve or deny all applications for development permits required by adoption of this chapter.
 - c. Review all development permits to determine that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required.
 - d. Review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of Section 15.28.050(D) are met.
2. Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with Section 15.28.030(B), Basis for Establishing the Areas of Special Flood Hazard, the building official shall obtain, review, and reasonably utilize any base flood elevation data and floodway data available (known as best available information) from a federal, state or other source, as criteria for requiring that new construction, substantial improvements, or other development in the floodplain are administered in accordance with Section 15.28.050(B), Specific Standards.
3. Information to be Obtained and Maintained.
- a. Obtain and record the actual elevation (in the same datum (either NAVD88 or NGVD29) as the FIRM) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
 - b. For all new or substantially improved flood- proofed structures:
 - i. Obtain and record the actual elevation (in the same datum (either NAVD88 or NGVD29) as the FIRM) to which the structure has been floodproofed;
 - ii. Maintain the floodproofing certifications required in Section 15.28.040(A)(3).
 - c. Maintain for public inspection all records pertaining to the provisions of this chapter.
4. Alteration of Watercourses. The responsible person shall:
- a. Notify adjacent communities and the North Dakota State Engineer prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.
 - b. Require that maintenance is provided within the altered or relocated portion of such watercourse so that the flood-carrying capacity is not diminished; and,
 - c. Notify the appropriate water resource district prior to removal or placement of fill within two hundred feet of the bank of a body of water during normal flow or stage.
5. Interpretation of Flood Insurance Rate Map (FIRM) Boundaries. Make interpretation where needed, as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in subsection D of this section.
6. Encroachment Analysis. When a regulatory floodway has not been designated, the Floodplain Administrator must require that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-A30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

Under the provisions of 44 CFR Chapter 1, Section 65.12 of the National Flood Insurance Program regulations, a community may approve certain development in Zones A1-30, AE, AH, on the

community's FIRM which increases the water surface elevation of the base flood by more than one foot, provided the community first applies for and receives a Conditional Letter of Map Revision (CLOMR) through FEMA.

D. Variance Procedure.

1. Appeal Board.

- a. The city commission as established by the city shall hear and decide appeals and requests for variances from the requirements of this chapter.
- b. The city commission shall hear and decide appeals when it is alleged there is an error in any requirement, decision or determination made by the building official in the enforcement or administration of this chapter.
- c. Those aggrieved by the decision of the city commission, or any taxpayer, may appeal such decision to the District Court, as provided in NDCC 40-47-11, 11-33-12 or 58-03-14.
- d. In passing upon such applications, the city commission shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter and:
 - i. The danger that materials may be swept onto other lands to the injury of others;
 - ii. The danger to life and property due to flooding or erosion damage;
 - iii. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - iv. The importance of the services provided by the proposed facility to the community;
 - v. The necessity to the facility of a waterfront location, where applicable;
 - vi. The availability of alternative locations, for the proposed use which are not subject to flooding or erosion damage;
 - vii. The compatibility of the proposed use with existing and anticipated development;
 - viii. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - ix. The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - x. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
 - xi. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.
- e. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing subdivisions i through xi of subsection (D)(1)(d) of this section have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
- f. Upon consideration of the factors of subsection (D)(1)(d) of this section and the purposes of this chapter, the city commission may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.
- g. The building official shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency upon request.

2. Conditions for Variances.

- a. Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this section.
- b. Variances shall not be issued within the identified floodplain if any increase in flood levels during the base flood discharge would result.
- c. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- d. Variances shall only be issued upon:
 - i. A showing of good and sufficient cause;
 - ii. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
 - iii. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, cause fraud or victimization of the public as identified in subsection (D)(1)(d) of this section, or conflict with existing local laws or ordinances.
- e. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

(Ord. 838 (part), 2000)

15.28.050 Provisions for flood hazard reduction.

- A. General Standards. In all areas of special flood hazards the following standards are required:
 - 1. Anchoring.
 - a. All new construction and substantial improvements, including additions, shall be anchored to prevent flotation, collapse or lateral movement of the structure.
 - b. All manufactured homes must be elevated and anchored to resist flotation, collapse or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.
 - 2. Construction Materials and Methods.
 - a. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
 - b. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
 - c. All new construction and substantial improvements shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment, and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
 - 3. Utilities.
 - a. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;

- b. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the system into flood waters; and
 - c. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.
4. Subdivision Proposals.
- a. All subdivision proposals shall be consistent with the need to minimize flood damage;
 - b. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage;
 - c. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and
 - d. Base flood elevation data shall be provided for subdivision proposals and other proposed development which contain at least fifty lots or five acres (whichever is less).
- B. Specific Standards. In all areas of special flood hazards where base flood elevation data have been provided as set forth in Section 15.28.030(B), Basis for Establishing the Areas of Special Flood Hazard, or Section 15.28.040(C)(2), Use of Other Base Flood Data, the following provisions are required:
1. Residential Construction. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot above the base flood elevation.
 2. Nonresidential Construction. Construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated to the level of one foot above the base flood elevation; or together with attendant utility and sanitary facilities shall:
 - a. Be floodproofed to at least two feet above the base flood elevation so that below this elevation the structure is watertight with walls substantially impermeable to the passage of water;
 - b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy;
 - c. Be certified by a registered, professional engineer or architect that the standards of this subsection (B)(2) are satisfied. Such certifications shall be provided to the official as set forth in Section 15.28.040(C)(3) (b).
 3. Manufactured Homes.
 - a. Require all manufactured homes placed within Zone A shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist floatation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.
 - b. Require all manufactured homes placed or substantially improved within Zones A1-30, AH, or AE on sites (i) outside of manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision which has incurred substantial damage, be elevated on a permanent foundation so the lowest floor of the manufactured home is elevated one foot above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.
 - c. Require that manufacture home placed or substantially improved on sites in an existing manufacture home park or subdivision within Zones A1-30, AH, or AE not subject to other requirements of this section be elevated so that either:

- i. the lowest floor of the manufacture home is one foot above the base flood elevation, or
 - ii. the manufacture home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36" in height above grade and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.
- 4. Recreational Vehicles. In A1-30, AH, and AE Zones, all recreational vehicles to be placed on a site must
 - i. be elevated and anchored to meet the requirements in 15.25.050(B)(3); OR
 - ii. be on the site for less than 180 consecutive days; AND
 - iii. be fully licensed and highway ready
- C. Shallow Flooding AO and AH Zones (Section 15.25.050(B) is only required if the community has Flood Zones AO and/or AH on the effective FIRM). Located within the areas of special flood hazard established in Section 15.25.030(B), are areas designated as shallow flooding. These areas have special flood hazards associated with base flood depths of 1 to 3 feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply:
 - (1) All new construction and substantial improvements of **residential** structures have the lowest floor (including basement) elevated one foot above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified)
 - (2) All new construction and substantial improvements of **non-residential** structures;
 - (i) have the lowest floor (including basement) elevated one foot above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified), or;
 - (ii) together with attendant utility and sanitary facilities be completely floodproofed to that level to meet the floodproofing standard as specified in Section 15.25.050(B)
 - (3) Require within Zones AH or AO adequate drainage paths around structures on slopes, to guide flood waters around and away from proposed structures.
- D. Floodways. Located within the special flood hazard areas established in Section 15.25.030(B) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:
 - (1) Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge. Any increase, as is used in this section, means any modeled impact greater than 0.00 feet.
 - (2) If Section 15.25.050(D)(1) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction requirements of this chapter.
 - (3) Under the provisions of 44 CFR Section 65.12 of the NFIP Regulations, a community may permit encroachments within the adopted regulatory floodway that would result in an increase in BFEs, provided that the community first applies for and receives a Conditional Letter of Map Revision (CLOMR) through FEMA.
- E. Enclosures. New construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this

requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

- (1) A minimum of two openings having a total net area of not less than one square inch for everyone square foot of enclosed area subject to flooding shall be provided.
- (2) The bottom of all openings shall be no higher than one foot above grade.
- (3) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they allow the automatic entry and exit of floodwaters.

(Ord. 838 (part), 2000)

15.28.060 Penalties for violations.

- A. Violation of the provisions of this chapter or failure to comply with any of its requirements, including violations on conditions and safeguards established in connection with grants or variances or conditional uses, shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall upon conviction thereof be punished by a fine not exceeding five hundred dollars or by imprisonment not to exceed thirty days or by both such fine and imprisonment for each such offense, and in addition shall pay costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense.
- B. Nothing herein contained shall prevent the Devils Lake City Commission from taking such other lawful action as is necessary to prevent or remedy any violation.

(Ord. 838 (part), 2000)

Passed First Reading: _____
 Passed Second Reading: _____
 Final Passage and Adoption: _____

CITY OF DEVILS LAKE

By: _____
 Jim Moe, President
 Devils Lake City Commission

ATTEST:

 Spencer Halvorson
 City Administrator/Auditor



AUTHORIZATION APPLICATION

I understand that Vector Disease Control International, LLC
is required to obtain the approval for aerial
spraying over the City of Devils Lake, ND by an authorized representative.

By the powers granted to me, I hereby give my approval for the low flying aircraft
waivers required by the Federal Aviation Administration to Vector Disease Control International
(This application must be signed by the Mayor of this city.)

City Mayor's Authorized Signature

Jim Moe

Printed Name

March 2, 2026

Date

Please complete application as soon as possible and return to
Vector Disease Control International for processing and filing.

