

Monday, October 5, 2026

5:30 pm CST

City Commission Agenda

Meeting Items

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Minutes – September 21, 2026
- 4) Approval of Minutes – September 29, 2026 Special Meeting

Awards and Proclamations

Public Hearings – 5:30 PM

- 1) Certification of Special Assessments
 - a. Street Improvement District 81-25 (14th & 14th)
 - b. Street Improvement District 82-25 (Lynn, Cherry, Janna)
 - c. Street Improvement District 83-25 (Misc. Avenues)
 - d. Street Improvement District 84-25 (6th St & 13th Ave)
 - e. Street Improvement District 85-25 (Downtown Alleys)
 - f. 2025-2026 Curb, Gutter, and Sidewalk
 - g. Parking Assessment
 - h. Miscellaneous

Bid Openings – 5:30 PM

Visitors or Delegations

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

- 1) Lake Region State College Booster Club

Commission Portfolios

Old Business

- 1) Automated Residential Garbage Collection Update
- 2) City Auditor Application Review Committee
- 3) 2027 Budget

Consent Agenda

New Business

- 1) Personnel Policy Manual Revision
- 2) Temporary Construction Easement – US HWY 2
- 3) Pay Estimate #2 – City Project 260102 – South Side
- 4) Pay Estimate #5 – 2026 Curb, Gutter and Sidewalk

Citizen Comment

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

Informational Items

- 1) Lake Region Narcotics Task Force 2025 Annual Report

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/watch?v=dzpL5cM38w4>

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
SEPTEMBER 21, 2026**

The regular meeting of the Devils Lake City Commission was held on September 21, 2026, with the following members present: President Moe and Commissioners Hach and Uhlenkamp. Commissioner Pierce and Knowski were absent.

MEETING ITEMS

- 1) Call to Order
- 2) Approval of Minutes – September 8, 2026

Commissioner Hach made a motion to approve the minutes of the September 8, 2026 meeting. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously.

AWARDS AND PROCLAMATIONS

PUBLIC HEARINGS – 5:30 PM

- 1) 2027 City of Devils Lake Budget Hearing

President Moe opened the public hearing for the 2027 City of Devils Lake budget.

BID OPENINGS – 5:30 PM

VISITORS OR DELEGATIONS

- 1) Brian Opsahl – BradyMartz
 - a. 2022 Financial Audit Report – Airport
 - b. 2022 Financial Audit Report – City

Brian went through the financial audit reports for the Devils Lake Regional Airport and the City of Devils Lake. Brian said that the next audit is scheduled for November and they plan on getting these finalized a lot quicker than the 2022 audit. BradyMartz is hoping to get two (2) audits a year done moving forward, until we are caught up.

COMMISSION PORTFOLIOS

The Fire Chief said that they had the 9/11 stair climb and they plan on doing this again next year. He said that there is information to track activity on the legislative level regarding the fire service.

He also said that Fishing Derby tickets go on sale next week, October 1, 2026.

Commissioner Uhlenkamp – The Public Works Director said that there is nothing to report for the Street Department.

Commissioner Uhlenkamp said they have a Law Enforcement Center meeting last week and they did make some cuts to their budget. She also said she has a library board meeting on Wednesday.

Commissioner Hach – The Public Works Director said that there is nothing to report for the Sanitation Department.

The Engineering Department said work is starting on the South Side Mill & Overlay project.

The Police Chief said they are having issues with their radios. He said they are working with Stone's on fixing the antenna.

The Airport Manager said August was a record month. They currently have a project going on at the airport. He said that he went to Grand Forks for the State Aeronautics Survey. He briefly went through that survey findings.

Commissioner Knowski – The Public Works Director said that the Utility Department has filled their open position that they have had for quite some time.

The City Assessor said that he needs to get out and get assessments done on the west side of town.

The Interim City Auditor said that the Personnel Policy Review Committee met today, so that will be on the agenda for review at the next commission meeting.

He touched on the Special Assessment issue that we had with the 2025 tax statement. He communicated that the County plans on putting these amounts on the 2026 tax statements, so we need to have a plan to inform our residents. President Moe asked if we have received any revenue from the County. It was said that we are unable to receive those funds as it will not match our records, which could become a problem in our audits. President Moe asked when their next scheduled meeting is and said that it would be a good idea for himself and the Interim City Auditor to attend that meeting.

He said that he attended the League of Cities meeting last week in Grand Forks.

OLD BUSINESS

1) RPFs for City Owned Building Located at 115 5th Ave NE

Brady Ash, Forward Devils Lake Director, communicated that the Selection Committee recommends that the proposal not be selected for the property at this time. President Moe said that he thinks the best option for the city is to put that building up for sale. Brady mentioned that this happened a few years ago and there was not a whole lot of interest. No action was taken at this time.

2) Second Reading – Ordinance #1043 – Section 17.76.030 – Signs

Commissioner Uhlenkamp made a motion to reject Ordinance #1043 – Section 17.76.030 – Signs. Commissioner Hach seconded the motion, and the motion was approved unanimously.

3) Second Reading - Ordinance #1044 – Section 17.78.070 – Time Limit

Commissioner Uhlenkamp made a motion to approve Ordinance #1044 – Section 17.78.070 – Time Limit. Commissioner Hach seconded the motion, and the motion was approved unanimously.

4) Pay Estimate #1 – City Project 260102 – South Side

Commissioner Hach made a motion to approve Pay Estimate #1 – City Project 260102 – South Side. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously on a roll call vote.

5) City Auditor Job Description & Pay Grade

The Interim City Auditor said that Tanya, HR, put together a job description for their consideration and a pay grade memo. President Moe said that he would like to see this position at a Grade 20, based off the job description and other duties the City Auditor would be responsible for. Commissioner Hach made a motion to approve the City Auditor Job Description and a Grade 20 pay grade. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously on a roll call vote.

6) Authorize Advertisement for City Auditor Position

Commissioner Uhlenkamp made a motion to authorize advertisement for City Auditor Position. Commissioner Hach seconded the motion, and the motion was approved unanimously. The Interim City Auditor said that we are hoping to get this position posted by Wednesday. It was mentioned that October 9th is the intended close date for the position. President Moe said he would like to see that pushed back to October 16th. The Interim City Auditor said that the applicants could be presented at the October 19th meeting.

7) Automated Residential Garbage Collection Update

The Public Works Director said that we have been posting information on our website and Facebook page to update residents. He said that they are working with the vendor on a delivery date; the refuse containers are supposed to leave the vendors shop at the end of September/beginning of October. The Public Works Director said that the cans will be delivered on the street side, but garbage pickup will continue to be where it currently is. He also said that he is working with the City Attorney on a few ordinances that are related to garbage.

8) 2027 Budget Discussion

a. Employee Grade/Step Pay Scale

The Interim City Auditor said that a grade 21 to grade 22 is a 14% increase, where every other grade is a 6% increase. President Moe said that it is just the one-line item that has the big adjustment, so he suggests that we leave it as is.

b. Additive to Salary

The Interim City Auditor said that Commissioner Pierce inquired about this. He said that the City Administrator, Public Works Director, Fire Chief, and Police Chief are the ones who receive this. It is communicated that everyone uses this uniquely within their departments. There is value to this, but there needs to be a better understanding of what it is to be utilized for.

The Interim City Auditor communicated that President Moe asked to reflect the budget back to 2026. This would consist of a wage freeze and reducing the LEC funding back to the 2026 amount. It was also communicated that health insurance came back as a recommended increase of 11.7%, but our plan is to keep it as the 10% increase as budgeted.

President Moe asked what it would look like if a Grade 10 and below were to receive a cost-of-living raise. The Interim City Auditor said that these grades will mainly impact the enterprise funds, so will not make a big difference in our general fund. President Moe said that he would like to see the individuals lower on the scale to receive some sort of raise for 2027. A cost-of-living raise will cost the general fund around \$40,000/% that is considered. The Interim City Auditor said that he will put something together that shows Grade 9/10/11 and how it would affect the funds.

CONSENT AGENDA

NEW BUSINESS

- 1) Maintenance Needs – 115 5th Ave NE

The Interim City Auditor said that we had the roof looked at and some electrical work that needs to be looked at. Commissioner Uhlenkamp made a motion to approve the maintenance needs at 115 5th Ave NE. Commissioner Hach seconded the motion, and the motion was approved unanimously.

CITIZEN COMMENT

- 1) Cindy Schmidt approached the Commission to discuss the use of Opioid Settlement monies and how it was handled. She said that when she was let go, one of the things that was said was the misuse of Opioid Settlement funds. She said that she came to the City Commission and they did not want the focus to be Narcan distribution. She said that when leaving that meeting, she was approached by the library director about having Narcan at the Library. Cindy thought it would be a great idea to have Narcan boxes around town, so she purchased two (2) Narcan boxes – placed at the Lake Region Public Library and the other at the City Plaza. She said she told the previous City Administrator what she had purchased with some of the dollars and he communicated that the City Commission did not want the focus to be on Narcan. She wanted to formally apologize to the city if we were upset about these purchases and putting the dollars towards Narcan.
- 2) Marilyn Knutson approached the Commission to discuss the apartments located on Kelly Ave. She said that the parking lot is a boulevard. She said that in the wintertime it creates a problem and when it rains it floods the area. She communicated that she has spent the past couple of days researching the parking lot and that she has not found anything saying that it is legal. President Moe said that we have looked into the

complaints she has made, but this apartment has been there since 1986, and the parking lot was approved at the time of building. The Public Works Director said that the building permit had a punch list item to extend the parking lot further east. He said that he currently does not see an issue with the parking lot. He said there are many driveways and parking lots that are on the public right-of-way. President Moe said that he does not see anything wrong with this property.

INFORMATIONAL ITEMS

- 1) August 2026 Financial Report

LIST OF BILLS

Commissioner Uhlenkamp 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 29, 2026**

The special meeting of the Devils Lake City Commission was held on September 29, 2026, with the following members present: President Moe and Commissioners Pierce, Uhlenkamp, Hach, and Knowski.

MEETING ITEMS

- 1) Call to Order
- 2) 2027 Budget Discussion

The Interim City Auditor started with the General Fund budget. He said that the items that have been changed are highlighted and the wages still include a wage freeze.

