

Tuesday, September 8, 2026

5:30 pm CST

City Commission Agenda

Meeting Items

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Minutes – August 17, 2026
- 4) Approval of Minutes – September 2, 2026 Special Meeting

Awards and Proclamations

- 1) Years of Service – Nickolas Holter (10 years with Police Department)
- 2) Years of Service – Mike Grafsgaard (25 years with Engineering Department)

Public Hearings – 5:30 PM

- 1) Planned Unit Development – Devils Lake Police Department Training Area

Bid Openings – 5:30 PM

Visitors or Delegations

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

- 1) Lake Region Community Shelter – Brenda Bergsrud

Commission Portfolios

Old Business

- 1) Sanitation Rates for Residential Automated Collection
- 2) Vacant City Administrator / City Auditor Position

Consent Agenda

New Business

- 1) First Reading – Ordinance #1043 – Section 17.76.030 – Signs
- 2) First Reading – Ordinance #1044 – Section 17.78.070 – Time Limit
- 3) Request to Declare Surplus – Lots 6 & 7 Block 5 Roundhouse Sub
- 4) Pay Estimate #4 – Curb, Gutter and Sidewalk

Citizen Comment

The Devils Lake City Commission will convene in Executive Session this meeting on September 8, 2026 to discuss possible legal action related to a loan agreement with North Dakota Petroleum Equipment, Inc.

Informational Items

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

This Commission meeting can be viewed live or on replay via YouTube at the following link:
<https://www.youtube.com/live/MyAeThaq6BQ>

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

**MEETING MINUTES OF THE CITY COMMISSION
OF THE CITY OF DEVILS LAKE, ND
AUGUST 17, 2026**

The regular meeting of the Devils Lake City Commission was held on August 17, 2026, with the following members present: President Moe and Commissioners Hach, Knowski, Uhlenkamp, and Pierce.

MEETING ITEMS

- 1) Call to Order
- 2) Approval of Minutes – August 03, 2026

Commissioner Hach made a motion to approve the minutes of the August 03, 2026 meeting. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

- 3) Approval of Minutes – August 03, 2026 - Special Meeting

Commissioner Pierce made a motion to approve the minutes of the August 03, 2026 special meeting. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously.

- 4) Approval of Minutes – August 05, 2026 - Special Meeting

Commissioner Pierce made a motion to approve the minutes of the August 05, 2026 special meeting. Commissioner Hach seconded the motion, and the motion was approved unanimously.

AWARDS AND PROCLAMATIONS

PUBLIC HEARINGS – 5:30 PM

BID OPENINGS – 5:30 PM

VISITORS OR DELEGATIONS

COMMISSION PORTFOLIOS

Commissioner Pierce said that the new business application is informational so that we are aware of what is coming to town. The attached document is for review, and he said he would take any feedback.

Commissioner Pierce said that he was questioned about the e-bike ordinance that is being worked on. A community member contacted him regarding e-bikes on walking paths and wondering if they were allowed on bike paths.

As of Tuesday, September 8th, nuisances must be reported online only. The following day, the police department will hand documents out to individuals.

He also said that he is working with the Fire Department on dates to get the banners downtown taken down. He said that for next year they have 25 out of 100 applications filled out.

Commissioner Uhlenkamp – The Public Works Director said that the Street Department is out working on school areas to make sure painting is done. They are also working with the Lake Access Committee on a couple of things. Highway 19 is getting stairs going down the rocks, so that people who are not comfortable climbing the rocks can get to the lake safely. The mosquito counts are currently low, and to date we have sprayed 19 times.

President Moe said that it was brought to his attention that we did not explain ourselves very well when it came to the Cemetery and removing more flowers that we were supposed to after Memorial Day. President Moe explained what happened and said that the flowers were set aside and can be picked up. He apologized on behalf of the city for this happening, and we are hopeful that this will not happen again.

Commissioner Hach – The Police Chief said battle of the badges was last week, and they had a good turnout. He thanked Corporal Rixen and Officer Rodriguez for everything they did for this event. He also said that they have two officers going to a training at LRSC at the end of the month.

The Public Works Director said that the Sanitation Department is advertising RFP's for refuse containers. Proposals are due on August 21st, 2026. A selection committee will evaluate the proposals based on the criteria. The Public Works Director went through the process and information that needs to be sent out to the residents.

The City Engineer said that there is signage showing up on the south side and this is for the mill and overlay project.

The Airport Manager said that they had another record month. He also said that bags cannot be left unattended at the airport. He said if this happens, law enforcement will be contacted to confiscate the bags.

Commissioner Knowski – The Public Works Director said that in April the Commission tabled the purchase of two vehicles for the Utility Department that was budgeted for in the equipment replacement plan. Commissioner Knowski said that both vehicles are not being asked for and they are looking to purchase one. Commissioner Hach made a motion to approve the purchase of one (1) vehicle for the Utility Department. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously on a roll call vote.

The City Assessor said that last week was the Board of Equalization meeting in Bismarck. He was in Dickinson for a conference, so he attended virtually. He said that there were no appeals at the state level. He did identify a concern for residential evaluations from 2025 that he needs to look into a little more and talk with the County.

He also said that we had aerial imagery done in 2024 and that he planned on putting this in the budget for 2027 but pulled it out due to where we are. The County is also looking to get this done and looking at moving forward in 2027. He said that he has had conversations with

the County and EagleView and they would be willing to have our portion of this paid out over two years – 2028 and 2029. He said that this is very beneficial, especially for properties that he is unable to get onto to.

The Interim City Auditor said that we have the policy revision coming up. Once department heads review, the policy review committee will get together and then the City Commission will review.

We still do not have the 2022 audit report, but after talking with our auditor we should have this by the next meeting on September 8th.

He also mentioned that the dual role is not going to be sustainable, so it was mentioned that discussions should start on where the Commission wants to go. Commissioner Pierce said that they will need to look at the options. Commissioner Hach mentioned that a full-time Human Resource is something he would like to see.

The City Attorney said that he does not have anything to report.

President Moe said that on Wednesday at 4:00pm there is a ribbon cutting ceremony at Prairieview. He also said that there is a TREX event from 7-9pm at The Shores and he encouraged the Commission and community to attend.

OLD BUSINESS

1) Second Reading – Ordinance #1041 Section 17.76.030 – Signs

Commissioner Pierce made a motion to approve Ordinance #1041 Section 17.76.030 – Signs. Commissioner Hach seconded the motion, and the motion was approved unanimously.

2) Second Reading - Ordinance #1042 Section 17.76.040 – Accessory Buildings

Commissioner Uhlenkamp made a motion to approve Ordinance #1042 Section 17.76.040 – Accessor Buildings. Commissioner Pierce seconded the motion, and the motion was approved unanimously.