Expiration Date: *October 31, 2026*



APPLICATION FOR AERIAL APPLICATION FOR PESTICIDE OVER A CITY
 NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY
 DIVISION OF AIR QUALITY
 SFN 14493 (8-2025)

PERMISSION IS REQUESTED TO CONTRACT FOR AERIAL APPLICATION OF PESTICIDE:

Name of City City of Devils Lake	To Spray for Control of Mosquitoes	Request Date	
Name of City Contact Michael Grafsgaard	Title City Engineer	Telephone Number 701-662-7600	
Mailing Address PO Box 1048	City Devils Lake	State ND	ZIP Code 58301
E-Mail Address mikeg@dvlnd.com			

AERIAL APPLICATOR SERVICE INFORMATION:

Name of Applicator Service Vector Disease Control International, LLC	Name of Pilot (only list those registered and certified as an applicator) Rob Aslesen, Jon Aslesen, Chandler Ladner, Jamie Lewis, Dylan Booker, Tyler Edwards, Jackson Parry, Michael McGaha, Chris Jones, Jack Weesies	Telephone Number (701) 329-9925	
Mailing Address 1320 Brookwood Dr., Ste H	City Little Rock	State AR	ZIP Code 72202

PESTICIDE INFORMATION:

Chemical Name Either or (1) Trumpet EC #5481-481, (2) Dibrom #5481-480, (3) Imperium #101563-155 (4) Permanone 30-30 #101563-41, (5) Fyfanon #279-3539, (6) Zenivex E20 #2724-791	Concentration Percentage (1) 78, (2) 87.4, (3) 2.0, (4) 30+30, (5) 96.5, (6) 20	Rate of Application (1) 1.0 fl oz, (2) 0.75 fl oz, (3) 1.0 fl oz, (4) 0.35 fl oz, (45) 3.0 fl oz, (6) 0.6 fl oz
Method [ULV, Sprayer, Other (Specify)] Aerial - ULV		Date of Application Between 5/1/26 & 10/31/26
Method Public Notice (Check All That Apply) <input checked="" type="checkbox"/> Radio <input checked="" type="checkbox"/> Newspaper <input type="checkbox"/> Television <input checked="" type="checkbox"/> Website <input type="checkbox"/> Posted Notification <input type="checkbox"/> Telephone <input checked="" type="checkbox"/> Other (Specify) City Facebook Page		Date of Public Notice > 6 hours prior to application
Registered by the State of North Dakota Aeronautics Commission (701-328-9650) <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Pilot is a Certified Applicator Through the ND Department of Agriculture <input type="checkbox"/> Yes <input type="checkbox"/> No		

SIGNATURE OF CITY CONTACT

North Dakota Department of Environmental Quality (NDDEQ) Division of Air Quality 4201 Normandy Street, 2 nd Floor Bismarck, ND 58503-1324 (701)328-5188 (701)328-5200 – Fax	TO BE COMPLETED BY THE NDDEQ APPROVAL BY	
	Signature	
	Date	

Approval from the NDDEQ is required for aerial spraying of pesticides over a city [NDAC 33.1-15-10-01]. This application form must be completed before approval will be granted. All portions of the form must be filled out completely and accurately or the form may be returned for additional information and/or take longer to receive approval.

Aircraft spraying and loading equipment must be dedicated for the use of only those chemical pesticides approved for residential ULV spraying and no other chemical pesticides will be used in the spraying or loading equipment. If a public health emergency exists, these requirements may be waived. The NDDEQ will not be held liable for any accidents, misapplications, errors in mixing, etc. These are the sole responsibility of the pesticide applicator. Aerial applicators are also required to conduct aerial spraying activities in such a manner that would prevent airborne drift of pesticides off the premises which they are being applied in such quantities that cause damage or injury [NDAC 33.1-15-10-01].

The aerial applicator must be a certified applicator through the ND Department of Agriculture and must be registered by the State of North Dakota Aeronautics Commission (701)328-9650. All aerial spraying activities must follow all local (e.g., city, county), state and federal (e.g., FAA) regulations, ordinances and requirements and follow reasonable procedures to minimize negative environmental impacts. Considerations include, but are not limited to: time of day, day of week, ambient temperature, wind speed/direction and proximity to shorelines and other natural resources.

For questions regarding FAA requirements please contact the FAA Flight Standards District Office, 4620 Amber Valley Parkway, Fargo, ND, 58503, (701)492-5800.



Contact Sheet for Devils Lake

Please complete and return the information below.

Billing Address: PO Box 1048
Devils Lake, ND 58301
 County: Ramsey
 Acres: 2900

Mayor: Jim Moe
 Email Address: jimm@dvln.com
 Telephone: (W) 701-662-7600
 (H) _____
 (C) _____

Contact Person 1: Mike Grafsgaard
 Contact Position: City Engineer
 Email Address: mikeg@dvln.com
 Telephone: (W) 701-662-7600
 (H) _____
 (C) 701-351-0481

Contact Person 2: Wade Sharbono
 Contact Position: Supervisor
 Email Address: wades@dvln.com
 Telephone: (W) 701-662-7605
 (H) _____
 (C) 701-351-4725

Please list contact info and indicate location(s) on the map:

	<i>Telephone</i>	<i>Email Address</i>
Police / Sheriff:	<u>701-662-0700</u>	<u>jdt@lrlec.org</u>
	_____ / _____	_____ / _____
Fire:	<u>701-662-3913</u>	<u>nathanb@dvln.com</u>
	_____ / _____	_____ / _____
Ambulance:	<u>701-662-8832</u>	_____ / _____
	_____ / _____	_____ / _____

	<i>Name</i>	<i>Telephone</i>
Bee Hives/ Sensitive Areas:	_____ / _____	_____ / _____
	_____ / _____	_____ / _____
	<i>Lat / Long</i>	<i>Location</i>
Towers:	_____ / _____	_____ / _____
	_____ / _____	_____ / _____
	_____ / _____	_____ / _____

Please list the radio and television stations you prefer be used for your city's public service announcements.

<u>Devils Lake Journal</u>	<u>KDLR-AM Radio</u>	<u>KZZY Radio</u>
_____	_____	_____
_____	_____	_____

Vector Disease Control International 2025 Spray Season Devils Lake, ND

Proposed Spray Area
Summer 2025

Please use a green highlighter to draw any modifications to the proposed spray area.

Mark any additional vertical obstructions with an asterisk (*) and highlight in orange. Enter the height of the obstruction next to the asterisk.

Mark any sensitive areas and/or bee hives with an asterisk (*) and highlight in red.

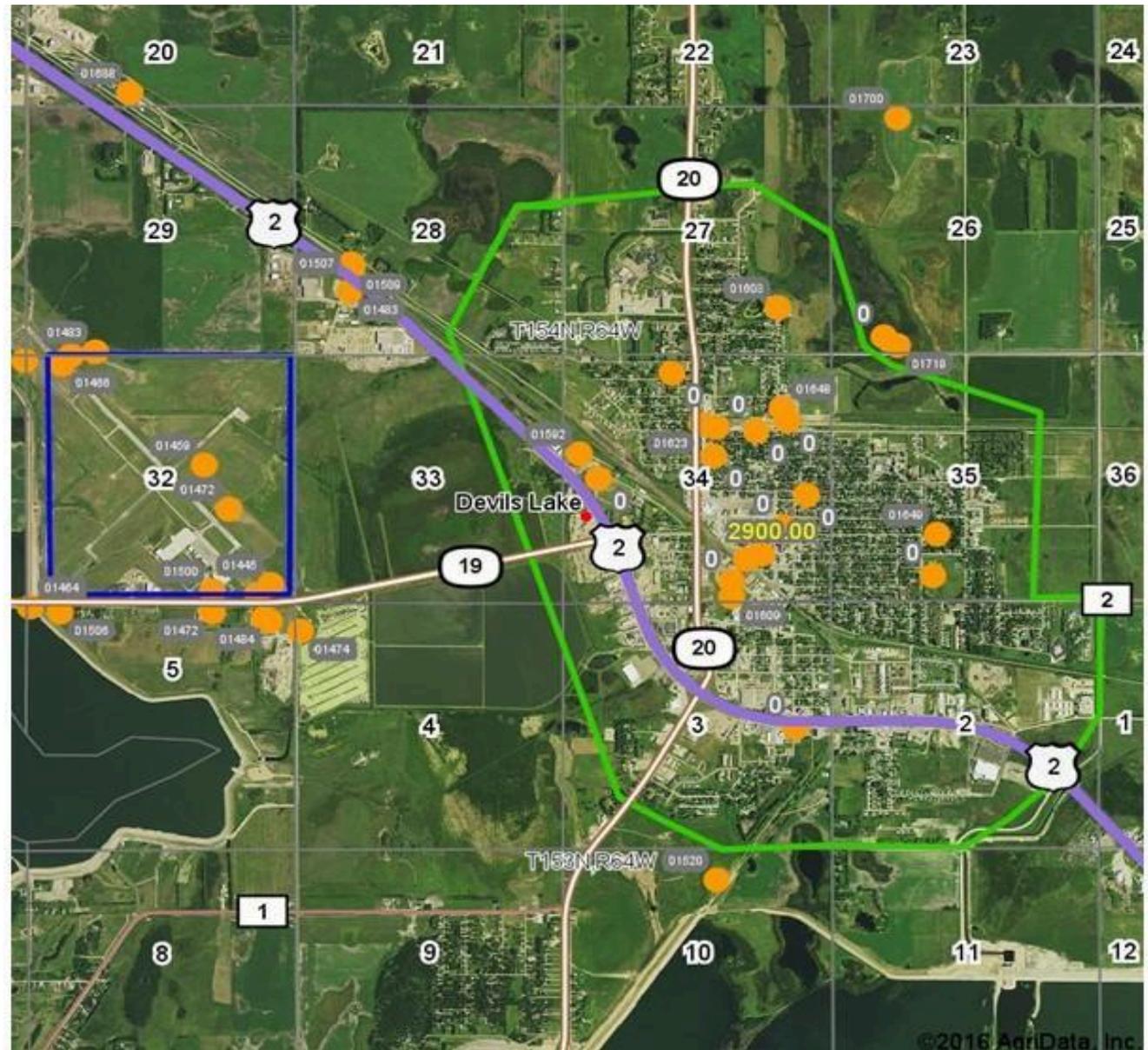
Color Key

Green - Spray Area

Orange - High Obstruction

Blue - Emergency Landing

Red - Sensitive Areas/Bee Hives



Mike Grafsgaard – City Engineer
Devin Gathman – Assistant City Engineer
Helen Carlson – Engineering Admin