- 1) Non-departmental expenses
 - a. Lake Region Law Enforcement Center
 - b. E-911
 - i. The Interim City Auditor said that historically the cost share has been lumped into one line item; this will be changed to two (2) lines items. The Joint Powers Agreement that is in place on addresses the LEC and does not cover E-911. He mentioned that he met with Starr last week so that she was prepared for this discussion. Discussion continued regarding the Lake Region Law Enforcement Center and E-911 Authority. County Commissioner Jeff Frith said that the Law Enforcement Center Board will need to have a special meeting to discuss how they will operate without their full funding. He communicated that there is not a whole lot of cutting that can be made with their budget. The Interim City Auditor said that around \$145,000 is the amount that the LEC will be shorted from their ask. He also recently learned about an Attorney General's opinion regarding E-911 in Walsh County. He has shared this opinion with the City Attorney but has not heard back. Starr Klemetsrud, Lake Region Law Enforcement Director stated that they are not only dispatching 911, but they are also doing dispatch services that are not related to 911. She said that in 2025, there were 7,361 administrative calls for the city and 2,405 911 calls. Commissioner Knowski said that the preliminary budget was approved, but it was understood that the city does not have the money.
 - c. Signal Street Light
 - i. This has been moved infrastructure.
 - d. City Commission
 - i. Commissioner Pierce said that he does not do this position for the money and he has forfeited his salary for 2027. He understands that

this is not a fix-all, but it might help a little. President Moe said that he feels this is a bad precedent to set.

e. General Fund Departments

- i. The Interim City Auditor said that he cut out of state travel for most departments. President Moe said that he noticed Education and Training was cut and that he does not fully agree with that. The Interim City Auditor said that he has reviewed those funds and feels comfortable with the budgeted items.

f. 2027 Step Increase/COLA

- i. The Interim City Auditor showed and explained what the hybrid step increase would look like per grade. It was mentioned that around 30% of the individuals who would be eligible for a step increase are already capped out. Commissioner Hach asked what a 2% cost of living would do to the budget. It was communicated that the cost-of-living increase, per percentage, is right around \$40,000. President Moe said that he feels like the cost-of-living is the best route to take.

There are a few options that the city could look into to help our budget in the future.

- 1) Sales Tax Referendum
- 2) Increasing Utility Rates
- 3) Increasing Property Tax Cap

Commissioner Pierce said that our expenses need to be looked at. He said there are funds that are being over budgeted for and should be adjusted to be more relevant.

Commissioner Knowski asked if hiring freezes have been considered. It was mentioned that they could be considered.

The Interim City Auditor said that the budget needs to be approved and sent to the County by October 10th. President Moe said he would like the budget approved at the Commission meeting on Monday, October 5th.

Commissioner Hach said that he would like to see a cost-of-living raise for every employee. Commissioner Knowski said that he would like to see nothing. Commissioner Pierce said he would like to see a grade 9 and below receive a step increase. Commissioner Uhlenkamp said she is not sure what she would like to see; it is a tough situation to be in.

Commissioner Hach said if we run into the same situation next year, we are going to have to look at cutting positions. Commissioner Knowski said that is why he believes a hiring freeze is something we should consider. If a department needs an employee, the department head can come to the Commission and express why they need to open a position.

ROB JOHNSON
INTERIM CITY AUDITOR/CITY ASSESSOR

JIM MOE
PRESIDENT OF CITY COMMISSION

STREET IMPROVEMENT DISTRICT 81-25 - 14TH ST NE & 14TH AVE NE

<u>PARCEL- CITY</u>	<u>LEGAL</u>	<u>TOTAL ASSESS</u>
39-2734-00010-002	BEG AT NE COR TH S ALG SEC LINE ETC 34 154 64	\$ 62,435.22
39-2735-00036-000	TRACT 300' X 2640' IN NW1/4 ADJ TO 10TH & 10TH EXTENDED 35 154 64	\$ 2,115.52
	TOTAL ASSESSMENT	\$ 64,550.74

<u>PARCEL- NON CITY</u>	<u>LEGAL</u>	<u>TOTAL ASSESS</u>
44-0000-01446-003	SW1/4SE1/4 LESS TRACT 26 154 64 (DL/DL)	\$ 906.65
44-0000-01447-001	E1/2SW1/4 LESS S33' 26 154 64 (DL/DL)	\$ 17,693.41
44-0000-01448-001	SW1/4SW1/4 LESS TRACTS 26 154 64 (DL/DL)	\$ 12,624.42
44-0000-01449-001	COM AT SE COR SW1/4SW1/4 N 433' W ETC 26 154 64 (DL/DL)	\$ 5,494.85
44-0000-01462-005	SE1/4SE1/4 LESS TRACTS 27 154 64 (DL/DL)	\$ 8,324.70
44-0000-01508-002	NE1/4 LESS TRACTS 35 154 64 (DL/DL)	\$ 18,078.05
44-0000-01510-001	OUTLOT #44-0055 CONT 10.17A 35 154 64 (DL/DL)	\$ 2,335.31
	TOTAL ASSESSMENT	\$ 65,457.39

STREET IMPROVEMENT DISTRICT NO 82-25 - LYNN, CHERRY, JANNA PL

<u>PARCEL</u>	<u>LEGAL</u>	<u>TOTAL ASSESS</u>
39-1502-00001-001	LOTS 1-2 & N1/2 LOT 3 VAC E13' CHERRY PLC & STRIP ETC MILTON OLSON PLAT	\$ 1,506.99
39-1502-00003-001	S1/2 OF LOT 3 LOT 4 VAC E13' CHERRY PLC & STRIP 4.2'X75' ETC MILTON OLSON PLAT	\$ 917.98
39-1502-00004-000	LOT 5 & S1/2 OF LOT 6 MILTON OLSON PLAT	\$ 868.47
39-1502-00007-000	E 60' OF N 1/2 OF LOT 6 & E 60' LOTS 7 & 8 MILTON OLSON PLAT	\$ 943.63
39-2304-00001-000	LOT 1 BLK 1 WOODLAWN ADDITION	\$ 648.56
39-2304-00002-000	LOT 2 BLK 1 WOODLAWN ADDITION	\$ 651.12
39-2304-00003-000	LOT 3 BLK 1 WOODLAWN ADDITION	\$ 655.82
39-2304-00004-000	LOT 1 BLK 2 WOODLAWN ADDITION	\$ 648.99
39-2304-00005-000	LOT 2 BLK 2 WOODLAWN ADDITION	\$ 648.99
39-2304-00006-000	LOT 3 BLK 2 WOODLAWN ADDITION	\$ 651.12
39-2304-00007-000	LOT 4 BLK 2 WOODLAWN ADDITION	\$ 651.12
39-2304-00008-000	LOT 5 BLK 2 WOODLAWN ADDITION	\$ 648.99
39-2304-00009-000	LOT 6 BLK 2 WOODLAWN ADDITION	\$ 648.99
39-2304-00010-000	LOT 1 BLK 3 WOODLAWN ADDITION	\$ 648.99
39-2304-00011-000	LOT 2 BLK 3 WOODLAWN ADDITION	\$ 648.99
39-2304-00012-000	LOT 3 BLK 3 WOODLAWN ADDITION	\$ 651.12
TOTAL ASSESSMENT		\$ 12,039.87

STREET IMPROVEMENT DISTRICT NO 83-25 - MISCELLANEOUS AVENUES

<u>PARCEL</u>	<u>LEGAL</u>	<u>TOTAL ASSESS</u>
39-0000-00001-000	N 50 FT OF LOTS 1 & 2 BLK 08	\$ 421.14
39-0000-00002-000	45'S OF N50' OF LOTS 1 & 2 BLK 8	\$ 379.01
39-0000-00003-000	S 45 FT OF LOTS 1 & 2 BLK 08	\$ 379.03
39-0000-00004-000	LOTS 3 & 4 BLK 08	\$ 238.69
39-0000-00005-000	LOT 5 BLK 08	\$ 119.53
39-0000-00006-000	LOT 6 & E1/2 OF LOT 7 BLK 08	\$ 179.23
39-0000-00007-000	W 1/2 OF LOT 7 & LOT 8 BLK 08	\$ 179.09
39-0000-00008-000	LOTS 9 & 10 BLK 08	\$ 238.78
39-0000-00009-000	LOTS 11 & 12 BLK 08	\$ 1,179.31
39-0000-00011-001	LOTS 13-16 LESS E 5' OF S 100' OF LOT 16 BLK 8	\$ 1,401.03
39-0000-00012-000	E 5' OF THE S 100' OF LOT 16 & LOT 17 BLK 8	\$ 136.45
39-0000-00013-000	LOT 18 & W 12 1/2 FT OF LOT 19 BLK 8	\$ 179.08
39-0000-00015-001	E1/2 OF LOT 19 & LOTS 20 THRU 24 BLK 8	\$ 1,597.17
39-0000-00017-000	LOTS 1, 2, & 3 BLK 09	\$ 1,298.84
39-0000-00018-000	LOT 4 & E 10 FT OF LOT 5 BLK 09	\$ 167.15
39-0000-00019-000	W 15 FT OF LOT 5 & LOTS 6 & 7 BLK 9	\$ 310.41
39-0000-00020-000	LOTS 8 & 9 BLK 09	\$ 238.85
39-0000-00021-000	S 82 FT OF LOTS 10, 11 & 12 BLK 9	\$ 760.59
39-0000-00022-000	N 58 FT OF LOTS 10, 11 & 12 BLK 9	\$ 538.01
39-0000-00023-000	S 100 FT OF LOTS 13, 14 & 15 BLK 9	\$ 927.64
39-0000-00024-000	N 40' OF LOTS 13, 14 & 15 BLK 9	\$ 371.05
39-0000-00025-000	LOT 16 & W 1/2 OF LOT 17 BLK 09	\$ 178.94
39-0000-00026-000	E 1/2 OF LOT 17 & LOT 18 BLK 09	\$ 178.94
39-0000-00027-000	LOTS 19 & 20 LESS E18.70' OF N55.60' S LINE CENTERLINE OF PARTY WALL BLK 9	\$ 203.53
39-0000-00028-000	E18.70' OF N 55.60' OF LOT 20 & N60' OF LOTS 21 THRU 24 BLK 9	\$ 643.25
39-0000-00029-000	S 80' OF LOTS 21, 22, 23 & 24 BLK 9	\$ 810.38
39-0000-00033-000	LOTS 5, 6, 7, & 8 BLK 10	\$ 238.81
39-0000-00034-000	LOTS 9 & 10 BLK 10	\$ 238.78
39-0000-00035-000	LOTS 11 & 12 BLK 10	\$ 1,179.30
39-0000-00036-000	LOTS 13, 14, 15 & W 1/2 OF LOT 16 BLK 10	\$ 1,358.39
39-0000-00037-000	E 1/2 OF LOT 16 & LOTS 17 & 18 BLK 10	\$ 298.33
39-0000-00041-000	N90' OF LOTS 1 & 2 & N90' OF E10' LOT 3 LESS PART DEEDED BLK 11	\$ 763.24
39-0000-00042-000	N90' OF W19' LOT 3 & N60' NEXT 5' DIRECTLY E OF THE W 19' OF LOT 3 & N90' OF LOT 4 BLK 11	\$ 148.39
39-0000-00043-000	S 50' OF LOTS 1, 2, 3 & 4 BLK 11	\$ 506.46
39-0000-00044-000	LOT 5 & E 1/2 OF LOT 6 BLK 11	\$ 178.94
39-0000-00045-000	W 1/2 OF LOT 6 & LOT 7 BLK 11	\$ 119.41
39-0000-00052-000	LOTS 19, 20, & 21 BLK 11	\$ 358.03
39-0000-00053-000	LOTS 22, 23, & 24 BLK 11	\$ 1,298.70
39-0000-00054-000	LOTS 1, 2, 3, 4, & 5 BLK 12	\$ 1,537.47
39-0000-00055-000	LOT 6 & E 1/2 OF LOT 7 BLK 12	\$ 179.23
39-0000-00056-000	W 1/2 OF LOT 7 & LOT 8 BLK 12	\$ 179.09
39-0000-00057-000	LOTS 9 & 10 BLK 12	\$ 238.64
39-0000-00058-000	LOTS 11 & 12 BLK 12	\$ 1,179.30
39-0000-00059-000	LOTS 13, 14, 15, 16, & 17 BLK 12	\$ 1,537.48
39-0000-00061-000	LOTS 18 & 19 BLK 12	\$ 238.78
39-0000-00062-000	LOTS 20, 21, 22, 23, & 24 BLK 12	\$ 1,537.47
39-0000-00068-000	LOTS 7, 8, & E 1/2 OF LOT 9 BLK 13	\$ 298.51
39-0000-00069-000	W1/2 OF LOT 9, LOT 10, E1/2 OF LOT 11 BLK 13	\$ 238.93
39-0000-00070-000	W 1/2 OF LOT 11 & LOT 12 BLK 13	\$ 1,119.61
39-0000-00071-000	N1/2 OF LOTS 13-14, N1/2W1/2 OF LOT 15 BLK 13	\$ 619.41