CONSENT AGENDA

NEW BUSINESS

CITIZEN COMMENT

INFORMATIONAL ITEMS

1) July 2026 Financial Report

LIST OF BILLS

The City Attorney explained the current invoice that was received by Traynor Law Firm. Discussion continued on the Traynor Law Firm invoice for July. Commissioner Pierce made a motion to pay half, which is \$10,138.52, to Traynor Law Firm. Commissioner Knowski seconded the motion, and the motion was approved unanimously on a roll call vote.

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

ROB JOHNSON
INTERIM CITY AUDITOR/CITY ASSESSOR

JIM MOE
PRESIDENT OF CITY COMMISSION

**MEETING MINUTES OF THE CITY COMMISSION
OF THE CITY OF DEVILS LAKE, ND
SEPTEMBER 02, 2026**

The special meeting of the Devils Lake City Commission was held on September 2, 2026, with the following members present: Commissioners Hach, Knowski, and Pierce. President Moe and Commissioner Uhlenkamp were absent.

MEETING ITEMS

- 1) Call to Order
- 2) Residential Refuse Container Proposals

The City Engineer said that we received five (5) proposals for refuse containers. The selection committee, which consisted of Commissioner Hach, the sanitation supervisor, and the City Engineer. Proposals were evaluated based on the container construction, pricing, experience and references, warranty, assembly and delivery. The two refuse containers that stood out among the rest were Toter, LLC and Rehrig Pacific Company. The price difference between Toter, LLC and Rehrig Pacific Company was approximately \$20,000, with Toter LLC being more expensive. Discussion continued on the refuse containers. Commissioner Pierce made a motion to go with Toter LLC for refuse containers and have the City Engineer go into contract with Toter LLC. Commissioner Knowski seconded the motion. The City Engineer said with that motion, we will enter into contract with Toter LLC, up to \$145,000. The Sanitation Supervisor said that the truck is expected to be here in October. The motion carried unanimously on a roll call vote.

- 3) Residential Rates and Fees for Automated Collection

The City Engineer communicated that we will be offering two difference sized cans – 65 gallon and 95 gallons. Based on information from the suppliers, 65 gallon cans hold 4-5 (13 gallon) kitchen bags and 95 gallon cans hold 5-7 bags. He said that some cities offer just a 95 gallon can. It was mentioned that nearly half of our residential users are able to get away with one (1) 32 gallon can dumped once a week and many living on fixed incomes. If an individual is currently using one 32 gallon can, they will receive a 65 gallon. If an individual is using more than one 32 gallon can, they will receive the 95 gallon can. A resident is allowed to change their can size without charge once within 90 days after the new cans are delivered. After 90 days, a \$30 per can size exchange will be required. It was mentioned that recycling may go away in the future and this may cause less room in residential cans as recyclables take up more volume. It was also mentioned that the blue bag program for extra garbage continues and that we adjust the rates and fees for these bags. A 15 gallon bag would increase from \$1 to \$2 per bag and the 30 gallon would increase from \$2 to \$4 per bag. Discussion continued on rates and fees for sanitation. Commissioner Pierce made a motion to table residential rates and fees

for automated collection until the Commission Meeting on September 8th. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

4) Next Steps to Automated Residential Garbage Collection

The City Engineer said that we will be working with the City Attorney to update the ordinance. He also said that a public information campaign still needs to be put out to the public.

ROB JOHNSON
INTERIM CITY AUDITOR/CITY ASSESSOR

JIM MOE
PRESIDENT OF CITY COMMISSION

devils lake

Planning Commission

Date: September 4, 2026

To: President Moe and City Commissioners

From: Helen Carlson, Planning Commission Secretary

Re: Change in zoning

The Devils Lake Planning Commission took action at their August 27, 2026 meeting to recommend approval of a change in zoning from agricultural to PUD for the Police Department training range contingent upon City Commission approval for a temporary structure.

PLANNED UNIT DEVELOPMENT DISTRICT

Purpose.

This planned unit development district is intended to be used for Devils Lake Police Department activities and uses.

Permitted uses.

- A. Police department gun range training.
- B. Police department evidence storage in shipping containers.
- C. Police department outdoor impound lot.
- D. Gun range equipment storage in shipping containers.
- E. Fencing for secure storage.

Conditional uses.

None

Yard requirements.

- A. Minimum 50' Rear Setback
- B. Minimum 50' Side Setbacks for Single Units
- C. Minimum 50' Front Setbacks

Building height.

The building height requirement in C-HWY district shall be subject to the provisions of the airport ordinance.

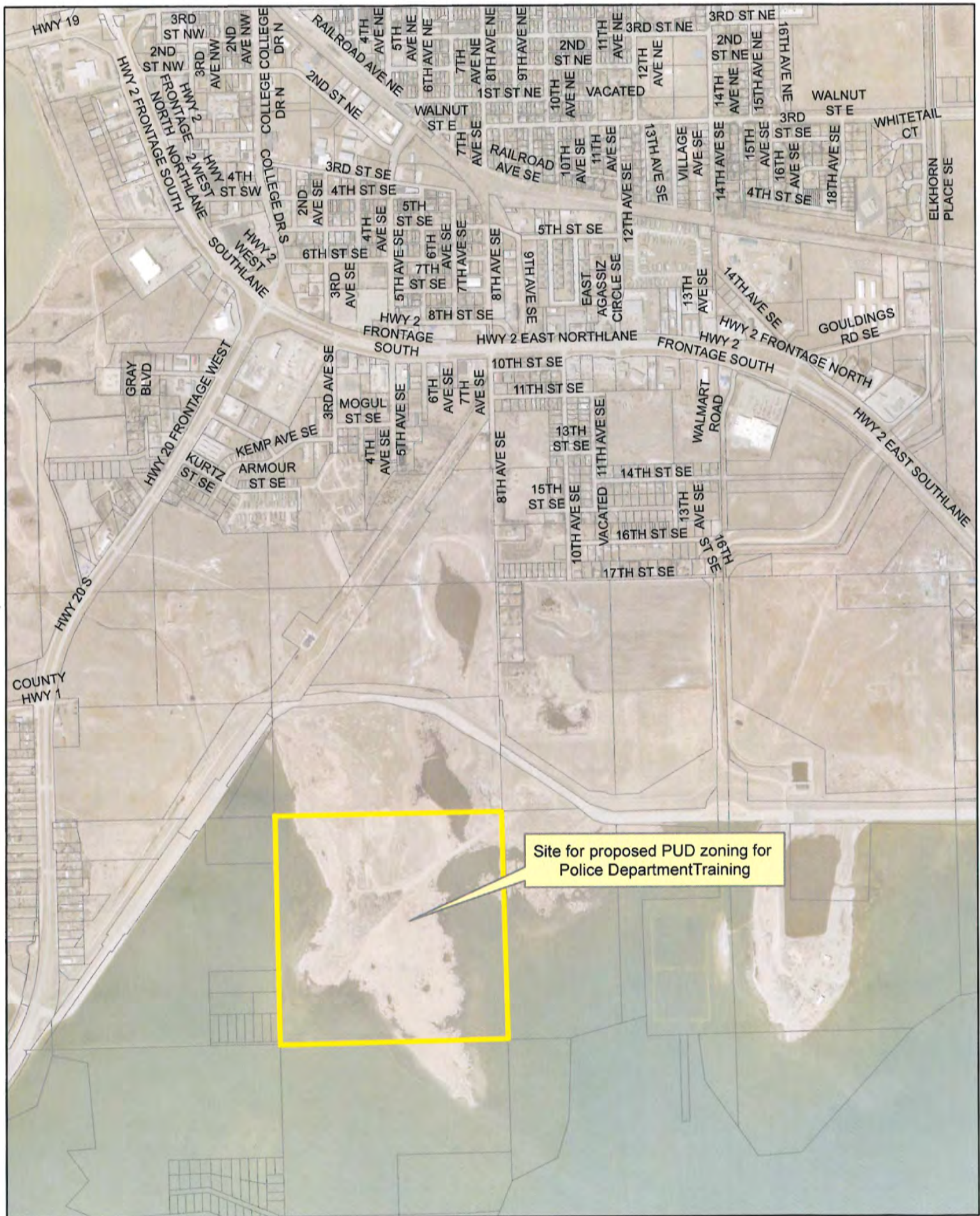
(Ord. 827 (part), 1999)

