devils lake
City Offices

Devils Lake City Hall
423 6th St NE
Devils Lake, ND 58301

Tuesday, July 28, 2026
12:00 PM
City Commission Chambers

City Commission Special Meeting Agenda

Meeting Items

1) Call to Order
2) 2027 Budget
    a. Property Tax Levy Calculations
    b. Cost of Living Adjustment
    c. Airport
    d. Library
    e. Economic Development / JDA / Growth Fund
3) 2027 Budget Meeting and Public Hearing Schedule
4) Authorize 2026 Collection Tote RFP
5) Adjourn

This meeting will be viewable via YouTube at the following link:
https://www.youtube.com/watch?v=byYruGGecEU

2026 Valuations

The 2026 valuations for the City of Devils Lake are summarized as follows:

	True and Full	Taxable Value
Ag	$ 40,900	$ 2,045
Commercial	$ 227,744,000	$ 11,387,200
Residential	$ 358,210,400	$ 16,119,468
Utilities (Est)	$ 12,000,000	$ 600,000
SubTotal	$ 597,995,300	$ 28,108,713
Com TIF	$ 12,720,900	$ 636,045
Res TIF	$ 45,988,100	$ 2,069,465
Total	$ 539,286,300	$ 25,403,204

Things of note within these valuations include:

- Non-residential taxable value is found by multiplying the True and Full Value by 5%, while residential taxable value is calculated by applying 4.5% to the True and Full Value.
- Utility amounts remain estimates; final utility values are generally not available until mid to late August.
- Values tied to properties in TIF districts are removed because those revenues flow to the TIF rather than the property tax levy. When a TIF closes, those amounts are recognized as new growth.

With the City's total Taxable Value at $25,403,204, one mill (1/1000) equals $25,403.

Property Tax Cap

To determine the maximum dollars levied, we take the 2026 dollars levied ($2,182,047) and add the value of new growth ($4,813) to come up with an adjusted year levy ($2,186,860). We then add 3% of the adjusted year levy ($65,606) to come up with the maximum dollars levied per the property tax cap ($2,252,466). The equation is shown below:

2026 Dollars Levied	$ 2,182,047
New Growth	$ 4,813
Adjusted Year Levy	$ 2,186,860
3% Adjusted Year Levy	$ 65,606
Max 2027 Dollars Levied	$ 2,252,466

Mill Rate Calculation

To determine the estimated mill rate, we take total dollars levied ($2,252,466) and divide it by the total taxable value for the city ($25,403,204) and multiply it by 1000. This would result in an estimated mill rate of 88.67 if max dollars are levied.

$2,252,466 / $25,403,204 = .08867 x 1000 = 88.67 mills

ACCT.#	DESCRIPTION	ACTUAL	ACTUAL	FORECAST	BUDGET
9000	**AIRPORT OPERATIONS**	**2024**	**2025**	**2026**	**2027**
31100	GENERAL PROPERTY TAX	79,987	49,734	51,226	63,508
31130	RAMSEY COUNTY TAX	189,395	192,399	203,000	205,000
33150	TSA LEASE	18,686	20,495	18,000	18,000
33540	STATE AID DISTRIBUTION	6,568	5,586	6,100	6,100
33580	STATE AIRLINE TAX	10,652	10,863	11,000	13,000
33620	COUNTY TELECOMMUNICATION	515	515	515	515
36100	INTEREST EARNINGS	-	0	-	-
36400	SALE OF ASSETS	-	0	-	-
36410	TENANT LOT FEES	29,904	33,537	30,000	35,000
36420	FARM REVENUE-AIRPORT	6,400	6,400	6,400	6,400
36430	TERMINAL RENT	178,052	239,424	250,000	270,000
36440	LANDING FEES	69,952	75,906	70,000	70,000
36450	FUEL REIMBURSEMENT	2,586	2,667	2,500	2,500
36460	PASSENGER BOARDING BRIDGE FEES	-	68,459		60,000
36900	MISCELLANEOUS	56,219	127,425	70,000	20,000
36990	REIMBURSABLE REVENUES	60	0	-	-
37280	FAA FUNDS	-	0	-	-
37290	STATE FUNDS	34,908	4,919	-	-
700	**TRANSFERS IN/OUT**				
35410	LOT FEES FROM CITY	50,000	30,000	30,000	30,000
39990	TRANSFERS IN/OUT	-	0		-
	TOTAL REVENUES	**733,882**	**868,328**	**748,741**	**800,023**
000	**GENERAL AIRPORT EXPENSES**				
41100	PERMANENT SALARIES	202,649	231,210	201,941	220,794
41110	ADDITIVE TO SALARY	1,575	3,425	1,800	1,800
41200	TEMP/PART TIME SALARIES	50,991	57,215	60,000	60,000
41300	OVERTIME SALARIES	26,383	27,325	25,000	25,000
41400	COMPENSATED ABSENCES	-	-	-	-
41500	CONTRACT LABOR	-	3,850	-	-
42100	HEALTH INS. PREMIUMS	40,160	43,972	58,450	64,295
42200	FICA MATCH (6.2%)	17,273	19,327	17,790	18,959
42250	ND PERS RETIREMENT (10.07%)	10,562	18,152	20,335	22,234
42300	RETIREMENT (10.07%)	8,841	6,366		-
42350	MEDICARE MATCH (1.45%)	4,040	4,520	3,798	4,434