To: President Moe and City Commissioners

From: Mike Grafsgaard, City Engineer/Public Works Director 

Date: February 13, 2026

Re: Ackerman Valley 2nd Addition Subdivision

In April 2025, the City Commission approved a subdivision plat that allowed use of City owned property that was purchased for our flood protection project to be used as public right of way. Use of the property for public right of way was approved by the US Army Corps of Engineers(Corps) and was included in the original purchase agreement when the City acquired the property that included the property requested to be used for right of way.

Since requesting approval of the plat last April, the developer acquired property from the City and has opted to expand the proposed subdivision to include the additional acquired property. The original plat approved by the City Commission in April 2025 was never finalized and recorded by the developer and has been replaced by the attached plat.

Language within the plat prevents the right of way from being lowered below 1470 elevation so it maintains a "high ground easement" in the eyes of the Corps and provides that the right of way ownership reverts to the City should the right of way ever be vacated in the future. The City Attorney has reviewed the plat and found nothing objectionable.

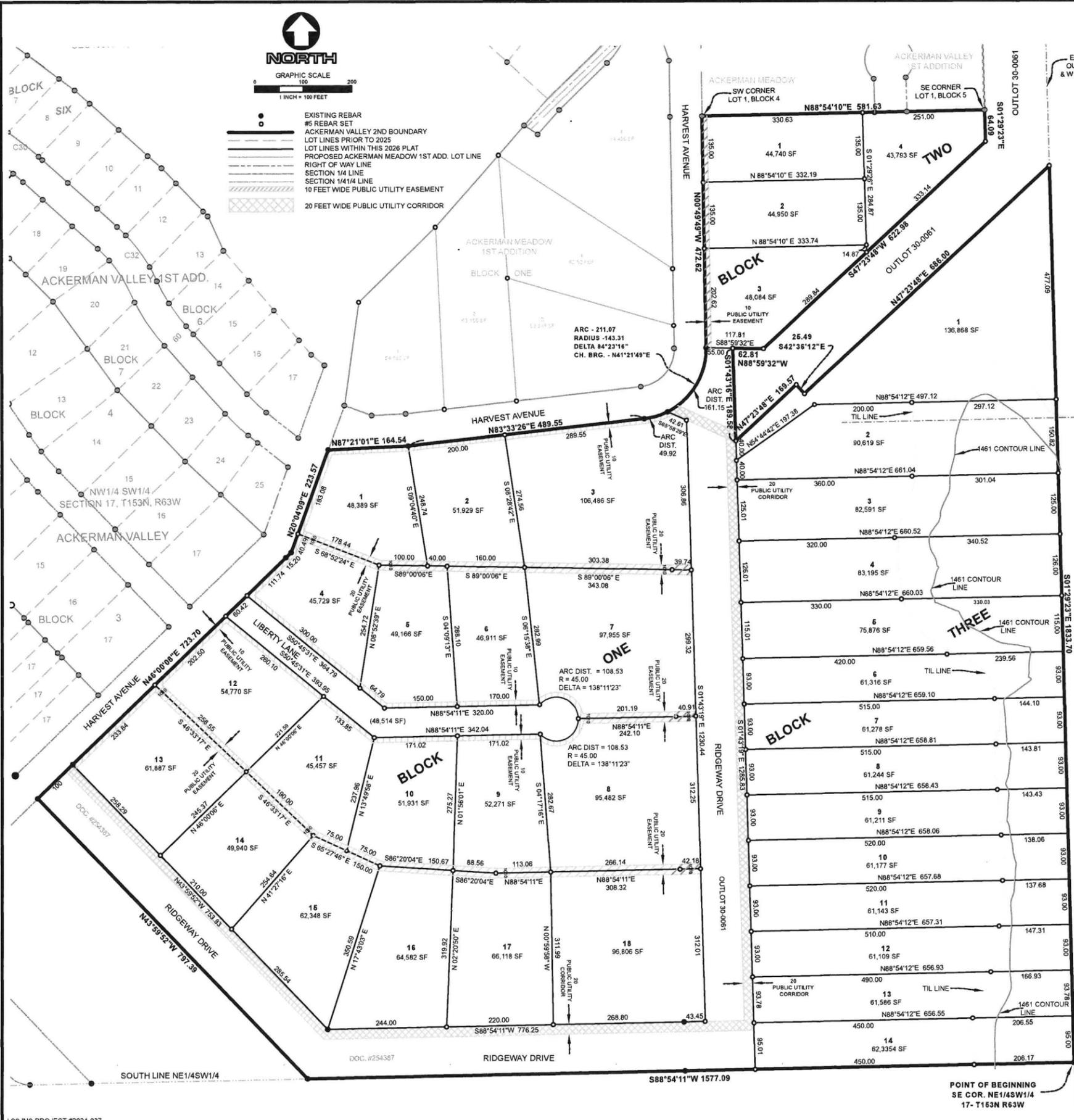
I recommend the City Commission approve the plat and grant authority for the Mayor to sign the plat of Ackerman Valley 2nd Addition.

ACKERMAN VALLEY 2ND ADDITION

A REPLAT OF A PART OF OUTLOT C, ACKERMAN VALLEY 1ST ADDITION,
 A REPLAT OF OUTLOTS 30-0062, 30-0064 & 30-0065,
 A REPLAT OF A PART OF OUTLOT 30-0005, A REPLAT OF A PART OF OUTLOT 30-0061
 AND A PART OF THE WEST HALF OF SECTION 17,
 TOWNSHIP 153 NORTH, RANGE 63 WEST
 RAMSEY COUNTY, NORTH DAKOTA



- EXISTING REBAR
- #5 REBAR SET
- ACKERMAN VALLEY 2ND BOUNDARY
- LOT LINES PRIOR TO 2025
- LOT LINES WITHIN THIS 2026 PLAT
- PROPOSED ACKERMAN MEADOW 1ST ADD. LOT LINE
- RIGHT OF WAY LINE
- SECTION 1/4 LINE
- SECTION 1/4 LINE
- 10 FEET WIDE PUBLIC UTILITY EASEMENT
- 20 FEET WIDE PUBLIC UTILITY CORRIDOR



Certificate of Survey:
 I, David K. Hovendick, Registered Land Surveyor in the State of North Dakota, do hereby certify to the best of my knowledge and belief with the information available that this is a true and correct representation of a part of Outlot C, Ackerman Valley 1st Addition, Outlot 30-0062, Outlot 30-0064, Outlot 30-0065, a part of Outlot 30-0005, a part of Outlot 30-0061, and a part of the West Half (W1/2) of Section 17, Township 153 North, Range 63 West, Ramsey County, North Dakota described as follows:
 Beginning at the Southeast corner of the Northeast Quarter of the Southwest Quarter (NE1/4SW1/4) of said Section 17; thence S88°54'11"W along the South line of said NE1/4SW1/4 a distance of 1577.09 feet; thence N43°59'52"W a distance of 797.39 feet; thence N46°00'08"E along the Easterly right of way line of Harvest Avenue a distance of 164.54 feet; thence N83°33'20"E along said Southerly line said right of way line a distance of 223.57 feet; thence N87°21'01"E along the Southerly right of way line of Harvest Avenue a distance of 489.55 feet; thence N20°04'09"E along a distance of 489.55 feet; thence along the Easterly line of Harvest Avenue, along a curve to the left having a radius of 143.31 feet, with a delta angle of 84°23'16", along a chord bearing of N41°21'48"E for an arc distance of 211.07 feet; thence N00°49'49"W along said Easterly right of way line a distance of 472.62 feet to the Southwest corner of Lot 1, Block 4, Ackerman Meadow, thence N88°54'10"E along the South line of Ackerman Meadow and Ackerman Valley 1st Addition a distance of 581.63 feet to the Southeast corner of Lot 1, Block 5 and the Westerly line of Outlot 30-0061; thence S01°29'23"E along said Westerly line a distance of 64.09 feet to the Northerly line of Outlot 30-0061; thence S47°23'48"W along the Northerly line of Outlot 30-0061 a distance of 622.98 feet; thence N88°59'32"W along said Northerly line a distance of 62.81 feet; thence S01°43'16"E a distance of 189.58 feet to the Southerly line of said Outlot 30-0061; thence N47°23'48"E along said Southerly line a distance of 169.57 feet; thence S42°36'12"E along said Southerly line a distance of 25.49 feet; thence N47°23'48"E along said Southerly line a distance of 686.00 feet to the East line of the West half of said Section 17; thence S01°29'23"E along the East line of said West half a distance of 1633.70 feet to the point of beginning. Contains 62.04 acres, more or less.