Parking.

All parking will be on the property.

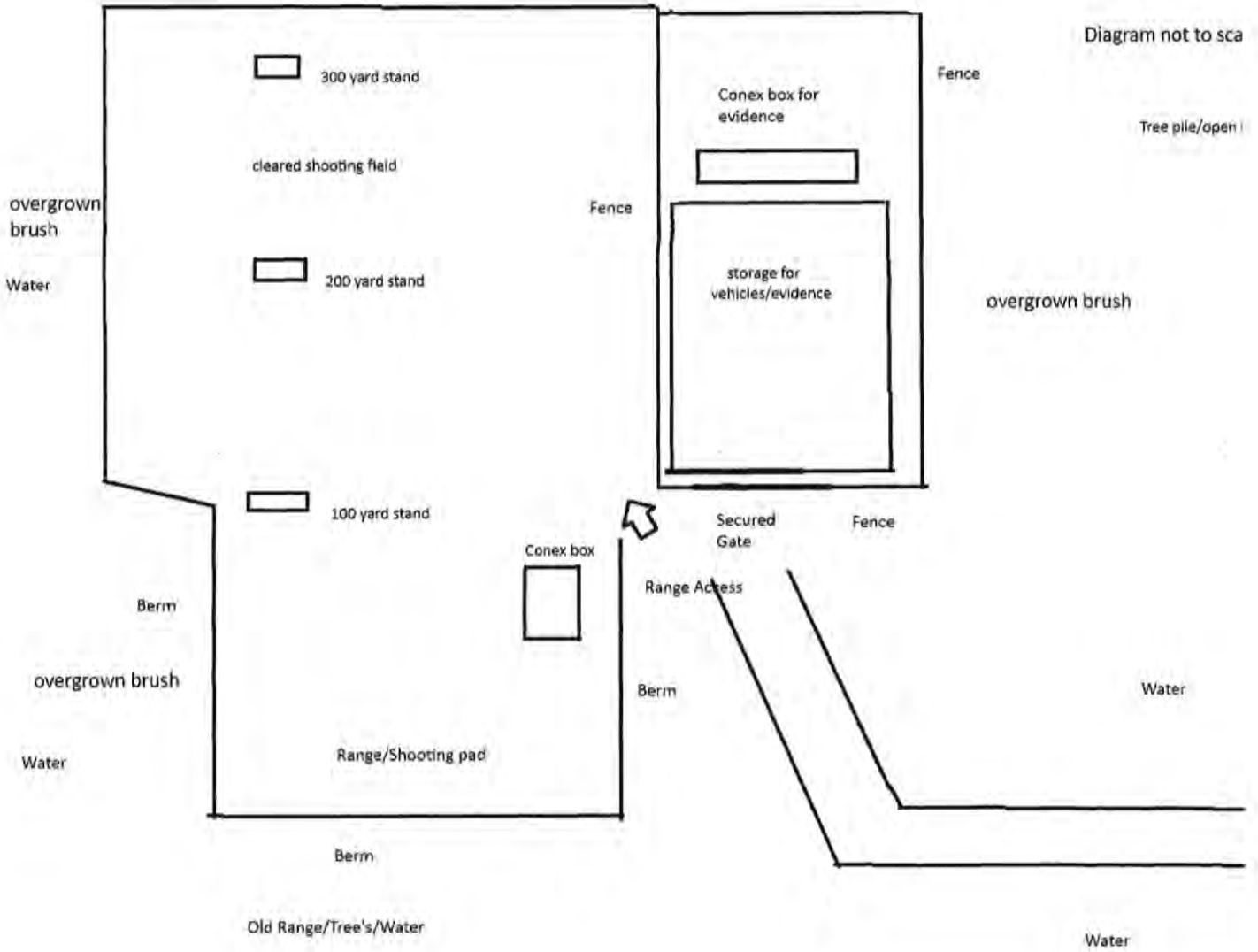
Signs.

For signs in this PUD district the provisions of Section 17.76.030 shall apply.



Site for proposed PUD zoning for
Police Department Training

Devils Lake Police Department PUD zoning layout
8-25-26



Notice of Public Hearing

The Devils Lake Planning Commission will hold a public hearing on August 27, 2026, 7:00 am, City Office, 423 6th St NE, Devils Lake, ND, to review a request for a change in zoning from agricultural to PUD (Planned Unit Development) for the Devils Lake Police Department Training area on Section 10, T153, 64W (south of the water treatment plant). If special accommodations are needed, please contact city office.

Documents relating to the request are on file in the office of the City Engineer and may be viewed during regular working hours.

for legals: 8-20-26

Notice of Public Hearing

The Devils Lake City Commission will hold a public hearing on September 7, 2026, 5:30 pm, City Office, 423 6th St NE, Devils Lake, ND, to review a request for a change in zoning from agricultural to PUD (Planned Unit Development) for the Devils Lake Police Department Training area on Section 10, T153, 64W (south of the water treatment plant). If special accommodations are needed, please contact city office.

Documents relating to the request are on file in the office of the City Engineer and may be viewed during regular working hours.

for legals: 8-20-26, 8-27-26

Dear Mayor and City Commissioners,

On behalf of the Lake Region Homeless Shelter, I respectfully request that the City of Devils Lake include funding in the amount of \$8,000.00 in its 2027 budget to support shelter operations and services for individuals experiencing homelessness in our community.