42400	WORKERS COMPENSATION	5,671	969	4,000	4,000
42500	UNEMPLOYMENT COMPENSATION	-	-	-	-
43110	AUDIT FEES	3,723	-	30,000	30,000
43120	LEGAL FEES	-	-	2,000	2,000
43210	FIRE AND TORNADO	16,833	11,272	15,000	15,000
43220	EQUIPMENT INSURANCE (3 YR ROTATION)	7,877	13,631	10,000	15,000
43320	COMPUTER	-	-	4,800	2,000
43330	MAINT/LEASE ON EQ/SOFTWARE	641	714	500	5,000
43400	EDUCATION & TRAINING	12,512	1,599	8,000	6,000
43410	IN STATE TRAVEL	1,634	1,054	2,500	7,500
43510	ELECTRICITY	22,720	30,621	30,000	36,000
43560	TELEPHONE	3,707	4,766	4,000	5,000
43570	HEAT	7,685	9,034	15,000	20,000
43600	PUBLISHING/PRINTING/ADVERTISING	34,981	33,859	36,000	36,000
43700	MEMBERSHIPS & DUES	915	4,237	4,000	5,000
43810	SNOW REMOVAL EXPENSE	(84)	-	-	-
43870	RUNWAY REPAIRS	5,246	84	5,000	5,000
44100	SUPPLIES & POSTAGE	950	1,294	1,000	1,000
44170	DRUG & ALCOHOL TESTING	-	-	-	-
44200	OPERATION & MAINTENANCE	65,070	17,174	10,000	10,000
44210	JANITORIAL SUPPLIES	333	4,214	2,000	4,000
44220	CLOTHING & UNIFORMS	260	1,814	1,200	1,200
44240	GAS, OIL & GREASE	11,341	16,221	25,000	25,000
44260	EQUIPMENT MAINTENANCE	5,788	33,499	70,000	80,000
44280	TOOLS & EQUIPMENT	631	5,740	1,000	1,000
44300	BUILDING MAINTENANCE	22,196	8,595	15,000	25,000
44470	GROUNDS MAINTENANCE	1,077	912	2,000	2,000
44900	MISCELLANEOUS	11,193	16,953	5,000	5,000
56500	NEW EQUIPMENT/TOOLS	40,989	25,220	8,000	8,000
56600	PAYMENT TO CONTRACTORS	(3,150)	-	-	-
57200	INTEREST	36,270		-	-
700	**TRANSFERS IN/OUT**				
43020	ADMINISTRATION FEE	2,000	2,000	2,000	2,500
58900	TRANSFERS OUT (EQUIPMENT RESERVE)	216,780	200,000	-	-
58900	TRANSFERS OUT (9029)	116,764	-	-	-
58900	TRANSFERS OUT (DLFD AARF)	25,000		-	-
	TOTAL EXPENDITURES	**1,040,027**	**860,840**	**702,115**	**775,716**
	REVENUE OVER (UNDER) EXP.	-306,145	7,489	46,626	24,307
	BEGINNING JANUARY BALANCE	1,382,043	1,075,898	1,083,387	1,130,013
	ACTUAL/ESTIMATED REVENUES	733,882	868,328	748,741	800,023
	ACTUAL/ESTIMATED EXPENDITURES	1,040,027	860,840	702,115	775,716
	ENDING DECEMBER BALANCE	1,075,898	1,083,387	1,130,013	1,154,320

ACCT.#	DESCRIPTION	ACTUAL	ACTUAL	FORECAST	BUDGET
9001	**AIRPORT EQUIPMENT RESERVE**	**2024**	**2025**	**2026**	**2027**
700	**TRANSFERS IN/OUT**				
39990	TRANSFERS IN	236,845	200,000	0	0
	TOTAL REVENUES	**236,845**	**200,000**	**0**	**0**
000	**GENERAL AIRPORT EXPENSES**				
56500	EQUIPMENT	-	-	0	0
	TOTAL EXPENDITURES	**0**	**0**	**0**	**0**
	REVENUE OVER (UNDER) EXP.	236,845	200,000	0	0
	BEGINNING JANUARY BALANCE	0	236,845	436,845	436,845
	ACTUAL/ESTIMATED REVENUES	236,845	200,000	0	0
	ACTUAL/ESTIMATED EXPENDITURES	0	0	0	0
30000	ENDING DECEMBER BALANCE	236,845	436,845	436,845	436,845