2/11/2026
 David K. Hovendick Date
 ND Reg. No. 3612

Dedication and Acknowledgement

We the undersigned, being the owners/partners representing Ackerman Land Company, LLC, have caused this survey to be performed by David K. Hovendick, Registered Land Surveyor in the State of North Dakota. We hereby declare that we have created this described parcel of land to be subdivided into lots, blocks and streets. We further declare that this subdivision of land shall forever more be known as Ackerman Valley 2nd Addition. We hereby dedicate all 10 and 20 feet wide public utility easements as depicted and dedicate Liberty Lane as a platted public road right of way, public drainage easement, and public utility easement forever. We also acknowledge that the depicted 100 feet wide Ridgeway Drive is owned by the City of Devils Lake and shall be designated for public use by the City of Devils Lake as a public road right of way, public drainage easement and public utility easement for the benefit of the affixed plat lots. We further acknowledge and designate for public use the 20 feet wide strip of land as depicted running along the North and East lines of Ridgeway Drive as a public utility corridor. We further acknowledge and attest, and covenant with, the City of Devils Lake that no portion of the said 100 feet wide Ridgeway Drive right of way will have any soil, gravel, clay, sand, dirt, or scoria excavated or removed below the elevation of 1470 feet mean sea level. We further dedicate and grant to the City of Devils Lake a perpetual easement for ingress, egress, and access to and upon the said 100 feet wide Ridgeway Drive right of way for flood protection purposes and if said 100 feet wide Ridgeway Drive right of way is ever vacated, then said property shall revert back to the City of Devils Lake. In the event the perpetual nature of said easement is deemed unlawful or unenforceable, then the duration of the said easement shall be the maximum duration allowed under North Dakota law.

Neal J. Ackerman, President
 Ackerman Land Company, LLC
 Roberta J. Ackerman, Secretary
 Ackerman Land Company, LLC

State of North Dakota)
 County of Ramsey) SS

On this ___ day of ___, 2026, A.D.,
 before me a Notary Public, personally appeared Neal J. Ackerman and Roberta J. Ackerman, known to me to be the persons described herein and who executed the foregoing instrument and acknowledged to me that they executed the same as their free act and deed.

Notary Public
 Ramsey County, North Dakota
 My commission expires: _____

South Minnewaukan Township Board Approval

This plat of Ackerman Valley 2nd Addition, a subdivision of land, being a replat of a part of Outlot C, Ackerman Acres 1st Addition, Outlot 30-0062, Outlot 30-0064, Outlot 30-0065 and a replat of a part of Outlot 30-0005, and a replat of a part of Outlot 30-0061, and a part of the West Half (W1/2) of Section 17, Township 153 North, Range 63 West, Ramsey County, North Dakota, is hereby approved this ___ day of ___, 2026 A.D.

Al Gangl, Chairman
 South Minnewaukan Township Board
 State of _____)
 County of _____) SS

This record was acknowledged
 before me on this ___ day of ___,
 in the year 2026 A.D.

Notary Public
 My commission expires: _____

Julie Lamb, Clerk
 South Minnewaukan Township Board
 State of _____)
 County of _____) SS

This record was acknowledged
 before me on this ___ day of ___,
 in the year 2026 A.D.

Notary Public
 My commission expires: _____

DEVILS LAKE CITY COMMISSION PUBLIC ROAD RIGHT OF WAY DEDICATION AND SUBDIVISION APPROVAL:
 The City of Devils Lake declares that we are the owners of all that property depicted on the affixed plat of Ackerman Valley 2nd Addition as Ridgeway Drive. We, the City of Devils Lake do hereby dedicate the 100 feet wide strip of land depicted and labeled on the affixed plat as Ridgeway Drive to be used as a public road right of way, public drainage easement and public utility easement within the subdivision plat of Ackerman Valley 2nd Addition. We further designate the 20 feet wide strip of land depicted on the affixed plat as a public utility corridor. Said property is located in the West half of Section 17, Township 153 North, Range 63 West of the 5th Principal Meridian, Ramsey County, North Dakota, as described and depicted on the affixed plat.

Dated this ___ day of ___, 2026 A.D.

Jim Moe, President
 Devils Lake City Commission
 State of North Dakota)
 County of Ramsey)

On this ___ day of ___, 2026 A.D. before me a Notary Public for said County and State, personally appeared Jim Moe, known to me to be the person described herein and who executed the foregoing instrument and acknowledged to me that he executed the same in the name of the City of Devils Lake.

Notary Public
 Ramsey County, North Dakota
 My Commission expires: _____

State of North Dakota)
 County of Ramsey) SS

I hereby certify that Ramsey County, North Dakota taxes and special assessments are paid and transfers accepted this ___ day of ___, A.D.

Kandy Christopherson
 Ramsey County Auditor

By: Deputy

State of North Dakota)
 County of Ramsey) SS

I hereby certify that this instrument was filed in this office of record on this ___ day of ___, A.D. at ___ o'clock ___ m. and was filed as document number _____ filed in Plat File Cabinet No. _____ Slide No. _____

Bev Bachmeier
 Ramsey County Recorder

Agenda Item: Authorization to Submit Grant Application – EAB Mitigation Spring Grant \$25,000

Submitted By: Spencer Halvorson, City Administrator/Auditor

Staff Recommended Action: Authorize staff to apply for the EAB Mitigation Spring Grant

BACKGROUND AND ANALYSIS

The City of Devils Lake applied for but did not receive the EAB Mitigation Fall Grant from the North Dakota Forest Service.

The application window the for the Spring EAB Mitigation Grant begins March 2nd and expires on April 23rd.

Staff is seeking authorization from the Commission to apply for the grant, which would be used for the removal of dead, dying, or poor conditioned ash trees and the planting of boulevard trees.

ATTACHMENTS:

- EAB Mitigation Grant Overview Spring 2026
- EAB Mitigation Grant Scoring Guidelines
- EAB Mitigation Grant Timelines for Grant Cycle



North Dakota Forest Service Emerald Ash Borer Mitigation Grant Overview

Emerald Ash Borer Mitigation is a competitive grant program available to North Dakota communities, administered by NDSU-North Dakota Forest Service, with funding from the North Dakota State Legislature. Associated documents are available at <https://www.ndsu.edu/ndfs/communities/cfgrants>.

Applicant MUST contact one of these NDFS personnel to coordinate project planning efforts and to obtain a grant application:

Craig Lingen	Joel Allen	Grace Ivesdal	Beth Peske	Noah Schaeffer
Community Forestry Manager Fargo Office	Community Forestry Specialist Bismarck Office	Community Forestry Specialist Fargo Office	Community Forestry Assistant Bismarck Office	Partnership Coordinator Lisbon Office
(701) 652-5055	(701) 934-0244	(701) 370-3738	(701) 389-7503	(701) 683-4323
Craig.Lingen@ndsu.edu	Joel.Allen@ndsu.edu	Grace.Ivesdal@ndsu.edu	Beth.Peske@ndsu.edu	Noah.Schaeffer@ndsu.edu

PROGRAM OVERVIEW

PROGRAM PURPOSE

Preemptive approach to lessen the impact emerald ash borer will have on ND communities. Removal of publicly-owned ash (*Fraxinus*) and replanting a mix of diverse shade trees in a 1:1 ratio at a minimum is required.

ELIGIBLE APPLICANTS

Applicant must contact NDFS personnel to coordinate project planning efforts at which time they will receive an application. Public entities that own or control the land where the project will be located must submit the application.

FUNDS AVAILABLE

A public entity is eligible to receive a maximum grant award of **\$25,000**. Bids or price quotes will be required for successful applicants. Grant funds will be distributed on a reimbursement basis.

MATCH REQUIREMENTS

At least 20% of the grant funds requested must be contributed by the applicant in the form of cash, services, and/or in-kind contributions.

APPLICATION DEADLINE

11:59 p.m. CST/April 23, 2026 - Applications must be sent by electronic format. Applications sent electronically after this time will not be accepted. **Email your completed application to your Community Forestry staff contact.**

Due to the time-sensitive nature of the grant application process and the number of applicants, it is recommended to contact a NDFS staff member as soon as possible. NDFS staff are available to assist with plans, plant material choice, and help preview the application at least a week prior to the deadline.

Once application is received, a signature page via DocuSign will be emailed to your primary contact and is due by April 30, 2026. The DocuSign page must be digitally signed by an authorized representative. This will finalize the application submission.

PROJECT COMPLETION

Projects must be completed and all reimbursement forms submitted by **November 30, 2027**.

North Dakota Forest Service (NDFS) is a department of North Dakota State University (NDSU). NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsu.eoaa@ndsu.edu.

EMERALD ASH BORER MITIGATION (EAB) GRANT

Minimum Requirements:

Each grant application is screened for minimum requirements prior to submission to the Grant Review Committee for scoring. Projects which fulfill the following minimum requirements will be considered for grant funding:

- | |
|---|
| 1. Completed application - including photos, vicinity maps and design plans of proposed project. |
| 2. Name of NDFS Community Forestry personnel contacted. |
| 3. Provided legal land description for project. |
| 4. Tree removal and planting is a minimum 1:1. |

Scoring Criteria and Levels:

Projects will be ranked according to the quality of the application as a whole and how well the specified scoring criteria are addressed. The committee will score from 0 - 4 for each criterion:

[4 Good] [2 Fair] [0 Poor]

1. Project Description & Purpose

- Good: Project is thoroughly described, leaving no doubt as to intention of project. Narrative indicates a well-planned project.
- Fair: Project intent is stated, but narrative description limited, leaving some questions regarding certain aspects of the project.
- Poor: Project intent is not stated. Serious doubt as to whether applicant could successfully implement this project.