STREET IMPROVEMENT DISTRICT NO 83-25 - MISCELLANEOUS AVENUES

39-0000-00072-000	S1/2 OF LOTS13-14 & S1/2W1/2 OF LOT15 BLK 13	\$	619.45
39-0000-00073-000	E 1/2 OF LOT 15 & LOTS 16 & 17 BLK 13	\$	298.55
39-0000-00074-000	LOT 18 & W 1/2 OF LOT 19 BLK 13	\$	119.41
39-0000-00082-000	LOTS 7 & 8 BLK 16	\$	238.81
39-0000-00083-000	LOTS 9 & 10 BLK 16	\$	238.77
39-0000-00084-000	N 90' OF LOTS 11 & 12 BLK 16	\$	758.21
39-0000-00085-000	S 50' OF LOTS 11 & 12 BLK 16	\$	421.23
39-0000-00086-000	LOTS 13 & 14 BLK 16	\$	1,179.45
39-0000-00087-000	LOTS 15 & 16 BLK 16	\$	238.93
39-0000-00088-000	LOTS 17, 18 & W 2' OF LOT 19 BLK 16	\$	238.81
39-0000-00092-000	S 47 1/2' OF LOTS 1 & 2 BLK 17	\$	400.13
39-0000-00093-000	N 92 1/2' OF LOTS 1 & 2 BLK 17	\$	779.20
39-0000-00094-000	LOTS 3 & 4 BLK 17	\$	238.79
39-0000-00095-000	LOT 5 & E 6 1/4' OF LOT 6 BLK 17	\$	149.39
39-0000-00096-000	W18 3/4' OF LOT 6 & E18 3/4' OF LOT 7 BLK 17	\$	89.55
39-0000-00103-001	E14 1/4' OF LOT 18, LOT 19 & W1/2 OF LOT 20 BLK 17	\$	179.11
39-0000-00104-000	E 1/2 OF LOT 20 & LOT 21 BLK 17	\$	179.09
39-0000-00105-000	LOT 22 & W 1/2 OF LOT 23 BLK 17	\$	179.09
39-0000-00106-000	E 1/2 OF LOT 23 & LOT 24 BLK 17	\$	1,119.61
39-0000-00189-000	LOTS 1, 2 & 3 BLK 26	\$	1,298.55
39-0000-00190-000	LOTS 4 & 5 BLK 26	\$	238.64
39-0000-00191-000	LOT 6 & E 1/2 OF LOT 7 BLK 26	\$	119.41
39-0000-00197-001	LOTS 18, 19, 20, 21 & 22 BLK 26	\$	596.81
39-0000-00199-000	LOTS 23 & 24 BLK 26	\$	1,179.16
39-0000-00203-000	LOTS 7 & 8 BLK 27	\$	238.63
39-0000-00204-000	LOTS 9 & 10 BLK 27	\$	238.78
39-0000-00205-000	LOTS 11 & 12 BLK 27	\$	1,179.45
39-0000-00206-000	LOTS 13 & 14 BLK 27	\$	1,179.30
39-0000-00207-000	LOTS 15 & 16 BLK 27	\$	238.78
39-0000-00208-000	LOTS 17, 18 & W 1/2 OF LOT 19 BLK 27	\$	238.81
39-0000-00215-000	LOTS 7 & 8 BLK 30	\$	238.78
39-0000-00216-000	LOTS 9 & 10 BLK 30	\$	238.78
39-0000-00217-000	LOTS 11 & 12 BLK 30	\$	1,179.31
39-0000-00218-000	LOTS 13 THRU 22 & VAC ST BET ETC BLK 30	\$	1,475.06
39-0000-00226-000	LOTS 22, 23 & 24 & LOT 1 OF SUB IN LOT A & 10' ALLEY S OF LOT 1 BLK 31	\$	1,424.92
39-0000-00227-000	LOT 2 OF SUB IN LOT A & 10' ALLEY LOCATED S OF LOTS 2 & 3 BLK 31	\$	130.24
39-0000-00228-000	LOT 3 OF SUB IN LOT A BLK 31	\$	120.45
39-0000-00229-000	LOT 4 OF SUB IN LOT A BLK 31	\$	152.54
39-0000-00230-000	LOT 5 OF SUB IN LOT A & THAT PORTION OF VACATED ALLEY BLK 31	\$	167.16
39-0000-00290-000	LOTS 1, 2 & 3 BLK 40	\$	1,298.70
39-0000-00291-000	LOT 4 BLK 40	\$	119.39
39-0000-00292-000	LOTS 5 & 6 BLK 40	\$	238.64
39-0000-00294-000	LOT 13 BLK 40	\$	287.34
39-0000-00295-000	LOTS 14, 15 & 16 BLK 40	\$	862.02
39-0000-00296-000	LOTS 17 & 18 BLK 40	\$	574.68
39-0000-00297-000	LOT 19 & W 5' OF LOT 20 BLK 40	\$	344.81
39-0000-00298-000	LOT 20 LESS THE W 5' & LOT 21 & S 100' OF LOT 22 BLK 40	\$	770.42
39-0000-00299-000	N 40' OF LOTS 22, 23 & 24 BLK 40	\$	371.01
39-0000-00301-000	S 100' OF LOTS 23 & 24 BLK 40	\$	1,010.24
39-0000-00304-000	LOTS 7 & 8 BLK 41	\$	238.78
39-0000-00305-000	LOTS 9 & 10 BLK 41	\$	238.75

STREET IMPROVEMENT DISTRICT NO 83-25 - MISCELLANEOUS AVENUES

39-0000-00306-000	LOTS 11 & 12 BLK 41	\$	1,179.19
39-0000-00307-000	LOT 13 BLK 41	\$	1,143.89
39-0000-00308-000	LOTS 14 & 15 BLK 41	\$	574.68
39-0000-00309-000	LOTS 16 & 17 BLK 41	\$	574.68
39-0000-00310-000	LOTS 18 & 19 BLK 41	\$	574.54
39-0000-00311-000	LOTS 20, 21 & 22 BLK 41	\$	862.02
39-0000-00312-000	LOTS 23 & 24 BLK 41	\$	574.83
39-0000-00313-000	LOTS 1 & 2 BLK 44	\$	574.68
39-0000-00314-000	LOTS 3 & 4 BLK 44	\$	574.54
39-0000-00315-000	LOTS 5 & 6 BLK 44	\$	574.68
39-0000-00316-000	LOTS 7 & 8 BLK 44	\$	574.71
39-0000-00317-000	LOTS 9,10,11 & 12 BLK 44	\$	1,753.81
39-0000-00318-000	LOTS 13 & 14 BLK 44	\$	1,179.30
39-0000-00319-000	LOTS 15 & 16 BLK 44	\$	238.78
39-0000-00320-000	LOTS 17 & 18 BLK 44	\$	238.78
39-0000-00324-000	LOTS 1 & 2 BLK 45	\$	1,347.40
39-0000-00325-000	LOTS 3 & 4 BLK 45	\$	574.68
39-0000-00326-000	LOTS 5 & 6 BLK 45	\$	574.54
39-0000-00327-000	LOTS 7 & 8 BLK 45	\$	574.68
39-0000-00330-001	LOTS 9, 10,11 & 12 BLK 45	\$	1,149.36
39-0000-00334-000	E1/2 OF LOT 18 & LOTS 19 & 20 BLK 45	\$	238.81
39-0000-00335-000	LOTS 21 & 22 BLK 45	\$	238.78
39-0000-00336-000	LOTS 23 & 24 BLK 45	\$	1,179.30
39-0000-00353-000	LOT 1 BLK 49	\$	1,060.06
39-0000-00354-000	LOTS 2, 3 & 4 BLK 49	\$	358.32
39-0000-00355-000	LOTS 5 & 6 BLK 49	\$	238.78
39-0000-00361-002	LOTS 18-24 BLK 49	\$	1,775.14
39-0000-00364-000	LOTS 5, 6 & 7 BLK 50	\$	119.41
39-0000-00366-000	LOTS 8 & 9 BLK 50	\$	238.64
39-0000-00367-000	LOTS 10, 11 & 12 BLK 50	\$	1,298.55
39-0000-00368-002	LOTS 13, 14, & 15 BLK 50	\$	1,298.69
39-0000-00369-001	LOTS 16, 17, 18, & 19 BLK 50	\$	358.18
39-0000-00376-000	LOTS 7 & 8 BLK 51	\$	238.93
39-0000-00377-001	LOTS 9, 10, 11 & 12 BLK 51	\$	477.27
39-0000-00385-000	LOTS 1, 2 & 3 BLK 52	\$	127.35
39-0000-00627-000	N 46 2/3' OF LOTS 1, 2 & 3 & N1/2 OF LOT 4 BLK 91	\$	494.76
39-0000-00628-000	S 46 2/3' OF N 93 1/3' OF LOTS 1, 2 & 3 & N 23 1/3' OF S1/2 LOT4 BLK 91	\$	455.00
39-0000-00629-000	S 46 2/3' OF LOTS 1, 2, 3 & 4 BLK 91	\$	474.92
39-0000-00630-000	LOTS 5 & 6 & E1/2 OF LOT 7 BLK 91	\$	298.53
39-0000-00631-001	W1/2 OF LOT 7, & LOTS 8, 9, & 10 BLK 91	\$	417.87
39-0000-00633-000	LOT 11 BLK 91	\$	119.24
39-0000-00634-001	LOT 12 & N10' VAC ALLEY BLK 91	\$	127.92
39-0000-00635-001	LOTS 13 & 14 & 20' OF VAC ALLEY BLK 91	\$	315.30
39-0000-00636-002	LOTS 15-23 & S10' VAC ALLEY AT LOT 17 BLK 91	\$	1,110.92
39-0000-00640-000	LOT 24 & LOT 25 LESS E 2 1/2' BLK 91	\$	226.84
39-0000-00641-000	E 2 1/2' OF LOT 25 & LOT 26 BLK 91	\$	131.33
39-0000-00642-000	LOTS 27 & 28 BLK 91	\$	1,179.45
39-0301-00137-000	E75' LOT 2 BLK 10 C & K ADD, LOTS 7 & 8 & N 46' LOT 9 BLK 1 ORRS ADD	\$	330.37
39-0301-00138-000	W75' LOT 2 BLK 10 C & K ADD & LOTS 10, 11 & 12 LESS S 50' BLK 1 ORRS ADD	\$	847.41
39-0301-00139-000	LOT 1 BLK 11 C & K ADD	\$	579.92
39-0406-00007-000	LOT 7 BLK 03 DODGE'S 1ST ADD	\$	574.68