ACCT.#	DESCRIPTION	ACTUAL	ACTUAL	FORECAST	BUDGET
9002	**AIRPORT INFRASTRUCTURE**	**2024**	**2025**	**2026**	**2027**
36100	INTEREST EARNINGS	-	43,121	35,000	40,000
700	**TRANSFERS IN/OUT**				
39990	TRANSFERS IN (2033-CITY INFRASTRUCTURE)	-	-	9,000	18,000
	TOTAL REVENUES	**-**	**43,121**	**44,000**	**58,000**
000	**AIRPORT INFRASTRUCTURE EXPENSES**				
700	**TRANSFER IN/OUT**				
58900	TRANSFERS OUT (RUNWAY ELECT. REHAB DESIGN)	-	-	4,000	-
58900	TRANSFERS OUT (PVMT/STORM SEWER REPL)	-	-	75,000	-
	TOTAL EXPENDITURES	**-**	**-**	**79,000**	**-**
	REVENUE OVER (UNDER) EXP.	-	43,121	(35,000)	58,000
	BEGINNING JANUARY BALANCE	-	-	43,121	8,121
	ACTUAL/ESTIMATED REVENUES	-	43,121	44,000	58,000
	ACTUAL/ESTIMATED EXPENDITURES	-	-	79,000	-
	ENDING DECEMBER BALANCE	-	43,121	8,121	66,121

	DESCRIPTION	ACTUAL	ACTUAL	FORECAST	BUDGET
8015	**AIRPORT HANGAR**	**2024**	**2025**	**2026**	**2027**
36800	RENT	12,000	12,000	12,000	12,000

700	**TRANSFER IN/OUT**				
39800	AIRPORT HANGAR (FROM 8013)	0	0	0	0
39990	TRANSFERS IN	0	0	0	0
	TOTAL REVENUE	**12,000**	**12,000**	**12,000**	**12,000**
	EXPENSES				
43210	FIRE AND TORNADO	1,246	1,246	1,400	1,500
43240	LIABILITY INSURANCE	0	0	0	0
43510	ELECTRICITY	0	0	0	0
43570	HEAT	0	0	0	0
44300	BUILDING MAINTENANCE	0	0	0	0
44900	MISCELLANEOUS	0	0	0	0
700	**TRANSFER IN/OUT**				
57450	LOAN PAYMENT (TO 1000)	0	0	0	0
	TOTAL EXPENDITURES	**1,246**	**1,246**	**1,400**	**1,500**
	REVENUE OVER (UNDER) EXP	10,754	10,754	10,600	10,500
	BEGINNING JANUARY BALANCE	76,865	87,619	98,373	108,973
	ACTUAL/ESTIMATED REVENUES	12,000	12,000	12,000	12,000
	ACTUAL/ESTIMATED EXPENDITURES	1,246	1,246	1,400	1,500
	ENDING DECEMBER BALANCE	87,619	98,373	108,973	119,473

	DESCRIPTION	ACTUAL	ACTUAL	FORECAST	BUDGET
8002	**LIBRARY**	**2024**	**2025**	**2026**	**2027**
31100	GENERAL PROPERTY TAX	119,675	114,260	117,688	121,219
31130	RAMSEY COUNTY TAXES	189,170	204,911	207,639	210,754
33600	STATE GRANT REIMBURSEMENT	12,613	19,469	10,000	15,000
33620	TELECOMMUNICATIONS	798	798	798	798
33650	FEDERAL GRANT	-	-	-	-
36010	PRINTER SERVICES	1,785	1,642	1,500	1,500
36030	SALES	713	672	500	500
36040	LOST & DAMAGE ITEMS	825	689	500	500
36050	LIBRARY FINES	182	41	-	-
36060	NON-RESIDENT FEES	1,244	954	600	600
36065	LIBRARY CARD FEE	144	84	50	50
36066	COMPUTER USE FEE	80	13	100	100
36070	DONATIONS	1,633	580	1,000	1,000
36090	FOUNDATION SUPPORT	-	11,805	2,000	2,000
36100	INTEREST	5,423	7,838	1,000	7,000
36110	GRANTS	71,851	22,611	10,000	10,000
36230	INTER LIBRARY LOAN FEES	97	76	100	100
36900	MISCELLANEOUS	650	1,809	1,000	1,000
36990	REIMBURSABLE	-	149	400	200
700	**TRANSFER IN/OUT**				
39990	TRANSFERS IN	-	-	-	-
	TOTAL REVENUES	**406,883**	**388,400**	**354,875**	**372,321**
000	**LIBRARY EXPENSES**				
41100	PERMANENT SALARIES	101,962	145,463	158,355	117,504
41200	TEMPORARY SALARIES	71,186	42,342	39,950	69,000
41300	OVERTIME SALARIES	-	-	-	-
41400	COMPENSATED ABSENCES	-	-	-	-
42100	HEALTH INSURANCE	22,560	41,130	54,850	43,500
42200	FICA (6.2%)	10,735	11,471	12,295	11,563
42300	RETIREMENT (10.07%)	10,066	14,691	15,946	11,833
42350	MEDICARE (1.45%)	2,511	2,682	2,875	2,704
42400	WORKERS COMPENSATION	139	139	500	500
43110	AUDIT FEE	-	-	1,200	1,200
42500	UNEMPLOYMENT INSURANCE	-	-	-	-
43210	FIRE & TORNADO	2,042	2,042	2,000	2,100
43320	COMPUTER	-	-	2,900	-
43400	EDUCATION & TRAINING	2,684	3,122	4,000	5,000
43510	ELECTRICITY	9,924	9,376	11,000	10,000