2. Public Access

- Good: Project is accessible, free of charge to the general public. The project is beneficial and accessible to the general public for multiple uses/activities, including visual, physical, and social including city parks, main arterial right-of-way, or school property.
- Fair: Project benefits community, but accessible to fewer members of the general public or for fewer uses/activities (neighborhood right-of-way).
- Poor: Project is not accessible to the general public without a fee (golf course, campground, fairground, etc).

3. Project Planning and Implementation

- Good: Thorough description of how the project will be implemented. Detailed plan of work and time-frame provided indicating approximately when each activity will be carried out and project completed. Includes a disposal plan if in regulated area/quarantined county.
- Fair: Project implementation is mentioned but lacks detail and timetable.
- Poor: Project implementation plan is unrealistic or nonexistent.

4. Use of Volunteers for Tree Planting portion only

Good: Project provides a clear definition of the number of volunteers and the tasks they will be expected to carry out.

Fair: Number of volunteers is not clear or appears inadequate. Tasks are indicated but may lack detail.

Poor: No volunteers.

5. Tree Species Selection

It is in the long term interest of communities to increase the genetic diversity of the trees planted.

This can be done by planting multiple genera, and multiple species within these genera.

(Examples of genera: Oak - *Quercus*, Birch - *Betula*, Linden – *Tilia*;

Examples of species: American linden - *Tilia americana*, Littleleaf linden - *Tilia cordata*)

Good: Five (5) or more tree species that are appropriate for the site.

Fair: At least three (3) tree species that are appropriate for the site.

Poor: No species or only one species (monoculture) indicated.

6. Project Budget

Good: Project budget leaves no doubt that the associated costs are adequate and realistic to complete the project. The amount and type of match meets the project requirements.

Fair: Some questions regarding the use of budget funds (ie high quotes, lack of bids) though still a good project.

Poor: Poor justification for utilization of funds.

7. Project Design Plan, Vicinity Map, Photos

Good: Application includes vicinity maps showing location of project within the community/area along with a map showing the area of the project and surrounding area. Plan shows where each tree will be located or removed. Plan includes a plant materials list summarizing species, size, and quantity. Photo(s) show project site and reveal need for the project.

Fair: Application is lacking either photos or vicinity maps, but contain a design plan.

Poor: No design plans.

8. Long-term maintenance plan

Good: Community has plans in place to ensure the project benefits continue to go into the community. Long-term maintenance and retention of knowledge are addressed and people will be present to enforce them.

Fair: Vaguely mentions future maintenance and follow-up but no specific plan in place.

Poor: No plan.

9. Priority Scoring refer to page 1 on application

circle one:

Yes
0 points

No
6 points

1. Received an EAB Mitigation grant in the past?

No
0 points

Yes
3 points

2. Tree City USA Community?

No
0 points

Yes
3 points

3. Hosted a NDFS workshop (pruning or planting) in the past 3 years?

Auger
0 points

Shovel
3 points

4. Equipment used

Contractor
0 points

Volunteer
3 points

5. Labor type for tree planting

1:1
0 points

2:1
3 points

6. Planting:Removal ratio

above 2,500
0 points

2,500 or less
3 points

7. Community population



North Dakota Forest Service Timeline for Community Forestry Grants

Applications available
March 2, 2026

Community Forestry Grant information is available on the North Dakota Forest Service (NDFS) website:

<https://www.ndsu.edu/ndfs/communities/cfgrants>. Applicants contact NDFS to review possible project and to obtain an application. NDFS staff are available to assist with plans and plant material choice, determine which grant program would be appropriate for projects, and help preview the application. Due to the time sensitive nature of the grant application process and the number of applicants, communities are encouraged to contact a NDFS staff member as soon as possible. We strongly recommend that you submit your completed application (and all required materials) at least two weeks before the application deadline.

Contact one of the NDFS Community Forestry Staff:

Craig Lingen - Community Forestry Manager - Fargo Office • (701) 652-5055 • Craig.Lingen@ndsu.edu

Joel Allen - Community Forestry Specialist - Bismarck Office • (701) 934-0244 • Joel.Allen@ndsu.edu

Grace Ivesdal - Community Forestry Specialist - Fargo Office • (701) 370-3738 • Grace.Ivesdal@ndsu.edu

Beth Peske - Community Forestry Assistant - Bismarck Office • (701) 389-7503 • Beth.Peske@ndsu.edu

Noah Schaeffer - Volunteer Partnership Coordinator - Lisbon Office • (701) 683-4323 • Noah.Schaeffer@ndsu.edu

Application deadline
April 23, 2026

Applications must be **received by 11:59 p.m. on deadline date**. Applications should be emailed to a NDFS Community Forestry staff member.

Once application is received and reviewed, a signature page will be emailed to your primary contact and is due by April 30, 2026. The DocuSign page must be digitally signed by an authorized representative. This will finalize the application submission.

Grant review
June 2026

Applications will be reviewed by the Grant Review Committee and NDFS staff. A Class I Cultural Resource Review will be conducted by the North Dakota (ND) State Historic Preservation Office.

Applications are presented by the Grant Review Committee to the ND Forestry Advisory Council and ND State Forester for review and approval.

Grant award
July 2026

Applicants will be notified by phone and/or email of approval status. A non-award letter will be mailed to applicants who are not awarded a grant. An award letter and Subaward Agreement will be emailed to successful applicants. The Subaward Agreement must be digitally signed via DocuSign by an authorized representative.

After the Subaward Agreement is signed by the awarded entity **and** the ND State Forester, the project may begin.

ANY ITEMS PURCHASED OR INVOICED BEFORE THE SUBAWARD AGREEMENT IS SIGNED BY THE ND STATE FORESTER WILL NOT BE REIMBURSED.

When project is completed and ready for inspection, an Electronic Project Billing and Match Statement reimbursement forms are available upon request when contacting your NDFS staff for the required project inspection.

After inspection, these reimbursement documents will be emailed to the primary contact listed on your application as the reimbursement deadline approaches: W-9 for State funded grants; W-9, AD-1047 & Federal Audit Requirement for Federally funded grants.

Project completion
November 30, 2027

Project must be completed and all reimbursement forms submitted.

Mike Grafsgaard – City Engineer
Devin Gathman – Assistant City Engineer
Helen Carlson – Engineering Admin



To: President Moe and City Commissioners

From: Mike Grafsgaard, City Engineer/Public Works Director 

Date: February 11, 2026

Re: Lake Region Sportsmen Youth Pheasant Hunting

The Lake Region Sportsmen's Club has requested permission to release pheasants on property owned by the City and to allow the group to sign the property for youth pheasant hunting only. Finding good habitat and hunting grounds that can be signed for youth pheasant hunting only has been a challenge for the group and they would like to partner with the City to provide good hunting opportunity for local youth.

The City owned property included in the request is the Tolna Coulee. This property was purchased in 2009 as part of the dike project. The property is the natural overflow for Devils Lake and acts as the emergency spillway for the dike. See attached map for property location.

The State's East End Outlet structure is located on the far west end of the property and the Tolna Coulee Control Structure is located on the east. To ensure the State did not have concerns with the youth hunting request, I reached out to a representative from the State Water Commission. He mentioned that the Sportsmen's Club may want to consider some extra signage near the Outlet location to warn of any potential hazards they feel exist there. He had no other concerns. I also spoke with an adjoining property owner, who liked the idea of youth hunting and may partner with the Sportsmen group also.

The City Attorney has reviewed the request and had no concerns with the City granting permission. He felt City Commission approval would be all that is needed to allow the Lake Region Sportsmen's Club to release pheasants and post the property.

I recommend the City Commission partner with the Lake Region Sportsmen's Club and allow them to release pheasants and post the property for youth hunting. This permission can be rescinded by the City at any time, if deemed necessary.

96th Ave NE

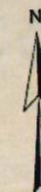
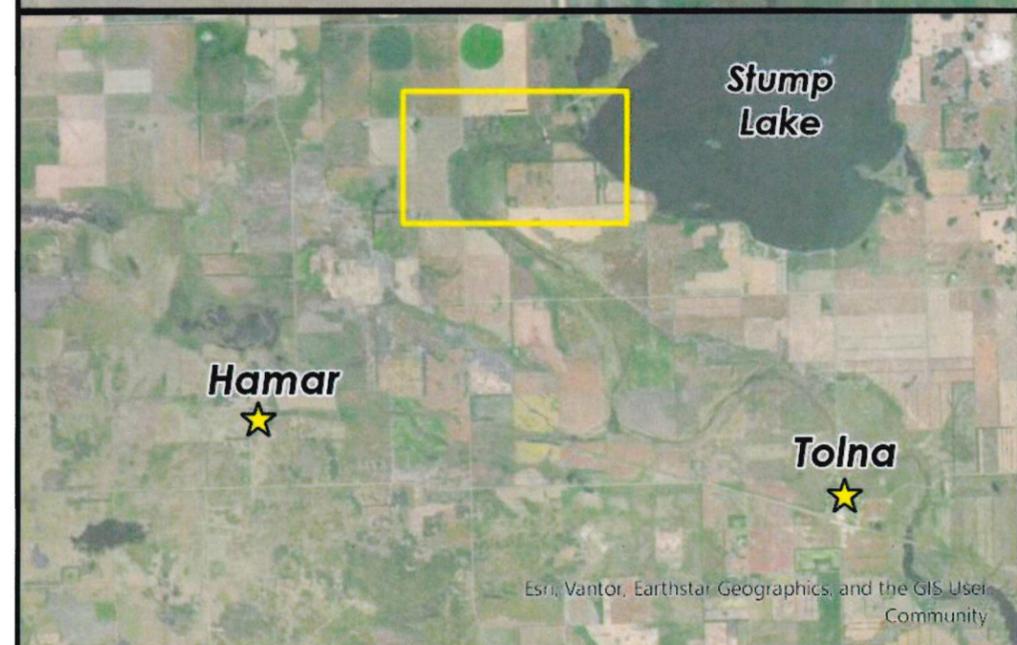
Nelson Co. Rd 23 A