STREET IMPROVEMENT DISTRICT NO 83-25 - MISCELLANEOUS AVENUES

39-0406-00008-000	LOT 8 BLK 03 DODGE'S 1ST ADD	\$	574.68
39-0406-00009-000	LOT 9 BLK 03 DODGE'S 1ST ADD	\$	574.83
39-0406-00010-000	LOT 10 BLK 03 DODGE'S 1ST ADD	\$	574.68
39-0406-00011-000	LOT 11 BLK 03 DODGE'S 1ST ADD	\$	574.68
39-0406-00012-000	LOT 12 BLK 03 DODGE'S 1ST ADD	\$	574.68
39-0407-00001-000	LOT 13 BLK 03 DODGE'S 2ND ADD	\$	574.68
39-0407-00002-000	LOT 14 BLK 03 DODGE'S 2ND ADD	\$	574.83
39-0702-00001-000	LOT 1 GREENLEAF ADD	\$	1,176.44
39-0702-00002-000	LOT 2 GREENLEAF ADD	\$	238.93
39-0702-00003-000	LOT 3 GREENLEAF ADD	\$	238.78
39-1001-00002-000	LOTS 3 & 4 JOHNSON'S ADD	\$	228.03
39-1001-00003-000	LOTS 5 & 6 JOHNSON'S ADD	\$	228.17
39-1001-00004-000	LOTS 7 & 8 JOHNSON'S ADD	\$	1,128.52
39-1001-00005-000	LOTS 9, 10, 11 & 12 JOHNSON'S ADD	\$	828.44
39-1001-00007-000	LOTS 13, 14, 15 & 16 JOHNSON'S ADD	\$	137.15
39-1309-00001-000	LOTS 1 & 2 MIKKELSON'S ADDITION	\$	1,148.83
39-1503-00053-000	LOT 1 BLK 4 ODD FELLOWS 1ST ADD	\$	570.68
39-1503-00054-000	LOT 2 BLK 4 ODD FELLOWS 1ST ADD	\$	580.48
39-1503-00055-000	LOT 3 BLK 4 ODD FELLOWS 1ST ADD	\$	886.97
39-1503-00056-000	LOT 4 BLK 4 ODD FELLOWS 1ST ADD	\$	887.97
39-1503-00057-000	LOT 5 BLK 4 ODD FELLOWS 1ST ADD	\$	1,039.16
39-1505-00011-000	S 50' OF LOTS 9 THRU 12 BLK 1 ORR'S ADD	\$	506.02
39-1505-00012-000	N 40' LOTS 13 THRU 16 & W 121/2' OF N 40' LOT 17 BLK 1 ORRS ADD	\$	422.18
39-1505-00013-000	E 10' OF S 100' LOT 16 & W 20' OF S 100' LOT 17 BLK 1 ORR'S ADD	\$	102.27
39-1505-00014-000	S 100' OF LOT 13 & W 5' OF S 100' OF LOT 14 BLK 1 ORR'S ADD	\$	774.07
39-1505-00015-000	E 20' OF S 100' OF LOT 14 & W 10' OF S ETC BLK 1 ORR'S ADD	\$	102.30
39-1505-00016-000	E 15' OF S 100' OF LOT 15 & W 15' OF S 100' OF LOT 16 BLK 1 ORR'S ADD	\$	102.44
39-1505-00017-000	E 5' OF S 100' & E 121/2' OF N 40' OF LOT 17 & ALL OF LOT 18 BLK 1 ORR'S ADD	\$	153.42
39-1505-00021-000	N1/2 OF LOTS 1 THRU 6 BLK 2 ORR'S ADD	\$	553.16
39-1505-00022-000	S1/2 OF LOTS 1 THRU 6 BLK 2 ORR'S ADD	\$	556.99
39-1505-00026-001	LOTS 19 & 20 LESS E 10' BLK 2 ORR'S ADD	\$	190.88
39-1505-00027-001	E 10' OF LOT 20, LOT 21, & W 15' OF LOT 22 BLK 2 ORR'S ADD	\$	239.04
39-1505-00028-000	E 10' OF LOT 22 & LOTS 23 & 24 BLK 2 ORR'S ADD	\$	1,226.95
39-1505-00029-000	LOTS 1 & 2 BLK 3 ORR'S ADD	\$	1,179.45
39-1505-00030-000	LOTS 3 & 4 BLK 3 ORR'S ADD	\$	238.93
39-1505-00031-000	LOTS 5 & 6 & E1/2 OF LOT 7 BLK 3 ORR'S ADD	\$	298.48
39-1505-00034-000	LOTS 13 THRU 17 BLK 3 ORR'S ADD	\$	1,436.56
39-1505-00035-000	LOTS 18, 19 & 20 BLK 3 ORR'S ADD	\$	861.88
39-1505-00036-001	LOT 21, S 95' OF LOT 22 LESS E 3', N 45' OF LOTS 22, 23, & 24 BLK 3 ORR'S ADD	\$	608.12
39-1505-00038-000	S 95' LOTS 23 & 24 & S 95' OF E 3' OF LOT 22 BLK 3 ORR'S ADD	\$	987.99
39-1505-00041-000	LOT 4 BLK 4 ORR'S ADD	\$	238.78
39-1505-00042-000	LOT 5 BLK 4 ORR'S ADD	\$	238.63
39-1505-00043-000	LOT 6 BLK 4 ORR'S ADD	\$	1,179.16
39-1505-00044-000	LOT 7 BLK 4 ORR'S ADD	\$	1,347.25
39-1505-00045-000	LOT 8 BLK 4 ORR'S ADD	\$	574.68
39-1505-00046-000	LOT 9 BLK 4 ORR'S ADD	\$	574.68
39-1505-00047-000	LOT 10 BLK 4 ORR'S ADD	\$	574.69
39-1505-00048-000	LOT 11 BLK 4 ORR'S ADD	\$	574.68
39-1505-00049-000	LOT 12 BLK 4 ORR'S ADD	\$	574.68
39-1505-00050-000	LOT 1 BLK 5 ORR'S ADD	\$	506.09
39-1505-00051-000	LOT 2 BLK 5 ORR'S ADD	\$	574.54

STREET IMPROVEMENT DISTRICT NO 83-25 - MISCELLANEOUS AVENUES

39-1505-00052-000	LOT 3 BLK 5 ORR'S ADD	\$	574.54
39-1505-00053-000	LOT 4 BLK 5 ORR'S ADD	\$	574.68
39-1505-00054-000	LOT 5 BLK 5 ORR'S ADD	\$	574.83
39-1505-00055-000	LOT 6 BLK 5 ORR'S ADD	\$	574.83
39-1505-00056-000	LOT 7 BLK 5 ORR'S ADD	\$	574.68
39-1505-00056-001	LOT 8 BLK 5 ORR'S ADD	\$	574.68
39-1505-00057-000	LOT 9 BLK 5 ORR'S ADD	\$	574.68
39-1505-00058-000	LOT 10 BLK 5 ORR'S ADD	\$	574.68
39-1505-00068-000	LOT 1 & E 10' OF LOT 2 BLK 6 ORR'S ADD	\$	621.02
39-1505-00069-000	W 40' OF LOT 2 BLK 6 ORR'S ADD	\$	459.75
39-1505-00070-000	LOT 3 BLK 6 ORR'S ADD	\$	574.68
39-1505-00071-000	LOT 4 BLK 6 ORR'S ADD	\$	574.68
39-1505-00072-000	LOT 5 BLK 6 ORR'S ADD	\$	574.54
39-1505-00073-000	LOT 6 BLK 6 ORR'S ADD	\$	574.69
39-1505-00074-000	LOT 7 BLK 6 ORR'S ADD	\$	574.69
39-1505-00075-000	LOT 8 BLK 6 ORR'S ADD	\$	574.54
39-1505-00076-000	LOT 9 BLK 6 ORR'S ADD	\$	574.68
39-1505-00077-000	LOT 10 BLK 6 ORR'S ADD	\$	574.68
39-1505-00088-001	LOTS 1 & 2 & E 1/2 OF LOT 3 BLK 7 ORR'S ADD	\$	1,436.71
39-1505-00089-000	W 1/2 OF LOT 3 & LOT 4 BLK 7 ORR'S ADD	\$	862.02
39-1505-00090-000	LOT 5 BLK 7 ORR'S ADD	\$	574.68
39-1505-00091-000	LOT 6 BLK 7 ORR'S ADD	\$	1,347.26
39-1505-00092-000	LOT 7 BLK 7 ORR'S ADD	\$	1,179.45
39-1505-00093-000	LOT 8 BLK 7 ORR'S ADD	\$	238.93
39-1505-00094-000	LOT 9 BLK 7 ORR'S ADD	\$	238.64
39-1505-00098-000	LOT 1 BLK 8 ORR'S ADD	\$	1,347.25
39-1505-00099-000	LOT 2 BLK 8 ORR'S ADD	\$	574.54
39-1505-00100-000	LOT 3 BLK 8 ORR'S ADD	\$	574.68
39-1505-00101-000	LOT 4 BLK 8 ORR'S ADD	\$	574.83
39-1505-00102-000	LOT 5 BLK 8 ORR'S ADD	\$	574.55
39-1505-00103-000	S 65' OF LOT 6 BLK 8 ORR'S ADD	\$	110.79
39-1505-00104-000	N 75' OF LOT 6 BLK 8 ORR'S ADD	\$	463.73
39-1505-00108-000	LOT 10 BLK 8 ORR'S ADD	\$	238.78
39-1505-00109-000	LOT 11 BLK 8 ORR'S ADD	\$	238.78
39-1505-00110-000	LOT 12 BLK 8 ORR'S ADD	\$	1,179.31
39-1601-00004-000	LOTS 1 & 2 BLK 12 PARK ADD	\$	881.79
39-1601-00005-000	LOTS 3 & 4 BLK 12 PARK ADD	\$	920.22
39-1601-00006-000	LOT 5 BLK 12 PARK ADD	\$	485.40
39-1601-00007-001	LOT 6 & 7 & E 10' & S 100' OF W15' OF LOT 8 BLK 12 PARK ADD	\$	789.81
39-1601-00008-000	W 15' LOT 8 LESS S 100' ETC, LOT 9 LESS S 100' BLK 12 PARK ADD	\$	258.63
39-1601-00009-001	S 100' OF LOTS 9, 10, & 11 BLK 12 PARK ADD	\$	759.71
39-1601-00010-000	LOTS 1 THRU 28 BLK 14 PARK ADD	\$	6,996.17
39-1601-00011-000	LOTS 1 THRU 32 BLK 15 PARK ADD	\$	7,682.81
39-1601-00012-000	LOTS 1 THRU 32 BLK 17 PARK ADD	\$	5,306.05
39-1601-00013-000	LOTS 1 THRU 28 BLK 18 PARK ADD	\$	4,886.73
39-1601-00014-000	LOTS 1 THRU 18 BLK 19 PARK ADD	\$	3,275.91
39-1601-00015-000	LOTS 1 THRU 20 BLK 20 PARK ADD	\$	3,602.44
39-2735-00034-001	BEG SE COR 11TH AVE & 2ND ST TH E 400' ETC 5.40 ACRES 35 154 64 LESS TRACT DEED DOC#	\$	2,034.44
39-2735-00034-002	TRACT 300' X 280' CONT. 84,000 SQ FT 35 154 64	\$	4,730.08
39-2735-00035-000	ODD FELLOWS PROP AKA ""PAL"" LESS TRACTS DEEDED TO KDLR & KUNKEL	\$	567.92