The Lake Region Homeless Shelter provides a safe, sober-free facility for people who need immediate stability and support. In addition to emergency shelter, the program provides case management that connects guests with counseling resources, employment assistance, and help identifying and securing permanent housing. These services help individuals address the underlying challenges that often contribute to housing instability and reduce the likelihood of repeated crisis situations.

Providing local funding for shelter services is also a responsible and cost-effective investment. Supporting a person through shelter and case management is far less costly than relying on incarceration or emergency response systems when individuals have nowhere safe to go. Preventing homelessness-related crises helps preserve public resources while promoting safety, dignity, and long-term stability for residents.

The requested \$8,000.00 allocation would help the shelter continue providing essential services to vulnerable community members while supporting the City's broader goals of public safety, fiscal responsibility, and community well-being. We appreciate the City of Devils Lake's consideration of this request and its continued commitment to strengthening the Lake Region.

Sincerely,

Brenda Bergsrud, Director

Lake Region Homeless Shelter

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



To: President Moe and City Commissioners

From: Michael Grafsgaard, City Engineer/Public Works Director



Date: September 1, 2026

Re: Residential Sanitation Rates for Automated Collection

As part of the transition to automated residential garbage collection, the City will supply residents with cans specifically designed to work with the automated collection process. The City will offer residents a choice of two different sized cans – 65 gallon and 95 gallon. Based on information from suppliers, 65 gallon cans hold 4-5 full (13 gallon) kitchen bags and 95 gallon cans hold 5-7 bags.

Some public works directors from cities that have used automated collection for some time have recommended to me that the City offer just one size can (95 gallon), as they have seen many residents transition to the larger can over time and the larger cans are more stable in the wind. In addition, there is significant uncertainty in the City recycling program continuing (other than cardboard). Therefore, residents currently getting by with a 32 gallon can because they recycle glass, aluminum, plastic and tin, may require a larger can if recycling is discontinued.

However, based on nearly half of our residential users being able to get by with 1-32 gallon can dumped each week and many living on fixed incomes, I believe we need to offer a 65 gallon option. Cans smaller than 65 gallon are easily tipped over with the wind and will not be offered.

Currently it is envisioned that residents that pay for 1-32 gallon can dumped each week (approximately 960 accounts) will be automatically transitioned to a new 65 gallon can. Those residents that currently pay for 2-32 gallon cans (approximately 840 accounts) and 3-32 gallon cans (approximately 85 accounts) will be transitioned to 1-95 gallon can. Four and five can users will be provided 2-95 gallon cans and six and seven can users will be provided 3-95 gallon cans. Based on this transition, 960 – 65 gallon and 1,000 – 95 gallon cans are needed.

With the unknowns related to final can size residents will want, the competitive pricing offered, and shipping costs related to future can purchases, I recommend we purchase 15% additional 65 cans and 25% more 95 gallon cans. Total count would be 1,100 – 65 gallon cans and 1,250 – 95 gallon cans.

We will work to make residents aware of this transition plan through newspaper, radio, City website, our public works Facebook page, and other means available. Residents that request something different to the proposed plan will be accommodated to the extent practical.

To allow residents to make an informed decision on which can size will work for them, we need to provide a fee structure for the new automated collection service. The attached table shows current can service rates/capacities and those proposed. The proposed rates are projected to allow the department to help fund the costs associated with automated collection transition.

I further recommend we allow residents to change their can size without charge once within 90 days after the new cans are delivered. After 90 days, a \$30 per can size exchange will be required.

In addition to the proposed residential rate changes, I recommend the blue bag program for extra garbage continue. The blue bags will be able to be deposited in a roll off/dumpster at the recycling center and monitored through security cameras. I also recommend the fees for blue bags increase to coincide more closely with the cost of having a 65 gallon can service. A 30 gallon blue bag would increase from \$2 to \$4 per bag and a 15 gallon bag would increase from \$1 to \$2 per bag.

The new automated collection system should be fully operational by the end of October, 2026. The proposed blue bag rate changes will take effect November 1, 2026. Residential collection service rate changes will be reflected starting with the November 30, 2026 billing.

RESIDENTIAL SANITATION RATES – AUTOMATED COLLECTION

Garbage Can Rate Comparison

Can Type	Old				New				Change			
	Base	Can Price	Total	Capacity (gal)	Base	Can Price	Total	Capacity (gal)	Price \$ Change	Price % Change	Capacity gal Change	Capacity % Change
1 Can -> 64 Gal	\$ 14.00	\$ 10.00	\$ 24.00	32	\$ 16.00	\$ 13.00	\$ 29.00	64	\$5.00	121%	32	200%
2 Can -> 64 Gal	\$ 14.00	\$ 20.00	\$ 34.00	64	\$ 16.00	\$ 13.00	\$ 29.00	64	(\$5.00)	85%	0	100%
2 Can -> 96 Gal	\$ 14.00	\$ 20.00	\$ 34.00	64	\$ 16.00	\$ 20.00	\$ 36.00	96	\$2.00	106%	32	150%
3 Can -> 96 Gal	\$ 14.00	\$ 30.00	\$ 44.00	96	\$ 16.00	\$ 20.00	\$ 36.00	96	(\$8.00)	82%	0	100%
3 Can -> 2 - 96 Gal	\$ 14.00	\$ 30.00	\$ 44.00	96	\$ 16.00	\$ 40.00	\$ 56.00	192	\$12.00	127%	96	200%
4 Can -> 2 - 96 Gal	\$ 14.00	\$ 40.00	\$ 54.00	128	\$ 16.00	\$ 40.00	\$ 56.00	192	\$2.00	104%	64	150%
5 Can -> 2 - 96 Gal	\$ 14.00	\$ 50.00	\$ 64.00	160	\$ 16.00	\$ 40.00	\$ 56.00	192	(\$8.00)	88%	32	120%
6 Can -> 3 - 96 Gal	\$ 14.00	\$ 60.00	\$ 74.00	192	\$ 16.00	\$ 60.00	\$ 76.00	288	\$2.00	103%	96	150%

MEMORANDUM

To: Mayor Moe and Commissioners

From: Rob Johnson, Interim City Auditor/City Assessor 

Date: September 3, 2026

Re: Vacant City Administrator / City Auditor Positions

The City currently has a vacancy for the positions of the City Administrator and/or City Auditor. This memo will present options and information for the Commission's consideration.

The first question is whether or not to continue with a City Administrator. If the decision is made to eliminate the City Administrator, then we're looking solely for a City Auditor.

If there is a desire to have a City Administrator, what does that look like? I anticipate it would be a dual role position, most likely with a City Auditor. But I think there is some flexibility available to consider other combinations as the City would go through the application and interview process.