43560	TELEPHONE	1,310	1,597	2,000	2,000
43570	HEAT	290	341	500	500
43600	OUTREACH AND PROGRAMMING	5,299	5,417	5,000	7,000
44040	GRANTS EXPENDITURES	51,792	24,576	5,000	10,000
44100	SUPPLIES & POSTAGE	9,296	9,188	10,000	10,000
44130	CHILDREN'S PROGRAMS	1,733	1,070	2,500	2,500
44200	OPERATION & MAINTENANCE	16,294	15,078	15,000	18,000
44250	BOOKS	8,776	7,594	9,000	10,000
44270	PERIODICALS	1,679	3,150	2,500	3,000
44290	CHILDREN'S BOOKS	4,304	3,968	5,000	6,000
44292	LOST & DAMAGED ITEMS	-	57	-	-
44300	BUILDING MAINTENANCE	56,476	2,618	3,000	-
44350	TECHNOLOGY	13,472	9,298	12,000	12,000
44370	ADULT A-V	2,028	2,094	2,000	2,000
44380	JUV A-V	175	511	1,000	2,000
44390	ECOLLECTIONS	5,154	4,129	5,000	5,000
44900	MISCELLANEOUS	1,161	545	1,000	500
44990	NEW LIBRARY FURNISHINGS	913	4,917	100	100
56401	LIBRARY OF THINGS	-	-	1,000	-
58410	SPECIAL ASSESSMENTS	-	315	-	-
700	**TRANSFER IN/OUT**				
43020	ADMINISTRATION (TO 1000)	1,200	1,200	1,200	1,500
58410	SPECIAL ASSESSMENTS	-	-		
58900	TRANSFERS OUT	-	-	-	-
	TOTAL EXPENDITURES	**415,162**	**370,122**	**388,672**	**367,004**
	REVENUE OVER (UNDER) EXP	(8,279)	18,278	(33,797)	5,316
	BEGINNING JANUARY BALANCE	89,738	81,459	99,737	65,940
	ACTUAL/ESTIMATED REVENUES	406,883	388,400	354,875	372,321
	ACTUAL/ESTIMATED EXPENDITURES	415,162	370,122	388,672	367,004
	ENDING DECEMBER BALANCE	81,459	99,737	65,940	71,257

	DESCRIPTION	ACTUAL	ACTUAL	FORECAST	BUDGET
2034	**ECONOMIC DEVELOPMENT**	**2024**	**2025**	**2026**	**2027**
31410	SALES TAX (7%)	303,144	302,026	308,980	308,000
700	**TRANSFERS IN/OUT**				
39990	TRANSFERS IN (1000)	-	-		-
	TOTAL REVENUE	**303,144**	**302,026**	**308,980**	**308,000**
41000	FORWARD DEVILS LAKE	50,000	50,000	50,000	50,000
41050	QUALITY OF LIFE INVESTMENTS	250,000	-	-	-
42000	DEVILS LAKE CHAMBER	25,000	25,000	25,000	25,000
42050	LRHC - ART STUDIO	12,000	18,000	20,000	18,000
55070	DL ANGLERS	-	-	10,000	10,000
700	**TRANSFERS IN/OUT**				
57410	LOAN POOL (TO 9201)	228,144	227,026	223,980	223,000
	TOTAL EXPENSES	**565,144**	**320,026**	**328,980**	**326,000**
	REVENUE OVER (UNDER) EXPENSE	**(262,000)**	**(18,000)**	**(20,000)**	**(18,000)**
	BEGINNING BALANCE	**353,574**	**91,574**	**73,574**	**53,574**
	REVENUE	**303,144**	**302,026**	**308,980**	**308,000**
	EXPENDITURES	**565,144**	**320,026**	**328,980**	**326,000**
	YEAR END BALANCE	**91,574**	**73,574**	**53,574**	**35,574**

	DESCRIPTION	ACTUAL	ACTUAL	FORECAST	BUDGET
9200	**JOB DEVELOPMENT AUTHORITY**	**2024**	**2025**	**2026**	**2027**
31100	GENERAL PROPERTY TAX	53,137	42,285	47,010	50,806
700	**TRANSFERS IN/OUT**				
39990	TRANSFERS IN/OUT	0	0	0	-
	TOTAL REVENUE	**53,137**	**42,285**	**47,010**	**50,806**
	EXPENSES				
43110	AUDIT FEES	7,500	0	0	-
44900	MISCELLANEOUS	16	18	0	-
57340	FORWARD DEVILS LAKE	51,937	53,800	55,414	50,000
700	**TRANSFER IN/OUT**				
43020	ADMINISTRATION (TO 1000)	0	0	0	-
58900	TRANSFER OUT (9200)	1,200	1,200	1,200	1,500
	TOTAL EXPENDITURES	**60,653**	**55,018**	**56,614**	**51,500**
	REVENUE OVER (UNDER) EXP	-7,516	-12,733	-9,604	-694
	BEGINNING JANUARY BALANCE	52,846	45,330	32,597	22,994
	ACTUAL/ESTIMATED REVENUES	53,137	42,285	47,010	50,806
	ACTUAL/ESTIMATED EXPENDITURES	60,653	55,018	56,614	51,500
	ENDING DECEMBER BALANCE	45,330	32,597	22,994	22,300