East End Outlet
(State Easement)

State Owned Tolna Coulee
Control Structure

City Owned Tolna Coulee Property
(Youth Pheasant Request)

Stump Lake



2025 EQUIPMENT RESERVE		65% to PD - 35% to FD					
Description	Type	Maturity Date	Amount	Rate	Frequency	Earnings	
Morgan Stanley Private BK NATL	CD	12/21/2026	\$ 243,000	5.05%	Semi Annual	\$ 12,271.50	
Capital One Natl Assn Mclean	CD	11/3/2025	\$ 244,000	4.80%	Semi Annual	\$ 11,744.09	
City Natl Bk Los Angeles	CD	11/24/2025	\$ 243,000	4.90%	Semi Annual	\$ 11,939.62	
Discover BK Greenwood Del	CD	11/30/2027	\$ 243,000	4.90%	Semi Annual	\$ 11,907.00	
UBS BK USA Salt Lake City UT	CD	11/17/2025	\$ 248,000	4.95%	Monthly	\$ 11,300.66	
US Treasury Note	US Treasury	11/30/2026	\$ 258,000	1.63%	Semi Annual	\$ 4,192.50	
US Treasury Note	US Treasury	11/30/2027	\$ 236,000	4.08%	Semi Annual	\$ 4,572.50	
US Treasury Note	US Treasury	11/30/2028	\$ 506,950	4.38%	Semi Annual	\$ 21,875.00	
City Natl Bk Metropolis	CD	11/14/2028	\$ 244,000	3.55%		\$ 711.94	
Interest on Credit Balance & Other	US Treasury				Monthly	\$ 4,774.71	
TOTAL						\$ 95,289.52	

2025 WATER SOURCE REPLACEMENT FUND						
Description	Type	Maturity Date	Amount	Rate	Frequency	Earnings
First Wesn BK & TR Minot	CD	2/18/2025	\$ 249,000	4.50%	Monthly	\$ 1,043.75
Raymond James BK Natl Assn	CD	2/18/2025	\$ 244,000	4.55%	Semi Annual	\$ 5,657.46
Bank of America NA Charlotte NC	CD	3/1/2027	\$ 244,000	4.25%	Semi Annual	\$ 5,142.38
Georgia BKG CO Atlanta GA	CD	2/18/2025	\$ 187,000	4.50%	Semi Annual	\$ 4,265.14
Killbuck SVGS BK CO OHIO	CD	3/2/2026	\$ 244,000	4.30%	Semi Annual	\$ 10,491.99
CIBC MK USA	CD	2/24/2026	\$ 244,000	4.35%	Semi Annual	\$ 10,614.00
MORGAN STANLEY BK	CD	2/23/2026	\$ 244,000	4.35%	Semi Annual	\$ 10,614.00
Bank of MO PERRYVILLE	CD	2/27/2026	\$ 249,000	4.40%	Monthly	\$ 10,955.99
First Merchants BK	CD	3/3/2026	\$ 244,000	4.60%	Semi Annual	\$ 12,175.66
Star Bank Maple Lake MINN	CD	2/26/2027	\$ 5,000	4.20%	Semi Annual	\$ 104.14
Goldman Sachs BK NY	CD	3/4/2027	\$ 244,000	4.30%	Semi Annual	\$ 5,289.12
Ally BK Sandy Utah	CD	3/23/2026	\$ 138,000	5.05%	Semi Annual	\$ 6,969.00
US Treasury Note	US Treasury	2/28/2025	\$ 726,000	5.00%	Semi Annual	\$ 4,083.75
US Treasury Note	US Treasury	2/15/2026	\$ 710,000	4.67%	Semi Annual	\$ 28,400.00
First United Bank	CD	4/9/2027	\$ 726,000	4.21%	Annually	\$ -
Interest on Credit Balance						\$ -
TOTAL						\$ 115,806.38

2025 GENERAL FUND						
Description	Type	Maturity Date	Amount	Rate	Frequency	Earnings
Middletown VY BK	CD	5/10/2027	\$ 249,000	4.40%	Monthly	\$ 10,955.99
Univest Natl Bank	CD	5/5/2028	\$ 249,000	4.10%	Monthly	\$ 9,908.97
Pinnacle Bank Nashville TN	CD	5/8/2026	\$ 244,000	4.60%	Semi-Annual	\$ 11,224.00
Huntington Natl Bank Columbus	CD	5/5/2025	\$ 244,000	4.80%	Semi-Annual	\$ 5,807.87
BMO Harris BK	CD	5/8/2026	\$ 244,000	4.60%	Semi-Annual	\$ 11,224.00
Gulf Cap BK Houston TX	CD	5/18/2026	\$ 244,000	4.55%	Semi-Annual	\$ 11,101.99
American Express Natl BK	CD	5/24/2028	\$ 26,000	4.45%	Semi-Annual	\$ 1,157.00
BMW Bk North Am Salt Lake	CD	5/9/2029	\$ 244,000	4.00%	Semi-Annual	\$ 4,920.11
Interest on Credit Balance						\$ 14.02
TOTAL						\$ 66,313.95

Total Porfolio Earnings = \$ 277,409.85

2025 DEBT SCHEDULE SUMMARY

Bond Title	Purpose	Original Amount	Interest Rate	2025 Principle	2025 Interest	Yr. End Principle	Reserve Balance	Reserve Requirement
Sales Tax Revenue Bonds 2010	Embankment Raise	\$ 2,500,000	2.50%	\$ 145,000	\$ 23,625	\$ 769,571	\$ 162,789	n/a
Sales Tax Revenue Bond 2017	West Via Duct	\$ 1,876,000	2.00%	\$ 108,634	\$ 18,810	\$ 828,619	\$ 182,058	100% of annual payment
Ref. Imp. Warrant 2017	Various Street Mill and Overlays	\$ 768,340	2.00%	\$ 53,908	\$ 9,331	\$ 411,174	\$ 54,246	n/a
Def. Imp. Warrant of 2019	Downtown Project (Assessed Portion)	\$ 800,000	2.00%	\$ 52,611	\$ 11,052	\$ 495,374	\$ 133,176	n/a
Sales Tax Revenue Bond 2019	Downtown Project (City Share)	\$ 1,180,000	2.00%	\$ 77,079	\$ 16,195	\$ 725,776	\$ 156,542	100% of annual payment
Ref. Imp. Bonds of 2020A	Refunding of 2011&2013 Bonds Various water mains and St. Imps. Agassiz and Stoneridge W&S TIF	\$ 2,180,000	2.00%	\$ 285,000	\$ 14,550	\$ 585,000	\$ 489,219	n/a
Ref Imp. Bonds of 2021A	Refunding of 2014 Bonds & Various St Imps	\$ 3,420,000	2.00%	\$ 285,000	\$ 50,650	\$ 2,390,000	\$ 1,316,960	n/a
Ref Imp. Bonds of 2022A	Refunding of 2015 Bonds	\$ 1,255,000	2.00%	\$ 135,000	\$ 18,450	\$ 855,000	\$ 398,870	n/a
TOTALS:				\$ 1,142,232	\$ 162,663	\$ 7,060,514	\$ 2,893,859	