Some historical facts of note:

- The most recent City Administrator also served as the City Auditor in dual role capacity.
- The City Administrator prior to the most recent served only as the City Administrator with a separate City Auditor.
- The City Administrator/City Auditor dual role was a Grade 22 on the pay scale.
- The City Administrator was a Grade 21 on the pay scale.
- According to the 2026 Position Authorization:
 - the City Administrator is designated as a Grade 22
 - Job Description lists it as a Grade 21
 - the City Auditor is designated as a Grade 17
 - Job Description lists it as a Grade 18

The following table shows the current (2026) totals for annual pay plus payroll benefits (including retirement, FICA, Medicare) at grades 17 to 22 for step C, the first step of the pay scale.

Grade/Step	Total	Diff to 22C
17C	\$ 101,868.22	\$ 45,514.58
18C	\$ 107,980.31	\$ 39,402.48
19C	\$ 114,459.13	\$ 32,923.67
20C	\$ 121,326.68	\$ 26,056.12
21C	\$ 128,606.28	\$ 18,776.52
22C	\$ 147,382.80	\$ -

Aside from the potential financial impact, the other key consideration is the responsibilities of the City Administrator and the City Auditor positions. I was able to locate a job description for the City Administrator from 2021, and Tanya provided an undated job description for the City Auditor position and a job description for a combined City Administrator/City Auditor from 2003. Job description review or creation will be a critical part of the process and should be completed prior to posting an advertisement of any job openings.

The vital component of the City Administrator position is to manage day-to-day operations and accountability throughout the entire operations of City Government, putting the City Administrator between the department heads and the commission in the chain of command. Having no City Administrator would put more responsibility on the department heads to hold themselves accountable to meeting expectations and maintaining standards within their departments and the commissioners to monitor their portfolios to ensure they are meeting or exceeding those expectations and standards.

The last topic of discussion would be a timeline of when to start advertising, application deadline, and selection process.

Until a path forward is determined, it is difficult to put forth a timeline as there will likely be a need for a job description review and revision for the position(s) to be advertised. Tentatively one would look like such:

- September 8
 - Commission gives direction of what position(s) intended to be advertised and for staff to review and/or develop appropriate job descriptions.
- September 21
 - Commission reviews and approves job description of position(s) and directs advertisement for applications
 - Commission assigns hiring committee to vet applicants and select finalists for interviews
- September 23
 - Advertisement for applications posted
- October 9
 - Applications due
- October 14
 - Applicants vetted and finalists selected for interviews
- October 19
 - Interviews conducted
 - Candidate selected

ORDINANCE NO. 1043

AN ORDINANCE WHICH UPON ADOPTION SHALL AMEND, MODIFY, AND ADD TO WHAT HAS BEEN CODIFIED AS SECTION 17.76.030 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 17.76.030 of the Devils Lake Municipal Code shall be amended, modified, added to as follows:

Section 17.76.030 - Signs.

- A. Purpose. The purpose of regulating signs in the city is to provide for a visually-pleasant urban environment and minimize potentially unsafe street, highway and sidewalk conditions for all age groups, but yet offer many opportunities for public and private information and advertising.
- B. General Requirements.
 - 1. No sign shall be located, erected, moved, reconstructed, extended, enlarged or structurally altered without obtaining a permit from the code administrator. Nonconforming signs shall be subject to the provisions of Section 17.76.010 of these regulations.
 - 2. All signs, canopies, awnings and marquees shall be structurally safe and securely anchored, fastened or supported in order to protect the safety of persons or property.
 - 3. No revolving beacon or fountain signs are permitted in any district, except such signs connected with the operation of the airport or public facilities.
 - 4. No sign, canopy, awning or marquee in any district shall conflict in any manner with public devices controlling public traffic.
 - 5. Publicly owned and maintained ground signs shall not be erected on the public right-of-way until reviewed by the planning commission and approved by the city commission.
 - 6. Signs, canopies, awnings and marquees projecting over a street, public way or other public space shall project not more than two feet. Clearance below such signs shall be a minimum of nine feet.
 - 7. Awnings that are collapsible, retractable or capable of being folded against the face of the supporting building, may in fully open position extend over public way no more than seven feet from the face of the supporting buildings, but no portion shall extend nearer than two feet to the face of the nearest curb line measured horizontally. In no case shall the awning extend over a public way greater than two-thirds of the distance from the property line to the nearest curb in front of the building site.
 - 8. Signs may be wall, pedestal, ground or projection type but shall not project into the public right-of-way or public property.

C. Special Requirements.

1. Signs in residential districts shall be limited to:
 - a. One sign per dwelling structure not exceeding two square feet in area and not exceeding six feet in height which may be wall, pedestal, ground or projecting type;
 - b. One sign per lot or complex for identifying the apartment building, or condominiums with more than four residential units, or one sign per business not exceeding thirty-six square feet and not exceeding 8 feet in height;
 - c. One temporary sign such as "For Sale," "For Rent," not exceeding six square feet in area;
 - d. Other temporary signs such as political campaign signs, greeting signs or rally signs.
2. Signs in the C-NGH and C-CAC districts and only for commercial uses shall be limited to:
 - a. Signs and electronic message centers not exceeding one hundred square feet in area and not exceeding the height of the highest point of the principle structure which may be wall, pedestal, ground or projecting type;
 - b. Temporary signs, including "For Sale," "For Rent," political campaign signs, greeting signs and rally signs not exceeding forty square feet in area.
 - c. Electronic message centers (EMC) in C-NGH and C-CAC districts not exceeding one hundred square feet in area may be wall, pedestal, ground or projecting type. EMCs may not be placed within 300 feet of a residential district. EMCs must have a minimum dwell time of 6 seconds with a transition time of no longer than 2 seconds. Animated or flashing EMCs are prohibited. EMCs must have automatic dimming at dusk. EMC Maximum Brightness = 5,000 cd/m² (Daytime) and 280 cd/m² (Nighttime) (cd/m² = candelas per square meter)
3. On premise signs in C-HWY, I-LT and I-HVY districts are limited to forty feet in height and are limited to 120 square feet in size for each sign and EMC. EMCs may not be placed within 300 feet of a residential district. EMCs must have a minimum dwell time of 6 seconds and a transition time of no longer than 2 seconds. Animated or flashing EMCs are prohibited. EMCs must have automatic dimming at dusk. EMC Maximum Brightness = 5,000 cd/m² (Daytime) 280 cd/m² (Nighttime)
4. On premise signs located in C-HWY, I-LT, and I-HVY districts located adjacent to the Highway 2 corridor shall not exceed two hundred square feet in area and shall not exceed sixty feet in height for each sign and EMC. EMCs on the Highway 2 corridor shall not be placed within 300 feet of a residential district. EMCs must have a minimum dwell time of 6 seconds and a transition time of no longer than 2 seconds. Animated or flashing EMCs are prohibited. EMCs must have automatic dimming at dusk. EMC Maximum Brightness = 5,000 cd/m² (Daytime) 280 cd/m² (Nighttime)