	DESCRIPTION	ACTUAL	ACTUAL	FORECAST	BUDGET

9201	LAKE REGION GROWTH FUND	2024	2025	2026	2027
36100	INTEREST	1,003	3938.43	-	-
36800	RENT	9,450	9450	-	9,450
36900	MISCELLANEOUS	4,731	25826.9	-	-
36950	PRINCIPAL PAYMENTS ON LOANS	138,654	28,809	41,000	56,638
36960	INTEREST PAYMENTS ON LOANS	38	405		200
700	**TRANSFER IN/OUT**				-
39930	SALES TAX TRANSFER (FROM 2034)	228,144	227,026	223,980	223,000
39990	TRANSFER IN	-	0	-	-
	TOTAL REVENUES	**382,020**	**295,456**	**264,980**	**289,288**
	EXPENSES				
43120	LEGAL FEES	-	0	-	-
43170	ADMINISTRATION FEES	350	2,540	500	500
43600	PUBLISHING & PRINTING	-	0	-	-
44900	MISCELLANEOUS	2,785	35,032	10,000	5,000
56280	REAL ESTATE TAXES	-	0	-	-
57330	INTEREST BUYDOWN (PACE)	62,098	33,246	70,000	80,000
57380	AFFORD HOUSING INTEREST BUYDOWN	6,324	2,492	6,200	6,500
57440	FACADE LOAN POOL	24,200	40,000	30,000	30,000
57490	LOANS THIS YEAR	-	10,000	25,000	30,000
57860	MINI GRANT DEV. EXP.	-	0	-	-
56320	LAND PURCHASE	-	0	-	-
57500	2020 PROGRAM	44,322	26,202	20,000	30,000
57510	BUSINESS TRAINING	11,463	0	10,000	10,000
57520	RWIP	50,000	20,000	31,000	31,000
57530	SPONSORSHIPS	130,000	50,000	50,000	50,000
57540	LOAN GUARANTY	-	0		-
58010	GRANTS THIS YEAR	-	0	-	-
700	**TRANSFER IN/OUT**				
43020	ADMINISTRATION (TO 1000)	1,200	1,200	1,200	1,500
57830	HANGAR LEASE SUBSIDY (TO 8015)	-	0	-	-
55100	CITY BEAUTIFICATION (TO 8008)	10,000	10,000	10,000	10,000
58410	SPECIAL ASSESSMENTS	-	0	-	-
58900	TRANSFER IN/OUT	0	0	-	-
	TOTAL EXPENDITURES	**342,741**	**230,712**	**263,900**	**284,500**
	REVENUE OVER (UNDER) EXP	39,278	64,744	1,080	4,788
	BEGINNING JANUARY BALANCE	512,211	551,489	616,233	617,313
	ACTUAL/ESTIMATED REVENUES	382,020	295,456	264,980	289,288
	ACTUAL/ESTIMATED EXPENDITURES	342,741	230,712	263,900	284,500
	ENDING DECEMBER BALANCE	551,489	616,233	617,313	622,101

423 6th St NE
Devils Lake, ND
701-662-7600
www.dvlnd.com

MEMORANDUM

To: Devils Lake City Commission

From: Rob Johnson, Interim City Auditor/City Assessor RJ

Date: July 27, 2026

Re: 2027 Budget

Mayor Moe and City Commissioners,

I am proposing the following for the continued discussion and, ultimately approval of the 2027 preliminary budget:

- Special Meeting at 4:30 PM on Monday, August 3rd, 2026, leading up to the regular meeting at 5:30 PM.
  - General Fund Review
- Special Meeting on Wednesday, August 5th at 12:00 PM (noon)
  - Enterprise Fund Review
  - Potential approval of Preliminary Budget
- Special Meeting on Friday, August 7th at 12:00 PM (noon) (if necessary)
  - Approval of Preliminary Budget

It is anticipated that there will be further adjustments needed to the budget before final approval is made. Here is the proposed timeline for meetings:

- Regular Meeting on Monday, September 21, 2026, at 5:30 PM
  - Public Hearing on 2027 Budget
- Regular Meeting on Monday, October 5, 2026, at 5:30 PM
  - Final 2027 Budget Approval

There may be a need to have additional special meetings as we work through to the final 2027 budget. Those will be scheduled as necessary when it is identified that there is a need for a special meeting.

Date: July 24, 2026

To: President Moe and City Commissioners

From: Michael Grafsgaard, City Engineer/Public Works Director MEG

Re: Authorize Request For Proposals – New Residential Refuse Containers

City Staff is continuing to work toward completion of the automated residential garbage collection system. The automated collection truck has been ordered and is expected to be in service this fall.

