

Monday, June 1, 2026
5:30pm CST

City Commission Agenda

Meeting Items

- 1) Call to Order
- 2) Approval of Minutes – May 18, 2026

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) Administrator – Notice of Pending Resignation

Old Business

Consent Agenda

New Business

- 1) Reappointments to Planning and Zoning Commission
- 2) State Blanket Bond
- 3) 2027 Budget Timeline
- 4) Update on City Hall Remodel Progress

Citizen Comment

Informational Items

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

**MEETING MINUTES OF THE CITY COMMISSION
OF THE CITY OF DEVILS LAKE, ND
MAY 18, 2026**

The regular meeting of the Devils Lake City Commission was held on May 18, 2026, with the following members present: President Moe and Commissioners Hach, and Uhlenkamp. Commissioner Pierce was absent.

MEETING ITEMS

- 1) Call to Order
- 2) Approval of Minutes – May 04, 2026

Commissioner Uhlenkamp made a motion to approve the minutes of the May 04, 2026 City Commission meeting. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

AWARDS AND PROCLAMATIONS

- 1) Proclamation – Building Safety Month

President Moe read the proclamation.

PUBLIC HEARINGS – 5:30 PM

BID OPENINGS – 5:30 PM

VISITORS OR DELEGATIONS

- 1) Shawna Middleton – Lake Region Public Library – 2025 Annual Report

Shawna, Lake Region Public Library Director, went through her 2025 Annual Report. She mentioned that there were over 30 more programs offered in 2025 and over 500 more individuals that were in attendance.

- 2) Forward Devils Lake and Devils Lake Chamber – Business Pulse of Community Update

Brady Ash, Forward Devils Lake Executive Director said that they started these meetings in January to get some feedback from business managers, employers, and community stakeholders. He gave an overview of what they have been hearing from businesses in the community. Suzie Kenner, Devils Lake Chamber Executive Director, said that one issue with our area is housing. A discussion was held on creating a permitting process for short term rentals within City limits and in Ramsey County.

COMMISSION PORTFOLIOS

The Fire Chief said they got the hydraulic cylinder for Engine 204 fixed. They are also doing Fill the Boot on May 29th.

Commissioner Uhlenkamp – The City Engineer said that it is National Public Works week and the shop will be open to see the equipment we have and the Commission is invited to attend the lunch celebration lunch later in the week. The Street Department is still working on

pothole patching, but the weather needs to be more cooperative. They are also working on cleaning up from snow removal.

Commissioner Uhlenkamp said that they have a LEC Meeting on Wednesday.

Commissioner Hach – The City Engineer said that special pickup start the first week of June.

The City Assessor said that the assessment zone for his review this year are the residential properties west of College Drive. He is sending out letters and is hoping to schedule times to conduct assessments on the properties. He added that they are going to be sending letters to property owners who have storage containers that are violating zoning.

The Airport Manager said that they had 929 boardings and this month looks like it will hit another record.

Commissioner Knowski – The City Engineer said that the Utility Department will be flushing out hydrants next week. He said there is a chance that the water will discolor a little bit in those neighborhoods.

President Moe – The Police Chief said that they had the National Deescalation Center here last week. They also have weapons training this week, if the weather cooperates.

The City Administrator said that budget season will be coming up here soon.

The City Attorney said that there are three (3) proposed ordinances on the agenda.

OLD BUSINESS
CONSENT AGENDA

NEW BUSINESS

- 1) Recommend Award of Bid – Project 260101 – Hwy 2 Frontage Roads

Commissioner Knowski made a motion to recommend award of bid – Project 260101 – Hwy 2 Frontage Roads in the amount of \$1,182,202.65 to RJ Zavoral & Sons Inc. Commissioner Uhlenkamp seconded that motion, and the motion was approved unanimously on a roll call vote.

- 2) Recommend Award of Bid – Project 260102 – South Side Mill and Overlay

Commissioner Uhlenkamp made a motion to recommend award of bid – Project 260102 – South Side Mill and Overlay in the amount of \$1,244,866.90 to RJ Zavoral & Sons Inc. Commissioner Hach seconded that motion, and the motion was approved unanimously on a roll call vote.

- 3) Recommend Award of Bid – 2026 Asphalt & Concrete

Commissioner Knowski made a motion to recommend award of bid – 2026 Asphalt & Concrete in the amount of \$116,900 to Tri-State Paving. Commissioner Hach seconded that motion, and the motion was approved unanimously on a roll call vote.