5. Off premise signs located in C-CWHY, I-LT, and I-HVY are subject to DOT regulations for height and size. Off premise EMCs shall not be placed within 300 feet of a residential district. EMCs must have a minimum dwell time of 6 seconds and a transition time of no longer than 2 seconds. Animated or flashing EMCs are prohibited. EMCs must have automatic dimming at dusk. EMC Maximum Brightness = 5,000 cd/m² (Daytime) 280 cd/m² (Nighttime)
6. Signs in special districts, excepting PUD districts, shall be limited to:
 - a. One sign per use not exceeding twenty square feet in area which may be wall, pedestal, ground or projecting type;
 - b. Location and size of the signs for PUD district shall be a part of the detailed site plan.
7. Signs for conditional uses shall be consistent with the provisions for the district in which they are located and the provisions of this section.
8. EMC sign brightness shall be measured per the Out of Home Advertising of America or OAAA standards.
9. All wall murals that are visible from a public way must first be approved by the Devils Lake Art Council.
 - a. Any murals located on buildings listed on the historical register must be reviewed by the Devils Lake Historical Society.
 - b. Murals shall not contain illustrations that are obscene, that incite violence, or that contain vulgar language.

Passed First Reading: _____

Passed Second Reading: _____

Final Passage and Adoption: _____

CITY OF DEVILS LAKE

By: _____
Jim Moe, President
Devils Lake City Commission

ATTEST:

Rob Johnson
Interim City Auditor/Assessor

ORDINANCE NO. 1044

AN ORDINANCE WHICH UPON ADOPTION SHALL AMEND, MODIFY, AND ADD TO WHAT HAS BEEN CODIFIED AS SECTION 17.78.070 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 17.78.070 of the Devils Lake Municipal Code shall be amended, modified, added to as follows:

17.78.070 - Time limit.

Temporary uses will be permitted for a total of one hundred eighty days (as per adopted state building code) in a calendar year, January 1 to December 31. Upon expiration of a temporary use permit, another permit may not be acquired for the same premises for thirty days.

Upon expiration of temporary use permit all temporary structures must be removed within fifteen days of expiration. Any applicant who does not comply with said removal will be cited in violation and may be subject to financial penalties.

Membrane structures are allowed to extend the timeframe of service for up to one (1) year if the following requirements are met:

- A. Additional inspection as determined by the building official shall be performed by a qualified person to verify the site conditions and the approved installation comply with the conditions of approval at the time of final installation.
- B. A qualified person shall perform follow-up inspections after initial occupancy at intervals not exceeding 180 days to verify the site conditions and the installation form to the approved site condition and installation requirements. Inspection records shall be kept and shall be made available for verification by the building official.
- C. An examination shall be performed by a registered design professional to determine the adequacy of the temporary structure to resist the structural loads required by the International Building Code.
- D. Relocation of the public-occupancy temporary structure shall require a new permit application.
- E. The use of occupancy approved at the time of final inspection shall remain unchanged.
- F. A request for an extension is submitted to the building official. The request shall include records of the inspections and examination in Subsections A and C.

Passed First Reading: _____

Passed Second Reading: _____

Final Passage and Adoption: _____

CITY OF DEVILS LAKE

By: _____
Jim Moe, President
Devils Lake City Commission

ATTEST:

Rob Johnson
Interim City Auditor/Assessor



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

MEMORANDUM

To: Mayor Moe and Commissioners

From: Rob Johnson, Interim City Auditor/City Assessor

A handwritten signature in blue ink, appearing to be "RJ", is written over the name "Rob Johnson".

Date: September 8, 2026

Re: Surplus Request – Lots 6 & 7 Block 5 Roundhouse Subdivision

As per the accompanying letter, Chris Plummer is requesting that Lots 6 & 7, Block 5, of the Roundhouse Subdivision be declared surplus. The property ID numbers (PIN) are: 39-1806-00041-000 (Lot 6) and 39-1806-00042-000 (Lot 7). Mr. Plummer intends to build a residential structure on the property.

There is concern that combining lots 6 and 7 will result in lot 5 becoming undesirable for future development. If lot 6 were to be split in half and sold respectively with lots 5 and 7, it would provide for more desirable development opportunities.

It is my recommendation to sell Lot 7 and the South ½ of Lot 6 to Chris Plummer for the standard \$3,000.00 (\$2,000.00 per lot x 1.5 lots) including a deed restriction that requires construction of a residential structure commences within two years from the date on the deed or the City may reclaim the property. If the City were to reclaim the property for failure to meet the construction requirement, the purchase price would be forfeited without any further consideration.

Chris Plummer

I'm requesting to purchase

lots 6 & 7 of Block 5

of Round house sub div.

761 256-0878



DTG

Date: 9/1/26
 To: President Moe and City Commissioners
 From: Michael Grafsgaard, City Engineer
 Re: 2026 Curb, Gutter & Sidewalk - 4355-000-56600
 Contract Amount: \$61,374.00



I hereby certify the work listed below has been completed and inspected and has been done in conformity with the plans and specifications for the above mentioned project. All work was completed by Lakeview Construction, 1439 Bay View Dr, Devils Lake ND 58301.