2024 Year End \$ 8,200,229 \$ 2,491,673

Change +/- \$ (1,139,715) \$ 402,186

Sales Tax Collections

Starting January 2023: 10% goes directly to the Park District

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	\$ 186,687.42	\$ 202,710.01	\$ 151,183.32	\$ 262,614.58	\$ 368,138.02	\$ 298,559.60	\$ 277,094.25	\$ 322,811.75	\$ 256,270.04	\$ 438,896.81
February	\$ 354,630.33	\$ 333,467.66	\$ 374,539.43	\$ 307,771.59	\$ 329,238.10	\$ 228,048.66	\$ 422,897.73	\$ 407,358.65	\$ 603,519.57	\$ 442,841.28
March	\$ 259,980.75	\$ 214,643.77	\$ 208,890.81	\$ 225,851.73	\$ 140,595.47	\$ 309,614.88	\$ 268,150.60	\$ 314,774.86	\$ 381,582.26	\$ 340,754.62
April	\$ 232,523.33	\$ 206,163.52	\$ 172,131.08	\$ 177,914.26	\$ 317,055.31	\$ 366,543.67	\$ 273,220.28	\$ 319,006.02	\$ 186,506.21	\$ 295,498.85
May	\$ 222,233.11	\$ 185,893.86	\$ 285,169.08	\$ 285,739.91	\$ 267,593.91	\$ 360,012.95	\$ 210,714.92	\$ 237,329.21	\$ 493,852.67	\$ 387,945.88
June	\$ 267,005.80	\$ 304,812.40	\$ 228,942.48	\$ 255,913.71	\$ 145,560.18	\$ 203,282.51	\$ 402,531.28	\$ 463,492.66	\$ 353,375.61	\$ 353,573.12
July	\$ 260,092.81	\$ 256,616.22	\$ 212,314.82	\$ 178,711.45	\$ 448,564.26	\$ 477,060.57	\$ 362,396.52	\$ 388,003.79	\$ 218,053.05	\$ 446,825.51
August	\$ 255,281.23	\$ 305,217.02	\$ 346,965.19	\$ 475,336.37	\$ 350,558.30	\$ 361,664.29	\$ 258,326.71	\$ 495,206.54	\$ 655,095.42	\$ 501,328.55
September	\$ 345,252.30	\$ 284,579.68	\$ 300,241.90	\$ 286,020.40	\$ 358,267.71	\$ 413,450.90	\$ 549,954.40	\$ 447,693.80	\$ 395,739.32	\$ 321,719.82
October	\$ 267,484.60	\$ 197,408.74	\$ 221,140.80	\$ 314,641.65	\$ 302,132.69	\$ 362,771.30	\$ 347,378.74	\$ 269,397.40	\$ 428,325.39	\$ 552,457.11
November	\$ 272,370.62	\$ 301,808.38	\$ 301,513.47	\$ 326,792.00	\$ 315,616.39	\$ 249,867.41	\$ 337,958.57	\$ 581,755.79	\$ 490,392.67	\$ 475,373.27
December	\$ 283,101.01	\$ 252,118.85	\$ 277,513.18	\$ 173,682.31	\$ 314,672.63	\$ 444,547.17	\$ 355,103.85	\$ 359,494.54	\$ 345,767.00	\$ 236,851.76
TOTALS	\$ 3,206,643.31	\$ 3,045,440.11	\$ 3,080,545.56	\$ 3,270,989.96	\$ 3,657,992.97	\$ 4,075,423.91	\$ 4,065,727.85	\$ 4,606,325.01	\$ 4,808,479.21	\$ 4,794,066.58
CITY'S PORTION	\$ 3,206,643.31	\$ 3,045,440.11	\$ 3,080,545.56	\$ 3,270,989.96	\$ 3,657,992.97	\$ 4,075,423.91	\$ 4,065,727.85	\$ 4,145,692.51	\$ 4,327,631.29	\$ 4,314,659.92
YTD % Change		-5.03%	1.15%	6.18%	11.83%	11.41%	-0.24%	1.97%	4.39%	-0.30%

State Aid Distributions

30% To Park District

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	\$ 155,531.65	\$ 122,227.15	\$ 129,113.89	\$ 161,606.58	\$ 155,914.29	\$ 131,029.82	\$ 45,341.06	\$ 54,154.71	\$ 49,874.98	\$ 66,737.74
February							\$ 62,245.23	\$ 64,638.63	\$ 75,385.88	\$ 67,495.89
March							\$ 40,884.53	\$ 52,509.98	\$ 52,131.16	\$ 50,454.70
April	\$ 134,908.83	\$ 115,502.19	\$ 120,198.72	\$ 135,224.87	\$ 140,698.70	\$ 130,475.36	\$ 41,320.21	\$ 50,286.82	\$ 36,449.35	\$ 48,068.84
May							\$ 44,158.34	\$ 51,460.52	\$ 70,274.71	\$ 58,024.04
June							\$ 54,394.72	\$ 63,763.31	\$ 58,966.43	\$ 55,728.57
July	\$ 122,431.97	\$ 125,846.10	\$ 138,188.57	\$ 142,359.36	\$ 121,757.57	\$ 144,095.73	\$ 53,189.19	\$ 62,126.48	\$ 47,158.31	\$ 63,539.15
August						\$ 54,437.93	\$ 53,782.61	\$ 68,572.79	\$ 75,717.97	\$ 70,668.03
September						\$ 53,445.38	\$ 68,811.40	\$ 67,096.82	\$ 60,720.98	\$ 55,483.87
October	\$ 142,847.11	\$ 134,235.91	\$ 158,191.15	\$ 177,105.38	\$ 138,618.22	\$ 47,837.24	\$ 63,400.54	\$ 56,752.06	\$ 63,807.34	\$ 72,614.10
November						\$ 46,435.69	\$ 58,063.50	\$ 74,009.04	\$ 69,156.22	\$ 70,265.60
December						\$ 56,061.05	\$ 58,156.23	\$ 62,670.73	\$ 54,802.62	\$ 50,627.87
TOTALS	\$ 555,719.56	\$ 497,811.35	\$ 545,692.33	\$ 616,296.19	\$ 556,988.78	\$ 663,818.20	\$ 643,747.56	\$ 728,041.89	\$ 714,445.95	\$ 729,708.40
CITY'S PORTION	\$ 389,003.69	\$ 348,467.95	\$ 381,984.63	\$ 431,407.33	\$ 389,892.15	\$ 464,672.74	\$ 450,623.29	\$ 509,629.32	\$ 500,112.17	\$ 510,795.88
YTD % Change		-10.42%	9.62%	12.94%	-9.62%	19.18%	-3.02%	13.09%	-1.87%	2.14%

Occupancy Tax Collections (2%)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	\$ 5,590.10	\$ -	\$ 5,491.29	\$ 6,128.93	\$ 7,346.49	\$ 7,497.89	\$ 7,325.01	\$ 9,438.26	\$ 6,917.71	\$ 12,983.59
February	\$ 2,860.69	\$ 5,087.57	\$ 7,530.21	\$ 7,153.62	\$ 7,209.23	\$ 2,645.02	\$ 8,396.13	\$ 7,308.81	\$ 11,353.23	\$ 6,487.30
March	\$ 5,019.40	\$ 6,587.28	\$ 4,144.62	\$ 6,505.04	\$ 3,802.63	\$ 5,192.19	\$ 8,228.43	\$ 4,597.59	\$ 10,850.85	\$ 5,263.28
April	\$ 4,879.04	\$ 1,789.70	\$ 9,184.03	\$ 5,372.12	\$ 9,602.12	\$ 12,602.61	\$ 7,457.07	\$ 10,902.59	\$ 8,065.18	\$ 6,214.19
May	\$ 7,115.76	\$ 3,057.44	\$ 9,262.27	\$ 6,101.13	\$ 5,243.33	\$ 6,684.58	\$ 8,755.52	\$ 8,627.45	\$ 15,502.09	\$ 5,852.67
June	\$ 3,569.99	\$ 9,640.68	\$ 5,021.61	\$ 5,838.65	\$ 5,189.91	\$ 6,544.21	\$ 7,100.77	\$ 6,973.16	\$ 8,762.51	\$ 4,590.14
July	\$ 5,389.17	\$ 4,234.81	\$ 6,944.30	\$ 5,337.30	\$ 7,945.83	\$ 12,691.83	\$ 8,684.99	\$ 6,384.15	\$ 8,869.21	\$ 6,408.89
August	\$ 392.48	\$ 14,460.41	\$ 17,554.13	\$ 21,683.89	\$ 13,381.60	\$ 11,487.59	\$ 13,383.61	\$ 15,603.94	\$ 16,478.77	\$ 13,827.23
September	\$ 23,192.25	\$ 19,006.53	\$ 19,537.41	\$ 6,313.36	\$ 11,733.78	\$ 21,286.86	\$ 20,316.28	\$ 22,864.58	\$ 13,328.67	\$ 11,054.39
October	\$ 6,260.46	\$ 4,504.19	\$ 7,827.40	\$ 12,074.14	\$ 7,345.97	\$ 7,097.00	\$ 11,627.30	\$ 12,748.82	\$ 12,160.60	\$ 8,498.44
November	\$ 9,477.25	\$ 14,384.95	\$ 17,529.82	\$ 15,237.65	\$ 9,955.44	\$ 11,443.67	\$ 6,657.00	\$ 15,145.51	\$ 11,135.43	\$ 19,074.73
December	\$ 6,511.94	\$ 9,282.25	\$ 12,083.55	\$ 5,811.25	\$ 9,156.96	\$ 8,485.44	\$ 12,055.10	\$ 13,995.76	\$ 11,538.95	\$ 11,159.50
TOTALS	\$ 80,258.53	\$ 92,035.81	\$ 122,110.64	\$ 103,557.08	\$ 97,913.29	\$ 113,658.89	\$ 119,987.21	\$ 134,590.62	\$ 134,963.20	\$ 111,414.35
YTD % Change		14.67%	32.68%	-15.19%	-5.45%	16.08%	5.57%	12.17%	0.28%	-17.45%