STREET IMPROVEMENT DISTRICT NO 83-25 - MISCELLANEOUS AVENUES

TOTAL ASSESSMENT **\$ 183,133.40**

STREET IMPROVEMENT 84-25 - 6TH ST NE, 13TH AVE NE

<u>PARCEL</u>	<u>LEGAL</u>	<u>TOTAL ASSESS</u>
39-0103-00001-000	LOT 1 BLK 1 ACADEMY VILLAGE SUBDIVISION	\$ 941.50
39-0103-00002-000	LOT 2 BLK 1 ACADEMY VILLAGE SUBDIVISION	\$ 3,868.00
39-0103-00008-001	UNIT #1301 VILLAGE GREEN CONDO ACADEMY VILLAGE SUBDIVISION	\$ 909.80
39-0103-00008-002	UNIT #1302 VILLAGE GREEN CONDO ACADEMY VILLAGE SUBDIVISION	\$ 1,295.27
39-0103-00008-003	UNIT #1303 VILLAGE GREEN CONDO ACADEMY VILLAGE SUBDIVISION	\$ 551.74
39-0103-00008-004	UNIT #1304 VILLAGE GREEN CONDO ACADEMY VILLAGE SUBDIVISION	\$ 657.07
39-0103-00008-005	UNIT #1305 VILLAGE GREEN CONDO ACADEMY VILLAGE SUBDIVISION	\$ 552.49
39-0103-00008-006	UNIT #1306 VILLAGE GREEN CONDO ACADEMY VILLAGE SUBDIVISION	\$ 656.06
39-0103-00008-007	UNIT #1307 VILLAGE GREEN CONDO ACADEMY VILLAGE SUBDIVISION	\$ 553.19
39-0103-00008-008	UNIT #1308 VILLAGE GREEN CONDO ACADEMY VILLAGE SUBDIVISION	\$ 655.19
39-0103-00010-000	OUTLOT B ACADEMY VILLAGE SUBDIVISION	\$ 3,606.84
39-0103-00011-000	OUTLOT C ACADEMY VILLAGE SUBDIVISION	\$ 2,469.93
39-0104-00001-000	LOT 1 BLK 2 ACADEMY VILLAGE SUB REPLAT	\$ 1,227.13
39-0104-00002-000	LOT 2 BLK 2 ACADEMY VILLAGE SUB REPLAT	\$ 1,227.13
39-0104-00003-000	LOT 3 BLK 2 ACADEMY VILLAGE SUB REPLAT	\$ 1,582.33
39-0104-00004-001	LOT 4 & N 10' OF LOT 5 BLK 2 ACADEMY VILLAGE SUB REPLAT	\$ 1,565.88
39-0104-00005-050	S90' OF LOT 5 & N20' OF LOT 6 BLK 2 ACADEMY VILLAGE SUB REPLAT	\$ 1,406.00
39-0104-00006-001	LOT 6 LESS N20' BLK 2 ACADEMY VILLAGE SUB REPLAT	\$ 1,615.76
39-0104-00008-000	OUTLOT A BLK 2 ACADEMY VILLAGE REPLAT	\$ 716.55
39-0105-00001-000	LOT 1 BLOCK 1 REPLAT OF LOT 4 BLOCK 1 ACADEMY VILLAGE SUBDIVISION	\$ 1,277.97
39-0105-00002-001	LOT 2 & 3, BLK 1, REPLAT OF LOT 4, BLK1 ACADEMY VILLAGE SUB	\$ 2,584.79
39-0105-00004-000	LOT 4 BLOCK 1 REPLAT OF LOT 4 BLOCK 1 ACADEMY VILLAGE SUBDIVISION	\$ 1,422.71
39-0105-00005-000	LOT 5 BLOCK 1 REPLAT OF LOT 4 BLOCK 1 ACADEMY VILLAGE SUBDIVISION	\$ 2,702.44
39-0105-00006-000	OUTLOT A BLOCK 1 REPLAT OF LOT 4 BLOCK 1 ACADEMY VILLAGE SUBDIVISION	\$ 713.10
39-0105-00007-000	OUTLOT B BLOCK 1 REPLAT OF LOT 4 BLK 1 ACADEMY VILLAGE SUB	\$ 1,458.66
39-1503-00004-000	S 80' OF LOT 3 BLK 1 ODD FELLOWS 1ST ADD	\$ 1,163.61
39-1503-00005-000	LOT 4 BLK 1 ODD FELLOWS 1ST ADD	\$ 792.63
39-1503-00006-000	LOT 5 BLK 1 ODD FELLOWS 1ST ADD	\$ 701.77
39-1503-00007-000	LOT 6 BLK 1 ODD FELLOWS 1ST ADD	\$ 617.95
39-1503-00008-000	LOT 7 BLK 1 ODD FELLOWS 1ST ADD	\$ 671.70
39-1503-00009-000	LOT 8 BLK 1 ODD FELLOWS 1ST ADD	\$ 763.55
39-1503-00010-000	LOT 9 BLK 1 ODD FELLOWS 1ST ADD	\$ 833.98
39-1503-00011-000	LOT 10 BLK 1 ODD FELLOWS 1ST ADD	\$ 982.84
39-1503-00012-000	LOT 11 BLK 1 ODD FELLOWS 1ST ADD	\$ 886.55
39-1503-00013-000	LOT 12 BLK 1 ODD FELLOWS 1ST ADD	\$ 1,398.35
39-1503-00014-000	LOT 13 BLK 1 ODD FELLOWS 1ST ADD	\$ 698.29
39-1503-00015-000	LOT 14 BLK 1 ODD FELLOWS 1ST ADD	\$ 780.85
39-1503-00016-000	LOT 15 BLK 1 ODD FELLOWS 1ST ADD	\$ 977.32
39-1503-00017-000	LOT 16 BLK 1 ODD FELLOWS 1ST ADD	\$ 877.88
39-1503-00018-000	LOT 17 BLK 1 ODD FELLOWS 1ST ADD	\$ 825.07
39-1503-00019-000	LOT 18 BLK 1 ODD FELLOWS 1ST ADD	\$ 838.24
39-1503-00020-000	LOT 19 BLK 1 ODD FELLOWS 1ST ADD	\$ 753.24
39-1503-00021-000	LOT 20 BLK 1 ODD FELLOWS 1ST ADD	\$ 899.08
39-1503-00024-000	LOT 1 BLK 2 ODD FELLOWS 1ST ADD	\$ 1,088.89
39-1503-00025-000	LOT 2 BLK 2 ODD FELLOWS 1ST ADD	\$ 952.21
39-1503-00026-000	LOT 3 BLK 2 ODD FELLOWS 1ST ADD	\$ 755.05
39-1503-00027-000	LOT 4 BLK 2 ODD FELLOWS 1ST ADD	\$ 850.40
39-1503-00028-000	LOT 5 BLK 2 ODD FELLOWS 1ST ADD	\$ 781.21
39-1503-00029-000	LOT 6 BLK 2 ODD FELLOWS 1ST ADD	\$ 781.40
39-1503-00030-000	LOT 7 BLK 2 ODD FELLOWS 1ST ADD	\$ 857.02

STREET IMPROVEMENT 84-25 - 6TH ST NE, 13TH AVE NE

39-1503-00031-001	LOT 8 & 1272SF OF LOT 10 BLK 2 ODD	FELLOWS 1ST ADD	\$	851.28
39-1503-00032-002	LOTS 9-10 LESS 1272 SF & E 10' OF S 100' BLK 2	ODD FELLOWS 1ST ADD	\$	1,627.19
39-1503-00034-001	E 10' OF S 100' LOT 10 & ALL LOT 11 BLK 2	ODD FELLOWS 1ST ADD	\$	930.91
39-1503-00045-000	LOT 1 BLK 3 ODD FELLOWS 1ST ADD		\$	1,174.98
39-1503-00046-000	LOT 2 BLK 3 ODD FELLOWS 1ST ADD		\$	1,472.43
39-1503-00048-000	LOT 4 BLK 3 ODD FELLOWS 1ST ADD		\$	813.23
39-1503-00049-000	LOT 5 BLK 3 ODD FELLOWS 1ST ADD		\$	925.85
39-1503-00050-000	LOT 6 BLK 3 ODD FELLOWS 1ST ADD		\$	858.68
39-1503-00051-000	LOT 7 BLK 3 ODD FELLOWS 1ST ADD		\$	934.07
39-1503-00052-000	LOT 8 & STRIP OF LAND 5' ALONG E & S LOT 8	ODD FELLOWS 1ST ADD	\$	1,009.84
39-1503-00061-000	LOT 9 & ADJ TRACT 40' X 75' TO S BLK 4 ODD	FELLOWS 1ST ADD	\$	1,060.52
39-1503-00062-000	LOT 10 & STRIP OF LAND 15' X 140' ADJ ETC	BLK 4 ODD FELLOWS 1ST	\$	1,109.32
39-2735-00035-000	ODD FELLOWS PROP AKA ""PAL"" LESS TRACTS	DEEDED TO KDRL & KUNKEL	\$	2,983.83
			\$	-
	TOTAL ASSESSMENT		\$	73,498.74