Estimate No 4

Item Description	Quantity	Unit	Unit Price	Bid Amount	QUANTITIES		AMOUNT	
					Current	Total to Date	Current	Total to Date
Saw Bituminous Surfacing	50.00	LF	\$ 3.73	\$ 186.50	0.00	0.00	\$ -	\$ -
Saw Concrete	100.00	LF	\$ 6.32	\$ 632.00	0.00	0.00	\$ -	\$ -
Removal of Concrete	360.00	SY	\$ 30.80	\$ 11,088.00	6.75	201.21	\$ 207.90	\$ 6,197.13
Removal of Block Sidewalk	20.00	SY	\$ 28.00	\$ 560.00	0.00	0.00	\$ -	\$ -
Removal of Curb & Gutter	120.00	LF	\$ 14.70	\$ 1,764.00	2.00	216.00	\$ 29.40	\$ 3,175.20
Removal of Retaining Wall	10.00	LF	\$ 14.00	\$ 140.00	0.00	0.00	\$ -	\$ -
Curb & Gutter - Type I	20.00	LF	\$ 86.40	\$ 1,728.00	0.00	0.00	\$ -	\$ -
Over 10'	100.00	LF	\$ 79.00	\$ 7,900.00	23.50	237.50	\$ 1,856.50	\$ 18,762.50
Valley Gutter - 8" Reinforced	5.00	SY	\$ 100.00	\$ 500.00	0.00	0.00	\$ -	\$ -
Over 3 SY	20.00	SY	\$ 99.00	\$ 1,980.00	0.00	0.00	\$ -	\$ -
4" Sidewalk Concrete	275.00	SY	\$ 76.20	\$ 20,955.00	6.75	90.31	\$ 514.35	\$ 6,881.62
4" Sidewalk Concrete – Reinforced	5.00	SY	\$ 79.50	\$ 397.50	0.00	0.00	\$ -	\$ -
6" Sidewalk/Driveway Concrete	60.00	SY	\$ 88.30	\$ 5,298.00	0.00	117.45	\$ -	\$ 10,370.84
6" Sidewalk/Driveway Concrete – Rein	5.00	SY	\$ 91.00	\$ 455.00	0.00	0.00	\$ -	\$ -
8" Concrete	10.00	SY	\$ 95.00	\$ 950.00	6.42	6.42	\$ 609.90	\$ 609.90
8" Concrete - Reinforced	5.00	SY	\$ 100.00	\$ 500.00	0.00	0.00	\$ -	\$ -
Detectable Warning Panel (Cast Iron)	32.00	SF	\$ 100.00	\$ 3,200.00	0.00	0.00	\$ -	\$ -
Earthen Excavation	5.00	CY	\$ 35.00	\$ 175.00	0.00	2.74	\$ -	\$ 95.90
Earthen Embankment	5.00	CY	\$ 35.00	\$ 175.00	0.00	0.00	\$ -	\$ -
Gravel Base	10.00	CY	\$ 45.00	\$ 450.00	0.00	3.34	\$ -	\$ 150.30
Topsoil and Seeding	10.00	SY	\$ 34.00	\$ 340.00	0.00	0.00	\$ -	\$ -
Concrete Full Depth Street Repair	10.00	SY	\$ 200.00	\$ 2,000.00	0.00	0.00	\$ -	\$ -
ADDED - Catch Basin Flow Line	1.00	L SUM	\$ 200.00	\$ -	1.00	1.00	\$ 200.00	\$ 200.00
Total Bid Amount:				\$ 61,374.00			\$ 3,418.05	\$ 46,443.39

Total Work Completed: \$ 46,443.39
Retainage @ 4% \$ 1,857.74
Previous Payments: \$ 41,304.33
Total Due This Estimate \$ 3,281.33

2026 Curb, Gutter, Sidewalk and Driveway Lakeview Construction



<u>Item Description</u>	<u>Quantity</u>		<u>Unit Price</u>	<u>Extended Price</u>
Saw Bituminous Surfacing		LF	\$ 3.73	\$ -
Saw Concrete		LF	\$ 6.32	\$ -
Removal of Concrete	6.75	SY	\$ 30.80	\$ 207.90
Removal of Block Sidewalk		SY	\$ 28.00	\$ -
Removal of Curb & Gutter		LF	\$ 14.70	\$ -
Removal of Retaining Wall		LF	\$ 14.00	\$ -
Curb & Gutter - Type I		LF	\$ 86.40	\$ -
Over 10'		LF	\$ 79.00	\$ -
Valley Gutter - 8" Reinforced		SY	\$ 100.00	\$ -
Over 3 SY		SY	\$ 99.00	\$ -
4" Sidewalk Concrete	6.75	SY	\$ 76.20	\$ 514.35
4" Sidewalk Concrete - Reinforced		SY	\$ 79.50	\$ -
6" Sidewalk/Driveway Concrete		SY	\$ 88.30	\$ -
6" Sidewalk/Driveway Concrete - Rein.		SY	\$ 91.00	\$ -
8" Concrete		SY	\$ 95.00	\$ -
8" Concrete - Reinforced		SY	\$ 100.00	\$ -
Detectable Warning Panel (Cast Iron)		SF	\$ 100.00	\$ -
Earthen Excavation		CY	\$ 35.00	\$ -
Earthen Embankment		CY	\$ 35.00	\$ -
Gravel Base		CY	\$ 45.00	\$ -
Topsoil and Seeding		SY	\$ 34.00	\$ -
Concrete Full Depth Street Repair		SY	\$ 200.00	\$ -
				\$ -

Total: \$ 722.25

Owner Name: City of Devils Lake - Utilities

Address: 223 Walnut St W

Work Completed By: Lakeview Construction

Date Completed: Aug 2026

City share 50/50:	\$ -	Owner share 50/50:	\$ -	Assess: Yes ☐ No ☐
City share 100%:	\$ 722.25	Owner share 100%:	\$ -	Assess: Yes ☐ No ☒

Notes

Sidewalk removed and replaced to fix leaking curb stop.

2026 Curb, Gutter, Sidewalk and Driveway Lakeview Construction



<u>Item Description</u>	<u>Quantity</u>		<u>Unit Price</u>	<u>Extended Price</u>
Saw Bituminous Surfacing		LF	\$ 3.73	\$ -
Saw Concrete		LF	\$ 6.32	\$ -
Removal of Concrete		SY	\$ 30.80	\$ -
Removal of Block Sidewalk		SY	\$ 28.00	\$ -
Removal of Curb & Gutter	2.00	LF	\$ 14.70	\$ 29.40
Removal of Retaining Wall		LF	\$ 14.00	\$ -
Curb & Gutter - Type I		LF	\$ 86.40	\$ -
Over 10'	13.00	LF	\$ 79.00	\$ 1,027.00
Valley Gutter - 8" Reinforced		SY	\$ 100.00	\$ -
Over 3 SY		SY	\$ 99.00	\$ -
4" Sidewalk Concrete		SY	\$ 76.20	\$ -
4" Sidewalk Concrete - Reinforced		SY	\$ 79.50	\$ -
6" Sidewalk/Driveway Concrete		SY	\$ 88.30	\$ -
6" Sidewalk/Driveway Concrete - Rein.		SY	\$ 91.00	\$ -
8" Concrete		SY	\$ 95.00	\$ -
8" Concrete - Reinforced		SY	\$ 100.00	\$ -
Detectable Warning Panel (Cast Iron)		SF	\$ 100.00	\$ -
Earthen Excavation		CY	\$ 35.00	\$ -
Earthen Embankment		CY	\$ 35.00	\$ -
Gravel Base		CY	\$ 45.00	\$ -
Topsoil and Seeding		SY	\$ 34.00	\$ -
Concrete Full Depth Street Repair		SY	\$ 200.00	\$ -
				\$ -

Total: \$ 1,056.40

Owner Name: City of Devils Lake - Utilities

Address: 223 4th St SW

Work Completed By: Lakeview Construction

Date Completed: Aug 2026

City share 50/50:	\$ -	Owner share 50/50:	\$ -	Assess: Yes ☐ No ☐
City share 100%:	\$ 1,056.40	Owner share 100%:	\$ -	Assess: Yes ☐ No ☐

Notes

Curb and gutter removed for water break. Small end piece removed to tie back in.