4) Recommend Award of Bid – 2026 Curb, Gutter & Sidewalk

Commissioner Uhlenkamp made a motion to recommend award of bid – 2026 Curb, Gutter & Sidewalk in the amount of \$61,374 to Lakeview Construction. Commissioner Knowski seconded that motion, and the motion was approved unanimously on a roll call vote.

5) Second Reading of Ordinance 1038 – Section 9.30.010 – Unlawful Possession of Drug Paraphernalia

Commissioner Hach made a motion to approve Ordinance 1038 – Section 9.30.010 – Unlawful Possession of Drug Paraphernalia. Commission Uhlenkamp seconded the motion, and the motion was approved unanimously.

6) Second Reading of Ordinance 1039 – Section 9.30.020 – Definitions: Drug Paraphernalia

Commissioner Uhlenkamp made a motion to approve Ordinance 1039 – Section 9.30.020 – Definitions: Drug Paraphernalia. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

INFORMATIONAL ITEMS

- 1) April Financial Report
- 2) 2026 YTD Municipal Court Report

LIST OF BILLS

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

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION

May 29th, 2026

Devils Lake City Commission
423 6th St NE
Devils Lake, ND

Greetings,

This letter serves as formal notice that, pending approval of a contract by the Fargo City Commission on June 8th, 2026, I will be resigning my position as City Administrator/Auditor for the City of Devils Lake. I am on track to take another position with the Lake Agassiz Water Authority (LAWA) and City of Fargo to serve as the inaugural Executive Director of LAWA.

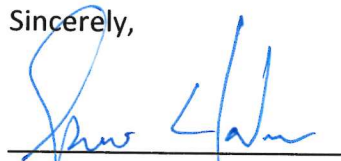
The LAWA Board of Directors has approved a mutually agreed upon contract. The contract needs to be formally approved by the City of Fargo City Commission. Pending that approval on June 8th, my last day with the City of Devils Lake would be Friday, June 19th.

I have deep reverence for the City Commission and City staff members I have worked with for the last four years. I appreciate the respectful, cordial relationship we have built among each other.

I am committed to ensuring a smooth transition for any interim or new candidate that will assume some or all my existing job responsibilities. I will go out of my way to be available for any questions or general counsel that I can assist with.

There is only gratitude and appreciation in my heart for the City Commission, City staff, and Devils Lake community. Serving as the City Administrator of my hometown has been a blessing I will hold dear to me forever. Thank you.

Sincerely,



Spencer Halvorson
City Administrator/Auditor

devils lake

Planning Commission

Date: May 28, 2026

To: President Moe and City Commissioners

From: Devils Lake Planning Commission *hc*

Re: Recommendation of appointment of members

The Devils Lake Planning Commission took action at their May 28, 2026 meeting to recommend appointment of the following people as members of the Devils Lake Planning Commission:

- Terry Thompson – term expiring in June 2029
- Wyatt Hanson – term expiring in June 2029
- Howard Pagel – term expiring in June 2027

**RESOLUTION TO SET THE LIMIT OF LIABILITY ON THE COMMERCIAL
BLANKET BOND OF THE CITY OF DEVILS LAKE, NORTH DAKOTA**

WHEREAS, The Board of City Commissioners of the City of Devils lake, North Dakota (The "City") finds and determines that it is necessary to keep the current level of liability on the Commercial Blanket Bond at \$2,000,000.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Under ND Century Code #40-13-02, the bond must be an amount fixed by the governing body of the City, and set by resolution each year, normally in June. The amount should be at least equal to 25% of the average amount of money that has been subject to the auditor's control during the preceding fiscal year as determined by the total of the daily balances of the auditor for the calendar year divided by the figure three hundred or the sum of 250,000 whichever is least.

Adopted this 1st day of June, 2026.

ATTEST:

CITY OF DEVILS LAKE

Spencer Halvorson
City Administrator/Auditor

Jim Moe, President
Devils Lake City Commission

The motion for the adoption of the foregoing resolution was duly made by Commissioner _____, seconded by Commissioner _____ and upon vote being taken thereon, the following voted in favor: Commissioners _____, the following voted against the same: _____, and the following were absent: _____; whereupon said resolution was declared duly passed and was signed by the President of the City Commission and by the City Auditor.