The next essential piece of the automated collection system is the purchase of refuse containers that are designed to be used with the automated collection truck.

To facilitate purchase of the refuse containers, the attached Request For Proposals (RFP) was developed. This process will allow a Committee to review several selection criteria (not just price) to obtain the best refuse container option for the City.

To meet advertisement timeframes, I recommend the City Commission authorize advertisement of the RFP. Additional information related to how the transition to automated collection will work, the specific number and size of refuse containers that will be ordered, and other specifics related to automated residential garbage collection will be discussed during upcoming budget meetings.

MICHAEL GRAFSGAARD, CITY ENGINEER/PUBLIC WORKS DIRECTOR
DEVIN GATHMAN, ASSISTANT CITY ENGINEER
HELEN CARLSON, ENGINEERING ADMIN TECH

devils lake
Sanitation

Request for Proposals
New Residential Refuse Containers

CALL FOR PROPOSALS

Sealed proposals will be received by the City of Devils Lake Public Works Department until 12:00 noon on August 21, 2026, at 423 6th St NE, Devils Lake, ND, for "Proposals for New Residential Refuse Containers". Proposals will be reviewed by the Sanitation Selection Committee and recommendation of award provided to the City Commission for approval.

Proposal information may be obtained from the office of the City Engineer, 423 6th St NE, Devils Lake, ND. 701-662-7600, ext 2. The Board of City Commissioners reserve the right to reject any or all proposals, to waive technicalities, or to award the proposal that is deemed in the best interest of the City.

Each proposal must be labeled on the outside of the envelope with the following:

1. Name of the Person or Firm submitting proposal.

2. Must be marked "Proposal for New Residential Refuse Containers".

Dated at my office this 28th day of July, 2026.

Rob Johnson
City Auditor

For legals: 7-30-26, 8-6-26, 8-13-26

City of Devils Lake
Request for Proposal

The City of Devils Lake Public Works Department is requesting proposals for New Residential Refuse Containers that will be used for garbage collection within the City of Devils Lake, ND. Sealed proposals will be received by the City of Devils Lake City Engineer/Public Works office at 423 6th St NE, Devils Lake, ND 58301, until noon on August 21, 2026, for the purpose of evaluating container construction quality, cost, wind stability, service, warranty, and other items included with the proposals received. Upon completion of the evaluation by the Selection Committee, an order for the New Residential Refuse Containers may be placed by September 9, 2026.

CITY OF DEVILS LAKE RIGHTS

The City reserves the right to adjust or cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. The City, by this RFP, does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Proposer, to reject any provisions in any proposal, to modify RFP contents, to obtain new proposals, to negotiate the requested services and contract terms with any Proposer, or to proceed to adjust the purchase contract as necessary for the City's best interest.

The City hereby notifies all Proposers that it will affirmatively ensure that in regard to any contract entered into, pursuant to this request, minority business enterprises will be afforded full opportunity and are encouraged to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. The City reserves the right to accept or reject any and all bids that is in the best interest of the City. All questions and inquiries will be addressed to:

Mike Grafsgaard
City Engineer/Public Works Director
423 6th St NE
Devils Lake, ND 58301
Email: mikeg@dvlnd.com
Phone: (701) 662-7600 ext 2
Fax: (701) 662-7612

Corey Erickson
Sanitation Supervisor
423 6th St NE
Devils Lake, ND 58301
coreye@dvlnd.com
(701) 662-7624
(701) 662-7612

RESIDENTIAL REFUSE CONTAINER SPECIFICATIONS

1. GENERAL

It is the intent of this specification to provide for the purchase of approximately 2,200 new residential refuse containers that will be dumped weekly by an automated refuse truck used by the Devils Lake Sanitation Department (DLSD). The current automated truck is a Labrie Expert Dual Helping Hand Refuse Truck, but cans shall work with multiple automated garbage collection vehicles. Waste containers shall also have the ability to be dumped by the use of tippers placed on the back of the City's rear load garbage trucks.

The DLSD has evaluated different styles of roll out waste containers and has determined that this published Request for Proposals (RFP) is best suited for the DLSD needs in terms of quality and features. The following specifications shall not be interpreted as restrictive, but rather as a measure of quality and performance against which all roll out waste containers will be measured. The City will consider proposals for both rotational molded and injection molded containers. Blow molded containers will not be considered.

In comparing proposals, comparison will not be confined to price only. The successful Proposer will be one whose product is judged as best serving the interests of the DLSD when price, product, quality, warranty, service, and delivery are considered. The City also reserves the right to reject any or all proposals or any part thereof, and to waive any minor technicalities. If a contract is awarded, it will be given to the Proposer submitting the proposal the selection committee feels is in the best interest of the City based on this RFP.