2026 Curb, Gutter, Sidewalk and Driveway Lakeview Construction



<u>Item Description</u>	<u>Quantity</u>		<u>Unit Price</u>	<u>Extended Price</u>
Saw Bituminous Surfacing		LF	\$ 3.73	\$ -
Saw Concrete		LF	\$ 6.32	\$ -
Removal of Concrete		SY	\$ 30.80	\$ -
Removal of Block Sidewalk		SY	\$ 28.00	\$ -
Removal of Curb & Gutter		LF	\$ 14.70	\$ -
Removal of Retaining Wall		LF	\$ 14.00	\$ -
Curb & Gutter - Type I		LF	\$ 86.40	\$ -
Over 10'	10.50	LF	\$ 79.00	\$ 829.50
Valley Gutter - 8" Reinforced		SY	\$ 100.00	\$ -
Over 3 SY		SY	\$ 99.00	\$ -
4" Sidewalk Concrete		SY	\$ 76.20	\$ -
4" Sidewalk Concrete - Reinforced		SY	\$ 79.50	\$ -
6" Sidewalk/Driveway Concrete		SY	\$ 88.30	\$ -
6" Sidewalk/Driveway Concrete - Rein.		SY	\$ 91.00	\$ -
8" Concrete	6.42	SY	\$ 95.00	\$ 609.90
8" Concrete - Reinforced		SY	\$ 100.00	\$ -
Detectable Warning Panel (Cast Iron)		SF	\$ 100.00	\$ -
Earthen Excavation		CY	\$ 35.00	\$ -
Earthen Embankment		CY	\$ 35.00	\$ -
Gravel Base		CY	\$ 45.00	\$ -
Topsoil and Seeding		SY	\$ 34.00	\$ -
Concrete Full Depth Street Repair		SY	\$ 200.00	\$ -
Catch Basin Flow Line	1.00	L SUM	\$200.00	\$ 200.00

Total: \$ 1,639.40

Owner Name: City of Devils Lake - Utilities

Address: Intersection of 6th Ave NE and 1st St NE

Work Completed By: Lakeview Construction

Date Completed: 8/27/2026

City share 50/50:	\$ -	Owner share 50/50:	\$ -	Assess: Yes ☐ No ☐
City share 100%:	\$ 1,639.40	Owner share 100%:	\$ -	Assess: Yes ☐ No ☒

Notes

Catch basin in the northeast corner of the intersection was replaced. Curb and gutter directly adjacent to it replaced. Where asphalt was removed in front of catch basin, 8" concrete was installed. Contractor also poured the flow line in the bottom of the catch basin.

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
8-Sep-26

VENDOR	AMOUNT DUE
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AIRPORT

ADB Safegate	\$398.69
Amazon	\$364.44
Andrew Kraft	\$50.00
Devils Lake Hardware	\$14.99
Dominic Eritano	\$150.00
Forte	\$150.00
Keller's Briteway	\$220.00
Mac's Hardware	\$254.86
Midco	\$105.56
New Deal Deicing	\$7,636.59
NDTC	\$321.24
Russell Gerhardt	\$50.00
Vericom	\$1,300.00
Wade Halvorson	\$50.00

CITY

Advanced Engineering & Enviromental Services	\$16,804.84
Amazon	\$1,871.84
Amber Scheen	\$150.00
Aspire Services	\$250.00
AT & T	\$2,204.25
Boy Scout Troop 31	\$250.00
Butler	\$407.88
City of Devils Lake	\$10,946.67
Corporate Technologies	\$10,123.00
Cowboy's Towing Service	\$200.00
Creative Impressions	\$99.96
Dakota Implement	\$3,954.37
David Rader	\$652.45

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
8-Sep-26

VENDOR	AMOUNT DUE
Decorated Wearables	\$125.72
Demco	\$1,368.24
Devils Lake Cars	\$97.65
Devils Lake Hardware	\$1,160.79
Devils Lake Journal	\$1,549.10
Devils Lake Park Board	\$60,232.03
Devils Lake Public School-Firebird Robotics	\$250.00
Devils Lake Volunteer Fire Dept	\$5,068.00
DL Chamber of Commerce/Tourism	\$64,436.37
Edith Johnson	\$300.00
Gessner Iron Works	\$7,896.46
Geveko Markings	\$4,652.98
Grand Forks Fire Equipment	\$40.00
Grinch Service & Sales	\$10,180.65
Hach	\$524.03
Hawkins	\$174.85
Holly Malheim	\$130.00
Howler Electric	\$299.99
Ihry Insurance	\$51,985.00
Ingram Library Services	
Interstate Billing Service-Ironhide Equipment	\$1,477.79
Jayson Duciaume	\$68.00
Johnson Controls Fire Protection	\$696.89
Joshua Husebye	\$150.00
Keller's Briteway	\$26.00
Lake Chevrolet Buick GMC	\$2,426.49
Lake Region Law Enforcement Center	\$23,914.94
Lakeview Construction & Concrete	\$3,281.33
Landscapes Unlimited	\$184.00
Les Schwab Tires	\$542.95
Lindstrom Construction	\$1,780.30

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
8-Sep-26

VENDOR	AMOUNT DUE
Mac's Hardware	\$829.00
MDU	\$27.28
ND Dept of Enviromental Quality	\$100.00
ND Economic Assistance Division	\$172.84
ND Solid Waste & Recycling Assoc	\$165.00
Nodak Electric	\$12,238.44
North Dakota One Call	\$169.20
North Dakota Telephone Co	\$250.03
Northstar Auto	\$32.00
NSC Minerals	\$7,994.15
Ottertail Power Co	\$18,348.31
Paul Poitra	\$68.00
Playaway Products	\$1,652.54
Powerplan-RDO Equipment	\$870.32
Project Constellation	\$130.00
Quadient Leasing	\$260.70
Ramsey County Hwy Dept	\$17,937.50
Razor Tracking	\$75.00
Reslock Printing Services	\$403.27
Robert Johnson	\$284.75
Running Supply	\$2,984.66
Service Tire	\$3,402.85
Storms Construction	\$12,000.00
Tanya Weiler	\$1,250.00
The Neddle's Eye	\$45.00
Total Heating & Air	\$420.10
United States Postal Service	\$3,600.00
Usable Life	\$392.16
Vestis-Aramark	\$1,152.53
Wakefield Rentals	\$85.10
WD Larson Co-Allstate Peterbilt	\$549.16

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
8-Sep-26

VENDOR	AMOUNT DUE
Xpress Bill Pay	\$725.04

PREPAID EXPENSES

TOTAL LIST OF BILLS **\$392,617.11**