STREET IMPROVEMENT DISTRICT 85-25 - VARIOUS ALLEYS, PARKING LOTS

PARCEL	LEGAL	TOTAL ASSESS
39-0000-00017-000	LOTS 1, 2, & 3 BLK 09	\$ 691.44
39-0000-00018-000	LOT 4 & E 10 FT OF LOT 5 BLK 09	\$ 322.61
39-0000-00019-000	W 15 FT OF LOT 5 & LOTS 6 & 7 BLK 9	\$ 599.12
39-0000-00020-000	LOTS 8 & 9 BLK 09	\$ 460.93
39-0000-00021-000	S 82 FT OF LOTS 10, 11 & 12 BLK 9	\$ 548.98
39-0000-00022-000	N 58 FT OF LOTS 10, 11 & 12 BLK 9	\$ 142.22
39-0000-00023-000	S 100 FT OF LOTS 13, 14 & 15 BLK 9	\$ 245.24
39-0000-00024-000	N 40' OF LOTS 13, 14 & 15 BLK 9	\$ 446.05
39-0000-00025-000	LOT 16 & W 1/2 OF LOT 17 BLK 09	\$ 343.19
39-0000-00026-000	E 1/2 OF LOT 17 & LOT 18 BLK 09	\$ 343.19
39-0000-00027-000	LOTS 19 & 20 LESS E18.70' OF N55.60' S LINE CENTERLINE OF PARTY WALL BLK 9	\$ 338.92
39-0000-00028-000	E18.70' OF N 55.60' OF LOT 20 & N60' OF LOTS 21 THRU 24 BLK 9	\$ 782.31
39-0000-00029-000	S 80' OF LOTS 21, 22, 23 & 24 BLK 9	\$ 261.63
39-0000-00030-000	S 50 FT OF LOTS 1 & 2 BLK 10	\$ 313.72
39-0000-00031-000	N 90 FT OF LOTS 1 & 2 BLK 10	\$ 147.15
39-0000-00032-000	LOTS 3 & 4 BLK 10	\$ 461.00
39-0000-00033-000	LOTS 5, 6, 7, & 8 BLK 10	\$ 921.87
39-0000-00034-000	LOTS 9 & 10 BLK 10	\$ 460.87
39-0000-00035-000	LOTS 11 & 12 BLK 10	\$ 460.86
39-0000-00036-000	LOTS 13, 14, 15 & W 1/2 OF LOT 16 BLK 10	\$ 804.19
39-0000-00037-000	E 1/2 OF LOT 16 & LOTS 17 & 18 BLK 10	\$ 573.62
39-0000-00038-000	LOTS 19 & 20 BLK 10	\$ 460.72
39-0000-00039-000	LOTS 21 & 22 BLK 10	\$ 461.00
39-0000-00040-000	LOTS 23 & 24 BLK 10	\$ 461.00
39-0000-00126-002	ALL OF BLK 20; LOTS 1-3 & 21-24 BLK 21 & VAC ALLEY OT	\$ 966.14
39-0000-00128-000	LOTS 4 & 5 BLK 21	\$ 460.86
39-0000-00129-000	LOTS 6 & 7 BLK 21	\$ 460.86
39-0000-00130-000	LOTS 8 & 9 BLK 21	\$ 460.86
39-0000-00131-001	LOTS 10, 11 & 12 BLK 21	\$ 691.30
39-0000-00134-000	LOTS 13 & 14 EXCEPT E 4' OF LOT 14 BLK 21	\$ 424.00
39-0000-00135-000	E 4' OF LOT 14, LOT 15 & W 1/2 OF LOT 16 BLK 21	\$ 380.19
39-0000-00136-000	E 1/2 OF LOT 16 & LOTS 17 & 18 BLK 21	\$ 573.76
39-0000-00137-000	LOTS 19 & 20 BLK 21	\$ 460.86
39-0000-00139-000	LOTS 1, 2, 3, 4, 5 & 6 BLK 22	\$ 1,382.59
39-0000-00140-000	REAR 50' OF LOTS 7 & 8, LOTS 9 & 10, BLK 22	\$ 774.58
39-0000-00141-000	N 90' OF LOT 7 & N 90' OF LOT 8 BLK 22	\$ 147.15
39-0000-00142-000	LOTS 11 & 12 BLK 22	\$ 460.87
39-0000-00143-000	LOTS 13 THRU 19 EXCEPT N 15' BLK 22	\$ 715.29
39-0000-00144-000	N 15' OF LOTS 13 THRU 19 BLK 22	\$ 897.73
39-0000-00145-000	LOTS 20, 21 & 22 BLK 22	\$ 691.16
39-0000-00146-000	LOTS 23 & 24 BLK 22	\$ 460.72
39-0000-00147-000	N 50' OF LOTS 1, 2, 3, 4 & 5 BLK 23	\$ 201.50
39-0000-00148-000	25' NEXT S OF N 50' OF LOTS 1 THRU 5 BLK 23	\$ 102.18
39-0000-00149-000	A STRIP OF LAND COM AT SW COR OF LOT 5 THENCE N ALONG W LINE ETC BLK 23	\$ 92.53
39-0000-00150-000	S 19' OF N 94' OF LOTS 1, 2 & 3 BLK 23	\$ 46.58
39-0000-00151-000	S 46' OF LOTS 1, 2, 3, 4 & 5 LESS W 10' OF S 46' LOT 5 BLK 23	\$ 709.31
39-0000-00152-000	LOTS 6, 7 & 8 BLK 23	\$ 691.42
39-0000-00153-000	N 65' OF LOTS 9, 10, 11 & 12 BLK 23	\$ 212.47
39-0000-00154-000	S 75' OF LOTS 9, 10, 11 & 12 BLK 23	\$ 709.13
39-0000-00155-000	LOTS 13, 14 & 15 BLK 23	\$ 691.30
39-0000-00156-000	LOT 16 BLK 23	\$ 230.43

STREET IMPROVEMENT DISTRICT 85-25 - VARIOUS ALLEYS, PARKING LOTS

39-0000-00157-000	LOTS 17 & 18 BLK 23	\$	461.01
39-0000-00158-000	LOT 19 BLK 23	\$	230.57
39-0000-00159-000	LOT 20 BLK 23	\$	230.44
39-0000-00160-000	S 110' OF LOT 21 BLK 23	\$	89.92
39-0000-00161-000	23' NEXT OF S OF N 30' OF LOTS 22, 23, 24 & S 87' LOT 22 BLK 23	\$	127.53
39-0000-00162-000	S 87' OF LOT 23 BLK 23	\$	71.12
39-0000-00163-000	S 87' OF LOT 24 BLK 23	\$	71.12
39-0000-00164-000	N 30' OF LOTS 21, 22, 23 & 24 BLK 23	\$	562.04
39-0000-00165-000	LOTS 1, 2, 3 & 4 BLK 24	\$	921.73
39-0000-00166-000	LOTS 5 & 6 BLK 24	\$	460.86
39-0000-00167-001	LOTS 7, 8 & 9 BLK 24	\$	691.30
39-0000-00169-000	N 68' OF LOTS 10, 11 & 12 BLK 24	\$	166.77
39-0000-00170-000	S 48' OF LOTS 10, 11 & 12 BLK 24	\$	465.67
39-0000-00171-000	N 24' OF THE S 72' OF LOTS 10, 11 & 12 BLK 24	\$	58.86
39-0000-00172-000	S 100' OF LOTS 13 & 14 BLK 24	\$	163.39
39-0000-00173-001	THE 20' NEXT N OF THE S 100' & THE N20' OF LOTS 13 & 14 BLK 24	\$	297.48
39-0000-00175-000	LOTS 15 & 16 BLK 24	\$	460.86
39-0000-00176-000	LOT 17 BLK 24	\$	230.43
39-0000-00177-000	LOTS 18 & 19 BLK 24	\$	460.86
39-0000-00178-000	LOT 20 BLK 24	\$	230.43
39-0000-00179-000	LOT 21 BLK 24	\$	230.43
39-0000-00180-000	LOT 22 BLK 24	\$	230.43
39-0000-00181-000	LOTS 23 & 24 BLK 24	\$	460.86
39-0000-00182-000	LOTS 1 & 2 BLK 25	\$	461.00
39-0000-00183-000	LOTS 3, 4 & 5 BLK 25	\$	691.29
39-0000-00184-000	LOTS 6 THRU 12 BLK 25	\$	1,612.89
39-0000-00185-000	LOTS 13, 14 & 15 & THE W 9" OF LOT 16 BLK 25	\$	695.80
39-0000-00186-000	E 24' & 3" OF LOT 16 BLK 25	\$	225.79
39-0000-00187-000	LOTS 17 & 18 BLK 25	\$	461.00
39-0000-00188-000	LOTS 19 THRU 24 BLK 25	\$	1,382.59
39-0000-00195-000	S 35' OF LOTS 10, 11 & 12 BLK 26	\$	433.79
39-0000-00196-000	LOTS 13, 14, 15, 16 & 17 BLK 26	\$	1,152.16
39-0000-00212-000	LOTS 1 & 2 BLK 30	\$	460.86
39-0000-00213-000	LOTS 3 & 4 BLK 30	\$	460.86
39-0000-00214-000	LOTS 5 & 6 BLK 30	\$	460.86
39-0000-00215-000	LOTS 7 & 8 BLK 30	\$	460.87
39-0000-00216-000	LOTS 9 & 10 BLK 30	\$	460.86
39-0000-00217-000	LOTS 11 & 12 BLK 30	\$	460.87
39-0000-00218-000	LOTS 13 THRU 22 & VAC ST BET ETC BLK 30	\$	2,912.19
39-0000-00220-000	S 90' OF LOTS 23 & 24 BLK 30	\$	147.30
39-0000-00221-000	N 50' OF LOTS 23 & 24 BLK 30	\$	313.74
39-0000-00222-001	LOTS 7 & 8 & E 1/2 OF LOT 9 BLK 31	\$	1,721.28
39-0000-00224-000	W 1/2 OF LOT 9 & LOTS 10, 11 & 12 BLK 31	\$	2,412.58
39-0000-00226-000	LOTS 22, 23 & 24 & LOT 1 OF SUB IN LOT A & 10' ALLEY S OF LOT 1 BLK 31	\$	812.29
39-0000-00227-000	LOT 2 OF SUB IN LOT A & 10' ALLEY LOCATED S OF LOTS 2 & 3 BLK 31	\$	124.85
39-0000-00228-000	LOT 3 OF SUB IN LOT A BLK 31	\$	346.40
39-0000-00229-000	LOT 4 OF SUB IN LOT A BLK 31	\$	744.87
39-0000-00230-000	LOT 5 OF SUB IN LOT A & THAT PORTION OF VACATED ALLEY BLK 31	\$	754.08
39-0000-00231-000	LOTS 1, 2 & 3 BLK 32	\$	691.30
39-0000-00232-000	LOTS 4 & 5 LESS W 5' OF LOT 5 BLK 32	\$	414.78
39-0000-00233-000	W 5' OF LOT 5 & LOTS 6 & 7 BLK 32	\$	506.95
39-0000-00234-000	LOTS 8, 9, 10, 11 & 12 BLK 32	\$	1,152.16