Containers proposed herein shall consist of a body, handle, lid, wheels, axle, lift bar, RFID tag and all necessary markings and accessories. The containers shall meet the requirements of ANSI Z245.30-2008 and ANSI Z245.60-2008 (Type B and G containers) standards. The containers shall meet the ANSI Appendix D Test for "Loading and Unloading Test for Carts" that requires 520 dump cycles under the containers full rated load performed for both full automated grab arm and semi-automated cart lifter. All ANSI certifications shall be submitted with the proposal.

2. EQUIVALENT PRODUCT

Proposal specifications were developed based on information obtained from several refuse container manufacturers. Proposals will be accepted for consideration on any container that is equal or superior to that specified. Decisions of equivalency will be at the sole interpretation of the selection committee. A blanket statement that equipment proposed will meet all requirements will not be sufficient to establish equivalence. An original manufacturer's brochure of the proposed product is to be submitted with Proposal, along with information from Proposer showing container meets requirements/specifications and noting any deviations from specifications.

3. MATERIALS

A. **Plastic** – Plastic materials used to manufacture the containers shall be 100% recyclable. Plastic resins shall be high-density polyethylene supplied by a national petrochemical producer. Percentage of virgin material vs PCR material to be certified by vendor's upper management. Preference will be given to suppliers using higher amounts of virgin materials.

B. Hot Melt Compounding – Hot melt compounding processes shall be used to ensure thorough distribution of plastic resin and additives. The manufacturer shall certify that all plastic resin and additives are blended utilizing a hot melt process.

C. Color Pigment/Ultraviolet Inhibitor – Containers shall be stabilized with color pigment and an ultraviolet inhibitor (min. 2% by weight) that is hot-melt blended into resin.

4. CONTAINER CONSTRUCTION

Sample containers of each size shall be provided to City for committee to test and review.

A. Capacity – Container body capacity, excluding lid, shall generally conform with the following (US Gallons):

Medium – 65 gallons (+/- 5%)
Large – 96 gallons (+/- 5%)

If the size differs from that listed above, the Proposer shall specify the exact size offered.

B. Dimensions – Exterior dimensions shall generally conform with the following:

Medium (65 gallons)	Height – 42", Width – 26", Depth – 27"
Large (96 gallons)	Height – 45", Width – 30", Depth – 35"

C. Load Rating - Containers must be designed to regularly receive and dump the following pounds of waste materials, excluding the weight of the container, without permanent damage or deformation. The load rating must conform with ANSI Standard Z245.30-2008.

95 Gallon – 332 pounds
65 Gallon – 227 pounds

Proposer must submit its normal printed color sales brochure which shows the exact product item included in proposal and the corresponding load rating. Load rating stated on literature must match all specifications, ANSI certification submitted with proposal, and the load rating permanently marked on the product.

D. Body – The container body shall include an upper rim sufficient for the lid to create a tight seal between the body and lid when closed. The interior surface shall be smooth and free from defects, obstructions, projections, recesses, etc. that could retain refuse.

E. Wall – The minimum wall thickness of the body shall be no less than .150 inches.

F. **Lid** – The lid shall be manufactured from the same material as the body and configured to not warp, bend, slump or distort to the extent that it no longer fits the body properly. The lid shall be watertight and promote drainage off the lid and away from the container. Lid latches are not acceptable. Lids shall open a minimum of 270 degrees from the closed position.

G. **Bottom** – The bottom of the container shall have a molded-in wear strip for reinforcement and be impact resistant.

H. **Wheels** – The wheels shall be extra high strength polyethylene able to support 200 pounds per wheel. Wheels shall be 10-inch diameter and retained on the axle with a snap-on assembly.

I. **Axle** – The axle shall be rust resistant, tempered, rolled solid steel fully supported by cart body. Axle must slide through molded-in plastic journals in the cart bottom and shall not be exposed to refuse inside of container.

J. **Handle** – The handle shall be molded-in as part of the container body. Bolt on handle mounts or bolt on handles are not acceptable. The handle shall provide a comfortable gripping area for either pulling or pushing the container.

K. **Automated Arm Lifting/Semi-automated Tipping System** – The container shall be capable of being lifted/dumped by either an automated arm or semi-automated tipper. The container shall be equipped with attachment points which make it compatible with standard American semi-automated bar-locking lifters and fully-automated arm lifters. The lower lift bar shall be galvanized steel and factory installed.

L. **Stability** – The containers shall be stable and not blow over in winds averaging 30-43 mph, either loaded or empty. Certified wind tunnel testing and slope stability results shall be provided with proposal. Containers shall be easy to tilt and roll while keeping both feet on the ground (loaded and unloaded).

M. **Replacement Parts** – Vendors shall provide a list of replacement parts for each model container including unit pricing. Since the City will be utilizing multiple sized containers, preference will be given to vendors utilizing interchangeable parts on all sized containers, thus reducing replacement parts inventory.

N. **Color** – Cart color shall be dark green or black. Vendor shall submit samples of all available colors and finishes in green or black color scheme.

5. CONTAINER MARKINGS

A. **City Logo** – The City of Devils Lake logo shall be white or black (to contrast with the container) and hot stamped onto each side of the container body.