Restaurant Tax Collections

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	\$ 14,259.31	\$ 10,828.01	\$ 12,743.61	\$ 17,284.73	\$ 24,214.03	\$ 21,607.99	\$ 18,533.41	\$ 25,415.01	\$ 24,559.12	\$ 33,292.63
February	\$ 13,334.70	\$ 22,024.73	\$ 30,414.15	\$ 22,239.28	\$ 23,167.95	\$ 17,159.04	\$ 28,457.43	\$ 26,987.98	\$ 36,906.29	\$ 28,249.82
March	\$ 22,546.49	\$ 20,489.97	\$ 17,284.91	\$ 21,582.70	\$ 16,177.13	\$ 19,075.98	\$ 20,233.49	\$ 25,908.04	\$ 29,900.49	\$ 27,595.64
April	\$ 17,773.09	\$ 20,001.26	\$ 17,192.67	\$ 18,027.34	\$ 27,836.97	\$ 33,381.17	\$ 23,319.02	\$ 27,074.45	\$ 23,920.16	\$ 20,632.19
May	\$ 13,515.50	\$ 12,806.53	\$ 29,763.24	\$ 23,000.21	\$ 17,154.07	\$ 25,697.32	\$ 15,310.05	\$ 24,988.40	\$ 36,547.48	\$ 33,090.67
June	\$ 23,674.73	\$ 32,455.46	\$ 21,588.50	\$ 22,283.91	\$ 15,440.55	\$ 21,249.08	\$ 31,051.92	\$ 28,775.06	\$ 29,690.46	\$ 22,724.75
July	\$ 19,323.19	\$ 19,830.53	\$ 17,076.01	\$ 20,530.02	\$ 27,257.67	\$ 38,311.17	\$ 26,411.00	\$ 23,357.88	\$ 27,053.77	\$ 31,939.63
August	\$ 12,615.73	\$ 28,336.69	\$ 40,834.46	\$ 36,366.46	\$ 32,256.70	\$ 24,334.45	\$ 21,680.57	\$ 40,267.95	\$ 47,190.19	\$ 42,498.09
September	\$ 40,891.75	\$ 28,742.10	\$ 31,212.14	\$ 23,691.29	\$ 27,017.12	\$ 43,189.87	\$ 48,615.88	\$ 41,218.53	\$ 31,777.04	\$ 29,155.18
October	\$ 21,733.86	\$ 18,512.32	\$ 21,200.16	\$ 28,378.67	\$ 26,356.29	\$ 28,877.84	\$ 25,667.08	\$ 29,041.72	\$ 34,386.43	\$ 39,844.76
November	\$ 22,436.24	\$ 31,048.12	\$ 35,146.06	\$ 32,274.60	\$ 23,791.89	\$ 23,626.64	\$ 18,459.39	\$ 36,635.12	\$ 38,580.79	\$ 39,024.00
December	\$ 23,018.52	\$ 24,745.17	\$ 26,140.16	\$ 15,276.65	\$ 26,268.37	\$ 28,520.17	\$ 31,079.27	\$ 34,416.32	\$ 31,430.75	\$ 25,970.90
TOTALS	\$ 245,123.11	\$ 269,820.89	\$ 300,596.07	\$ 280,935.86	\$ 286,938.74	\$ 325,030.72	\$ 308,818.51	\$ 364,086.46	\$ 391,942.97	\$ 374,018.26
YTD % Change		10.08%	11.41%	-6.54%	2.14%	13.28%	-4.99%	17.90%	7.65%	-4.57%

Highway Distribution Collections

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	\$ 41,757.96	\$ 33,595.36	\$ 37,765.13	\$ 40,103.52	\$ 38,008.01	\$ 38,221.40	\$ 34,699.09	\$ 35,527.97	\$ 34,539.04	\$ 38,222.36
February	\$ 27,451.50	\$ 28,252.91	\$ 31,166.95	\$ 30,781.85	\$ 31,305.09	\$ 28,805.73	\$ 29,119.20	\$ 32,377.65	\$ 31,010.58	\$ 28,249.82
March	\$ 23,811.16	\$ 24,228.90	\$ 26,090.69	\$ 25,968.94	\$ 27,686.37	\$ 24,645.70	\$ 23,554.21	\$ 24,992.57	\$ 26,729.84	\$ 24,156.36
April	\$ 28,739.93	\$ 27,036.79	\$ 28,430.21	\$ 29,020.39	\$ 28,968.39	\$ 30,394.33	\$ 27,238.83	\$ 30,405.45	\$ 26,940.89	\$ 30,880.04
May	\$ 25,917.88	\$ 37,993.26	\$ 28,907.34	\$ 29,569.81	\$ 26,087.43	\$ 29,158.95	\$ 28,022.87	\$ 28,670.40	\$ 28,007.64	\$ 29,637.15
June	\$ 22,015.51	\$ 26,471.62	\$ 29,090.12	\$ 29,040.34	\$ 21,160.42	\$ 21,311.09	\$ 24,656.11	\$ 27,796.98	\$ 26,963.19	\$ 25,905.92
July	\$ 31,479.64	\$ 34,454.19	\$ 33,936.58	\$ 48,103.97	\$ 27,970.15	\$ 29,989.50	\$ 33,380.61	\$ 32,652.27	\$ 33,414.24	\$ 34,530.84
August	\$ 25,548.03	\$ 21,450.06	\$ 27,709.50	\$ 19,961.09	\$ 24,235.28	\$ 22,382.29	\$ 25,273.30	\$ 21,478.28	\$ 25,427.38	\$ 21,280.10
September	\$ 27,236.02	\$ 27,541.25	\$ 29,176.88	\$ 28,652.25	\$ 25,582.48	\$ 27,523.92	\$ 28,166.23	\$ 29,229.66	\$ 27,510.94	\$ 36,476.72
October	\$ 30,673.98	\$ 33,624.08	\$ 34,360.75	\$ 32,964.97	\$ 29,352.99	\$ 30,210.19	\$ 32,539.13	\$ 31,949.47	\$ 31,748.76	\$ 33,981.06
November	\$ 26,719.81	\$ 27,347.73	\$ 29,393.25	\$ 28,269.52	\$ 27,953.39	\$ 27,341.23	\$ 30,225.37	\$ 28,960.51	\$ 30,258.10	\$ 36,004.64
December	\$ 33,776.73	\$ 38,097.20	\$ 34,891.28	\$ 33,665.81	\$ 30,253.66	\$ 37,352.04	\$ 35,551.04	\$ 37,997.82	\$ 38,445.01	\$ 39,538.46
TOTALS	\$ 345,128.15	\$ 360,093.35	\$ 370,918.68	\$ 376,102.46	\$ 338,563.66	\$ 347,336.37	\$ 352,425.99	\$ 362,039.03	\$ 360,995.61	\$ 378,863.47
YTD % Change		4.34%	3.01%	1.40%	-9.98%	2.59%	1.47%	2.73%	-0.29%	4.95%

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
17-Feb-26

VENDOR	AMOUNT DUE
AIRPORT	
Bergstrom Electric	\$3,152.36
Brenco	\$230.46
Double Z Broadcasting	\$500.00
Farmer's Union Oil	\$1,548.22
Gessner Iron Works	\$343.72
HE Everson	\$77.94
John Deere Financial-Leading Edge	\$259.50
Lee Smith	\$50.00
Leevers	\$46.77
MDU	\$2,044.60
Nodak Electric	\$3,111.39
NDTC	\$320.38
Sara Plemel	\$50.00
Sparklight Advertising	\$2,215.00
Stone's Mobile	\$4,835.72
Wade Halvorson	\$50.00
CITY	
Amazon Capital Services	\$332.61
Arbor Day Foundation	\$35.00
Bank of North Dakota	\$12,000.00
Benjamin Hill	\$25.00
Butler	\$195.81
Carol Cavanaugh	\$25.00
Caselle	\$1,740.00
CNA Surety Direct Bill	\$50.00
Corey Erickson	\$171.90
Dakota Implement	\$2,395.28

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
17-Feb-26

VENDOR	AMOUNT DUE
David Rader	\$652.45
Davis & Stanton Promotions	\$256.00
Devils Lake Journal	\$1,240.18
Ecolab	\$379.70
Expressway Suites	\$660.00
Farmer's Union Oil	\$20,637.95
Grand Forks Utility Billing	\$23,284.91
HACH	\$518.83
Hampton Inn & Suites	\$511.48
Harold's Auto Mrine & Electric Motor	\$1,150.00
Hawkins	\$8,232.81
Informaiton Technology	\$319.00
Interstate Billing Service-Ironhide Equipment	\$1,546.71
Karl's Plumbing & Heating	\$68.88
Kaylyn Huffman	\$11.42
Keller's Briteway	\$22.00
Kiesler Police Supply	\$1,261.20
Knutson's Body Shop	\$1,668.35
Kristopher Broe	\$25.00
Lake Access Fund	\$2,010.90
Lake Region Law Enforcement Center	\$10,989.04
Leaf	\$97.00
Leevers	\$224.05
Les Schwab Tires	\$1,405.40
Mac's Hardware	\$1,237.32
Maritz Atl FSS Dept- American Library Association	\$364.00
Mid-Land Excavating	\$930.00
MDU	\$6,399.11
Motorola Solutions	\$7,330.20
ND Dept of Health-Microbiology	\$432.00
ND Firefighter's Association	\$30.00

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17-Feb-26

VENDOR	AMOUNT DUE
ND One Call	\$2.40
ND Game & Fish	\$12,989.10
NDTC	\$1,807.37
Nutrien Ag Solutions	\$66.36
Old National Credit Card	\$43.48
Ottertail Power Co	\$26,189.99
Prairie Truck & Tractor Repair	\$49.82
PS Doors	\$646.10
Quill	\$663.17
Reeves Co.	\$143.24
Reslock Printing	\$363.71
RKO Print & Promo	\$4,367.74
Robert Johnson	\$132.80
Runnings	\$2,187.77
Stone's Mobile Radio	\$1,275.57
Stryker Sales	\$176.80
Terri Schuler	\$25.00
The Needle's Eye	\$14.00
Toshiba Business Solutions	\$17.70
Traynor Law Firm	\$9,166.67
Ultimate Safety Concepts	\$942.25
Wang's Welding & Machining	\$4,045.54
PREPAID EXPENSES	
Xpress Bill Pay	\$695.88
TOTAL LIST OF BILLS	\$195,715.01