STREET IMPROVEMENT DISTRICT 85-25 - VARIOUS ALLEYS, PARKING LOTS

39-0000-00235-000	N 55' OF LOTS 13, 14 & 15 BLK 32	\$	482.81
39-0000-00236-000	S 85' OF LOTS 13, 14 & 15 BLK 32	\$	208.37
39-0000-00237-000	LOT 16 & W 1/2 OF LOT 17 BLK 32	\$	341.87
39-0000-00238-000	E 1/2 OF LOT 17 & ALL OF LOTS 18 & 19 TOGETHER WITH ETC BLK 32	\$	580.07
39-0000-00241-000	LOTS 1 & 2 BLK 33	\$	460.86
39-0000-00242-000	LOTS 3 & 4 BLK 33	\$	460.86
39-0000-00243-000	LOT 5 & N 80' OF LOT 6 BLK 33	\$	295.98
39-0000-00244-000	LOT 6 LESS THE N 80' BLK 33	\$	165.05
39-0000-00245-000	LOT 7 BLK 33	\$	230.40
39-0000-00246-000	LOT 8 BLK 33	\$	230.29
39-0000-00247-001	LOTS 9, 10, 11 & 12 BLK 33	\$	921.73
39-0000-00250-000	N 50' OF LOTS 13 THRU 18 BLK 33	\$	941.16
39-0000-00251-000	N 25' OF S 75' OF LOTS 13 THRU 16 & S 15' NEXT S OF N 50' ETC BLK 33	\$	155.32
39-0000-00252-000	S 50' OF LOTS 13 THRU 16 & S 75' OF LOTS 17 & 18 BLK 33	\$	286.12
39-0000-00253-000	LOT 19 BLK 33	\$	230.43
39-0000-00254-000	LOTS 20 & 21 BLK 33	\$	460.86
39-0000-00255-000	LOTS 22 & 23 BLK 33	\$	460.86
39-0000-00256-000	LOT 24 BLK 33	\$	230.43
39-0000-00257-000	LOT 1 & E 22 1/2' OF LOT 2 BLK 34	\$	435.50
39-0000-00258-000	W 2 1/2' OF LOT 2 & LOT 3 BLK 34	\$	251.16
39-0000-00259-000	LOT 4 LESS N 80' OF THE W 6''' OF LOT 4 BLK 34	\$	214.73
39-0000-00260-000	LOTS 5 & 6 & THE N 80' OF THE W 6''' OF LOT 4 BLK 34	\$	476.56
39-0000-00261-000	LOT 7 BLK 34	\$	230.43
39-0000-00262-000	LOTS 8 & 9 BLK 34	\$	460.86
39-0000-00263-001	LOTS 10-12 BLK 34; LOTS 1-9 BLK 35 & VAC 3RD AVE	\$	2,520.40
39-0000-00264-000	S 90' OF LOTS 13 THRU 16 LESS E'LY 10''' OF SAID S 90' LOT 16 BLK 34	\$	287.56
39-0000-00265-000	N 50' OF LOTS 13, 14, 15 & 16 BLK 34	\$	627.42
39-0000-00266-000	LOTS 17 & 18 BLK 34	\$	460.96
39-0000-00267-000	LOTS 19, 20 & 21 BLK 34	\$	691.29
39-0000-00268-000	N 93 1/3' OF LOTS 22, 23 & 24 BLK 34	\$	576.84
39-0000-00269-000	S 46 2/3' OF LOTS 22, 23 & 24 BLK 34	\$	114.46
39-0000-00275-000	LOT 10 & VACATED 3RD AVE BLK 35	\$	900.54
39-0000-00277-000	LOTS 1, 2 & 3 & PART OF VAC ALLEY LYING S OF SAID LOTS BLK 38	\$	715.82
39-0000-00278-000	LOTS 4, 5 & 6 & PORTION OF VAC ALLEY LYING S OF SAID LOTS BLK 38	\$	715.82
39-0000-00279-000	N 25' OF LOTS 8, 9, 10, 11 & 12 BLK 38	\$	102.18
39-0000-00280-000	LOT 7 & S 115' OF LOTS 8, THRU 12 & PART VAC ALLEY S ETC BLK 38	\$	1,329.46
39-0000-00281-000	LOTS 13 THRU 20 & PART VAC ALLEY N SR CIT ETC BLK 38	\$	2,931.02
39-0000-00282-000	LOTS 21 & 22 LESS E 17' OF N 70' LOT 22 & PART VAC ALLEY ETC BLK 38	\$	407.80
39-0000-00283-000	E 17' OF N 70' OF LOT 22 & N 70' OF LOTS 23 & 24 & PART VAC ETC BLK 38	\$	486.09
39-0000-00284-000	S 70' OF LOTS 23 & 24 & PART VAC ST LYING S OF SAID LOTS BLK 38	\$	168.43
39-0000-00293-000	LOTS 7, 8, 9, 10, 11 & 12 BLK 40	\$	1,941.82
39-0000-00294-000	LOT 13 BLK 40	\$	230.43
39-0000-00295-000	LOTS 14, 15 & 16 BLK 40	\$	691.29

TOTAL ASSESSMENT

\$80,570.46

2025 CURB, GUTTER & SIDEWALK ASSESSMENT

<u>PARCEL</u>	<u>LEGAL</u>	<u>TOTAL ASSESS</u>
39-0301-00033-000	W 25' OF LOT 5 & LOT 6 BLK 04 C & K ADD	\$ 1,793.44
39-0301-00032-000	LOT 4 & E 25' OF LOT 5 BLK 04 C & K ADD	\$ 1,793.44
39-0407-00048-000	LOTS 13 & 14 BLK 07 DODGE'S 2ND ADD	\$ 377.00
	TOTAL ASSESSMENT	\$ 3,963.88

2025-2026 DOWNTOWN PARKING AUTHORITY ASSESSMENT

PARCEL	LEGAL	TOTAL ASSESS
39-0000-C	LOTS 1, 2, & 3 BLK 09	\$ 538.37
39-0000-C	E18.70' OF N 55.60' OF LOT 20 & N60' OF LOTS 21 THRU 24 BLK 9	\$ 76.91
39-0000-C	LOTS 13, 14, 15 & W 1/2 OF LOT 16 BLK 10	\$ 358.91
39-0000-C	LOTS 13, 14, & 15 BLK 11	\$ 230.73
39-0000-C	LOTS 1, 2, & 3 BLK 18	\$ 51.27
39-0000-C	LOTS 13, 14, 15, & 16 BLK 18	\$ 538.37
39-0000-C	LOTS 7 THRU 12 BLK 19	\$ 1,948.38
39-0000-C	LOTS 13 THRU 20 BLK 19	\$ 1,410.01
39-0000-C	E 4' OF LOT 14, LOT 15 & W 1/2 OF LOT 16 BLK 21	\$ 102.55
39-0000-C	LOTS 1, 2, 3, 4, 5 & 6 BLK 22	\$ 25.64
39-0000-C	N 90' OF LOT 7 & N 90' OF LOT 8 BLK 22	\$ 25.64
39-0000-C	LOTS 20, 21 & 22 BLK 22	\$ 153.82
39-0000-C	LOTS 23 & 24 BLK 22	\$ 358.91
39-0000-C	N 50' OF LOTS 1, 2, 3, 4 & 5 BLK 23	\$ 512.73
39-0000-C	25' NEXT S OF N 50' OF LOTS 1 THRU 5 BLK 23	\$ 333.28
39-0000-C	S 19' OF N 94' OF LOTS 1, 2 & 3 BLK 23	\$ 128.18
39-0000-C	S 46' OF LOTS 1, 2, 3, 4 & 5 LESS W 10' OF S 46' LOT 5 BLK 23	\$ 358.91
39-0000-C	S 75' OF LOTS 9, 10, 11 & 12 BLK 23	\$ 487.10
39-0000-C	LOTS 13, 14 & 15 BLK 23	\$ 1,384.38
39-0000-C	LOT 16 BLK 2	\$ 538.37
39-0000-C	LOTS 17 & 18 BLK 23	\$ 871.64
39-0000-C	LOT 20 BLK 23	\$ 153.82
39-0000-C	S 110' OF LOT 21 BLK 23	\$ 282.00
39-0000-C	23' NEXT OF S OF N 30' OF LOTS 22, 23, 24 & S 87' LOT 22 BLK 23	\$ 153.82
39-0000-C	S 87' OF LOT 23 BLK 23	\$ 102.55
39-0000-C	LOTS 1, 2, 3 & 4 BLK 24	\$ 102.55
39-0000-C	LOTS 5 & 6 BLK 24	\$ 487.10
39-0000-C	N 68' OF LOTS 10, 11 & 12 BLK 24	\$ 769.10
39-0000-C	S 48' OF LOTS 10, 11 & 12 BLK 24	\$ 205.09
39-0000-C	N 24' OF THE S 72' OF LOTS 10, 11 & 12 BLK 24	\$ 76.91
39-0000-C	S 100' OF LOTS 13 & 14 BLK 24	\$ 846.01
39-0000-C	THE 20' NEXT N OF THE S 100' & THE N20' OF LOTS 13 & 14 BLK 24	\$ 179.46
39-0000-C	LOTS 15 & 16 BLK 24	\$ 307.64
39-0000-C	LOT 17 BLK 24	\$ 282.00
39-0000-C	LOTS 18 & 19 BLK 24	\$ 179.46
39-0000-C	LOT 20 BLK 24	\$ 333.28
39-0000-C	LOT 21 BLK 24	\$ 333.28
39-0000-C	LOT 22 BLK 24	\$ 384.55
39-0000-C	LOTS 23 & 24 BLK 24	\$ 589.64
39-0000-C	LOTS 1 & 2 BLK 25	\$ 256.37
39-0000-C	LOTS 3, 4 & 5 BLK 25	\$ 102.55
39-0000-C	LOTS 13, 14 & 15 & THE W 9 OF LOT 16 BLK 25	\$ 999.83
39-0000-C	E 24' & 3 OF LOT 16 BLK 25	\$ 51.27
39-0000-C	LOTS 19 THRU 24 BLK 25	\$ 1,486.92
39-0000-C	LOTS 1, 2 & 3 BLK 32	\$ 1,666.38
39-0000-C	LOTS 4 & 5 LESS W 5' OF LOT 5 BLK 32	\$ 179.46
39-0000-C	W 5' OF LOT 5 & LOTS 6 & 7 BLK 32	\$ 102.55