B. **Serial Number** – The container shall have RFID technology and a serial number hot stamped onto the front side of the container body. Serial numbers shall be in sequence beginning with a number designated by the City and preceded by a letter or number code designating year of manufacture.

C. **User Instructions** – The container shall have placement instructions hot stamped onto each lid (graphics to be determined at time of order).

6. EXPERIENCE AND REFERENCES

A. **Experience** – The Proposer shall include the number of years the manufacturer has produced containers for automated and semi-automated refuse collection. The manufacturer shall have at least 5-years of experience.

B. **References** – Proposer shall include a list of municipality references currently using the proposed containers with preference given to those municipalities in the Upper Midwest and cold climates similar to Devils Lake, ND.

7. ASSEMBLY AND DELIVERY

Proposer is responsible for assembly and delivery of all carts. Upon completion of delivery, Proposer shall provide the City with a complete listing of container serial numbers matched to an RFID number and street address/GPS location of each container. This information will be uploaded to a yet to be selected service verification/asset management software system. Proposer will be required to distribute the appropriate size and number of refuse containers to all addresses provided by the City. Once delivered, Proposer shall provide information to City showing which cart sizes, number and serial numbers were delivered to each address. A select amount of additional carts not delivered for immediate use will be unloaded at the City Sanitation Department.

8. WARRANTY

Proposer shall submit warranty documentation with the proposal. Warranty shall include no-charge replacement of any container that fails in materials or workmanship for a period of at least 10 years from the date of delivery.

Warranty shall include the following coverage:

- Failure of body and lid to maintain original shape
- Damage or cracking of body through normal operation
- Failure of closed lid to prevent rainwater from entering when closed
- Damage to any part of container through lid opening and closing
- Failure of wheels to operate as originally designed
- If vendor is owned by another company, the owning company must accept full financial responsibility for the warranty. Vendor shall submit a formal statement from the owning entity stating its commitment to the vendor's warranty, signed and notarized by a duly authorized agent of the owning company

9. RFID USE

Proposer shall provide information related to RFID readers, equipment and technology compatible with Proposer's RFID tags. City understands readers can range from a simple hand held reader to GPS truck mounted equipment that can provide real time container location and dumping information. Information provided may be Proposers equipment and technology or third party vendors. Provide information related to other Cities using such technology and information related to cost for implementation.

10. MANUALS:

Containers shall be supplied with assembly instructions, parts lists, and assembly tools lists.

11. EXCEPTIONS AND DEVIATIONS

Proposer shall fully describe every variance, exception and/or deviation from specification. List the item number here and fully explain any items in non-compliance with specification. Additional sheets may be used if required.

12. EVALUATION CRITERIA

The Sanitation Selection Committee will review each Proposer's submittal and rank each Proposer's proposal based on the following evaluation criteria. The review process and ranking will include review of refuse container samples provided by the Proposer.

The proposals will be evaluated by the Sanitation Selection Committee relative to the following general criteria:

1. **CONTAINER CONSTRUCTION** – Proposer shall provide all specifications and ANSI certifications. Material make-up certifications including percentage of virgin material used, color samples of container and logo, and replacement parts list. Sample cart review of quality by Selection Committee. (30 pts)

2. **PRICING** – Insert proposal sheet along with any other relevant information or exceptions. (20 pts)

3. **EXPERIENCE AND REFERENCES** – Provide company background information, experience and qualifications related to this project. If company is working through a local vendor, provide background and experience on the local distributor. Provide municipality references using proposed refuse containers in cold climate regions. (15 pts)

4. **WARRANTY** – Warranty coverage, length and ease of obtaining warranty coverage will be reviewed. References may be used to evaluate consumer warranty. (15 pts)

5. **ASSEMBLY AND DELIVERY** – Vendor will provide references of at least (5) five deliveries of similar or larger size completed within the last (5) five years utilizing RFID technology and providing documented accuracy percentages. (10 pts)

6. **WIND STABILITY** - Certified wind tunnel testing and slope stability (if available) results shall be provided for both size containers with the proposal. (10 pts)

Each Proposal will be evaluated on the basis of values assigned to the above factors. The Proposer ranked highest through the selection process will be notified by phone and all others by email. It is anticipated that a recommendation of award will be approved by Devils Lake City Commission in September of 2026.

City of Devils Lake
Proposal Sheet
New Residential Refuse Containers

Description	Quantity	Unit	Unit Price	Total Price
*Medium Container – 65 gal	1,000	Ea.	$________	$__________
*Large Container – 95 gal	1,200	Ea.	$________	$__________
**Assembly/Delivery Fee	2,050	Ea.	$________	$__________
TOTAL				$__________

Check one:

☐ Rotational Molded

☐ Injection Molded

Proposed lead time (from order date) ____________

Proposer Name ________________________________

Authorized Signature ________________________________

Printed Name of Authorized Agent ________________________________

Title/Date ________________________________

* Container pricing shall be FOB Devils Lake Sanitation Department

** Assembly/Delivery pricing shall be per container delivered to City residence

*** City is Tax Exempt. Tax Exempt Certificate will be provided.