Date: June 1, 2026
To: Devils Lake City Commission
From: Spencer Halvorson, City Administrator/Auditor
Re: 2027 Budget Timeline

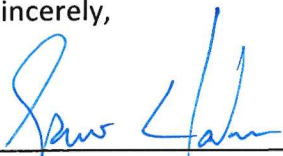
President Moe and City Commissioners,

Attached to this memo is a tentative timeline for the preliminary and final approval of the City's 2027 budget. With a new City Commission being seated on July 6th, the bulk of Commission engagement on the budget is scheduled to begin in early July. During the month of June, staff will meet to have initial conversations on projected needs and priorities for 2027.

For the 2025 Budget, City Hall positions were reviewed by the Human Resources Consultant. For the 2026 Budget, Public Works positions were reviewed. It is proposed that for the 2027 Budget, Public Safety positions be reviewed by the Human Resources Consultant. This would continue the three-year cadence of position review by service type we have attempted to abide by.

Thank you for the consideration of the timeline attached

Sincerely,



Spencer Halvorson
City Administrator/Auditor

June 1 – June 5	Budget Memos Delivered to Dept Heads
June 15 – June 26	Initial Meetings w/ Dept Heads
July 6 th (Organizational and Regular Meeting)	<u>Commission Briefing</u> Revenue Projections Debt Service Funds (5000's) Trust and Fiduciary Funds (8000's) Special Revenue Funds (2000's)
July 13 th – July 17 th	<u>Special City Commission Meeting</u> Property Tax Outlook Preliminary Salary Plan and COLA Sales Tax Allocation General Fund (1000) <ul style="list-style-type: none"> - Police - Fire - Auditing, Engineering, Assessing - Misc General Fund Items
July 20 th (Regular Meeting)	<u>Commission Briefing</u> Lake Region Public Library Forward Devils Lake Lake Region Heritage Center Devils Lake Regional Airport
July 27 – July 31	<u>Special City Commission Meeting</u> Enterprise Funds (6000's) Shade Tree Rates and Fees Infrastructure (4000's) Update on Salary Plan and COLA
August 3 rd	Preliminary Approval by City Commission
October 5 th	Final Approval by City Commission

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
1-Jun-26

VENDOR	AMOUNT DUE
AIRPORT	
Amazon Capital Services	\$751.60
Dakota Implement	\$178.16
Dennis Olson	\$250.00
Dominic Eritano	\$375.00
Lake Region Sheet Metal	\$39.95
Mead & Hunt	\$85,684.25
Sara Plemel	\$50.00
Wade Halvorson	\$50.00
CITY	
Acme Tools	\$932.65
Amazon Capital Services	\$1,766.26
AT & T	\$2,194.66
Boy Scout Troop 31	\$250.00
CNA Surety Direct Bill	\$50.00
Corporate Technologies	\$3,885.00
Creative Impressions	\$520.00
Cybrarian Corporation	\$824.90
Dakota Implement	\$1,066.02
Devils Lake Park Board	\$43,768.90
Devils Lake Public School-Robotics	\$250.00
DL Chamber of Commerce/Tourism	\$33,620.81
ES OPCO USA, LLC/Veseris	\$795.46
Hach	\$673.70
Hawkins	\$70.00
Ihry Insurance	\$616.00
Ingram Library Services	\$297.51
Interstate Power Systems	\$681.23
JB Vending	\$99.22

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
1-Jun-26

VENDOR	AMOUNT DUE
Joe & Bros Mow for Dough	\$2,900.00
Keller's Briteway	\$22.00
Matthew Bender & Co./Lexis Nexis	\$96.81
Mid-Land Excavating	\$1,050.00
Motorola Solutions	\$144.00
MTI Distributing	\$515.26
Municipal Judges' Association	\$50.00
NDTC	\$123.53
Nutrien Ag Solutions	\$9,191.60
Ottertail Power Co	\$23,125.56
Quadient Leasing	\$260.70
Razor Tracking	\$75.00
Rebecca Nelson	\$87.80
State of ND Chemistry Lab	\$203.80
Strata Corporation	\$50.00
SWS Credit Services	\$11.99
Tanya Weiler	\$1,250.00
Thompson's DL Glass & Paint	\$2,244.00
Tractor Supply Credit Plan	\$564.39
US Postmaster	\$150.00
Vestis/Aramark	\$1,112.40
Visa/Bravera Credit Card	\$5,197.49
WD Larson Co/Allstate Peterbilt	\$4,070.14
Western Asphalt Products	\$1,466.25

PREPAID EXPENSES

TOTAL LIST OF BILLS **\$233,704.00**