39-0000-C S 85' OF LOTS 13, 14 & 15 BLK 32	\$	25.64
39-0000-C LOT 16 & W 1/2 OF LOT 17 BLK 32	\$	51.27
39-0000-C LOTS 1 & 2 BLK 33	\$	1,128.01
39-0000-C LOTS 3 & 4 BLK 33	\$	666.55
39-0000-C LOT 5 & N 80' OF LOT 6 BLK 33	\$	589.64
39-0000-C LOT 7 BLK 33	\$	435.82
39-0000-C LOT 8 BLK 33	\$	179.46
39-0000-C LOTS 9, 10, 11 & 12 BLK 33	\$	1,025.46
39-0000-C N 50' OF LOTS 13 THRU 18 BLK 33	\$	615.28
39-0000-C N 25' OF S 75' OF LOTS 13 THRU 16 & S 15' NEXT S OF N 50' ETC BLK 33	\$	76.91
39-0000-C LOT 19 BLK 33	\$	179.46
39-0000-C LOTS 20 & 21 BLK 33	\$	153.82
39-0000-C LOTS 22 & 23 BLK 33	\$	307.64
39-0000-C LOT 24 BLK 33	\$	230.73
39-0000-C LOT 1 & E 22 1/2' OF LOT 2 BLK 34	\$	871.64
39-0000-C W 2 1/2' OF LOT 2 & LOT 3 BLK 34	\$	333.28
39-0000-C LOT 4 LESS N 80' OF THE W 6 OF LOT 4 BLK 34	\$	589.64
39-0000-C LOST 5 & 6 & THE N 80' OF THE W 6 OF LOT 4 BLK 34	\$	794.73
39-0000-C LOTS 8 & 9 BLK 34	\$	589.64
39-0000-C N 50' OF LOTS 13, 14, 15 & 16 BLK 34	\$	1,128.01
39-0000-C LOTS 17 & 18 BLK 34	\$	230.73
39-0000-C LOTS 19, 20 & 21 BLK 34	\$	25.64
39-0000-C LOTS 1, 2, 3, 4, 5, 6 & 7 BLK 37	\$	1,179.28
39-0000-C N 25' OF LOTS 8, 9, 10, 11 & 12 BLK 38	\$	153.82
39-0000-C LOTS 13 THRU 20 & PART VAC ALLEY N SR CIT ETC BLK 38	\$	76.91
39-0000-C E 17' OF N 70' OF LOT 22 & N 70' OF LOTS 23 & 24 & PART VAC ETC BLK 38	\$	230.73
39-0000-C N 70' OF LOTS 1 & 2 BLK 39	\$	51.27
TOTAL ASSESSMENT	\$	32,968.66

2025-2026 MISCELLANEOUS ASSESSMENT

Parcel #	Legal	Assessment
39-0000-00218-000	LOTS 13 THRU 22 & VAC ST BET ETC BLK 30	\$ 2,814.46
39-0000-00218-000	LOTS 13 THRU 22 & VAC ST BET ETC BLK 30	\$ 501.56
39-0000-00218-000	LOTS 13 THRU 22 & VAC ST BET ETC BLK 30	\$ 1,122.54
39-1804-00081-000	E 8.5' OF LOTS 10, 11, & 12 BLK 14 RUGER'S 2ND ADD	\$ 141.05
39-1505-00011-000	S 50' OF LOTS 9 THRU 12 BLK 1 ORR'S ADD	\$ 164.27
39-1505-00048-000	LOT 11 BLK 4 OR'S ADD	\$ 17.42
39-0000-00767-000	W 1/2 OF LOT 7 & LOT 8 BLK 121	\$ 127.68
39-1505-00013-000	E 10' OF S 100' LOT 16 & W 20' OF S 100' LOT 17 BLK 1 ORR'S ADD	\$ 407.90
39-0000-00783-000	LOT 13 BLK 122	\$ 162.93
39-1505-00029-000	LOTS 1 & 2 BLK 3 ORR'S ADD	\$ 311.48
39-0406-00016-000	LOT 10 BLK 4 DODGE'S 1ST ADD	\$ 104.13
39-0000-00327-000	LOTS 7 & 8 BLK 45	\$ 526.72
39-0000-00901-000	LOTS 5 & 6 BLK 159	\$ 204.72
39-1805-00012-000	LOT 1 & THE E 18.65' OF LOT 2 RUGERS 3RD ADD	\$ 162.00
39-0000-00022-000	N 58 FT OF LOTS 10, 11 & 12 BLK 9	\$ 96.00
39-0000-00283-000	E 17' OF N 70' OF LOT 22 & N 70' OF LOTS 23 & 24 & PART VAC ETC BLK 38	\$ 1,591.45
39-0301-00115-000	LOT 1, E 20' OF LOT 2 & 8.6' ALLEY E OF LOT 1 BLK 8 C & K ADD	\$ 823.94
39-0000-00089-000	LOT 6 & E1/2 OF LOT 7 BLK 08	\$ 528.18
39-0000-00291-000	LOT 4 BLK 40	\$ 570.11
39-0301-00124-000	E 40' OF LOT 13 & W 30' OF LOT 14 BLK 8 C & K ADD	\$ 729.87
39-0000-00514-000	LOTS 1 & 2 BLK 66	\$ 37.61
39-0000-00291-000	LOT 4 BLK 40	\$ 150.00
39-0000-00306-000	LOTS 11 & 12 BLK 41	\$ 150.00
TOTAL ASSESSMENT		\$ 11,446.02

Community College Foundation



"Dedicated to development of Lake Region State College"

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

On Behalf of Lake Region State College Hockey:

Lake Region State College men's and women's ice hockey wishes to continue hosting a beer garden in the Quentin N. Burdick Arena during the 2026-2027 ice hockey season. The beer garden is located in the northeast corner of the arena which is equipped with a television and bar. In the past, this has been a great fundraising opportunity for the two programs that has not resulted in any issues at the arena. Previously, there were security members on site during our events in case things went awry with the patrons of the beer garden; however, that was discontinued as there were no issues that needed security present for. We will continue to have game day workers at the arena that would be able to handle any unruly patrons should that conflict present itself.

We are currently in the process of finding a vendor for the 2026-2027 season as the previous vendor no longer has the capacity to continue doing so. LRSC is simply bringing the matter to your attention as a sign of respect for utilizing the city's arena.

Signed,

Brady Stein, Men's Hockey

Cole Klubek, Women's Hockey

Carmen Simone, PhD. President – LRSC

Rebekah Urban, Booster Club Chair

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



Rob Johnson
Interim City Auditor /
City Assessor
701-662-7600
robj@dvln.com

MEMORANDUM

To: Mayor Moe and City Commission
From: Rob Johnson, Interim City Auditor / City Assessor 
Date: September 29, 2026
Re: City Auditor Application Review Committee

Based on the advice and recommendation of HR Consultant Tanya Wieler the City Commission should assign an Application Review Committee to review the applicants for the vacant City Auditor position. The reason for this course of action is that the applications are NOT open records until finalists are selected. By screening them in a meeting that is subject to open records presents challenges that are best avoided.

The recommendation would be to form an application review committee and have them screen the applications for finalists to be interviewed. To avoid the open record law challenges, the committee would need to consist of no more than one of the commission members.

The application deadline is Friday, October 16, 2026, and application review would occur the week of October 19.

MEMORANDUM

To: Mayor Moe and City Commission

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

Date: October 1, 2026

Re: 2027 Budget - Salary Options

This memo will break down the impacts of various salary options for the 2027 budget as requested by the City Commission at the special meeting held on September 29, 2026.

While I will focus on the impact of these options specific to the General Fund, the decision will affect all relevant funds with staff/labor costs associated with them. These other funds were adequately funded with the initial 4% cost of living (w/ step increase) that was provided within the preliminary budget and any compensation adjustments less than that would result in increases to the affected funds' reserve balances.

The data includes the total impact on permanent full-time salaries, taxes, and retirement.

Option 1:

Approximate Impact on General Fund: \$77,442

2% cost of living for all staff with no performance-based step increases in 2027.

Option 2:

Approximate Impact on General Fund: \$86,855

2% cost of living for all staff with a performance-based step increase consideration for employees at Grade 9 and lower, and no step increase consideration for employees at Grade 10 and higher.

Option 3:

Approximate Impact on General Fund: \$117,456

2% cost of living for all staff with a performance-based step increase consideration for all employees.

Option 4:

Approximate Impact on General Fund: \$118,722

3% cost of living for all staff with no performance-based step increases in 2027.

Option 5:

Approximate Impact on General Fund: \$127,057

3% cost of living for all staff with a performance-based step increase consideration for employees at Grade 9 and lower, and no step increase consideration for employees at Grade 10 and higher.

Option 6:

Approximate Impact on General Fund: \$157,972

3% cost of living for all staff with a performance-based step increase consideration for all employees.

Please find the accompanying spreadsheet that shows a breakdown of the impacts by department. The numbers above can be found in the bottom section labeled General Fund Impact. The Cost number is the increase in expenses to the General Fund. The Net Income is the projected net income for the General Fund with no other changes to revenues or expenses.

			OPTION 1		OPTION 2		OPTION 3		OPTION 4		OPTION 5		OPTION 6	
	Wage Freeze		2% - No Step		2% - 9 and lower step		2% - All Step		3% - No Step		3% - 9 and lower step		3% - All Step	
	Salary	w/ Benefits	Salary	w/ Benefits	Salary	w/ Benefits	Salary	w/ Benefits	Salary	w/ Benefits	Salary	w/ Benefits	Salary	w/ Benefits
Municipal Court	\$ 61,212	\$ 72,059	\$ 62,424	\$ 73,486	\$ 63,048	\$ 74,220	\$ 63,048	\$ 74,220	\$ 63,036	\$ 74,206	\$ 63,666	\$ 74,948	\$ 63,666	\$ 74,948
Auditing	\$ 313,152	\$ 368,643	\$ 319,344	\$ 375,932	\$ 319,932	\$ 376,624	\$ 321,834	\$ 378,863	\$ 322,476	\$ 379,619	\$ 323,070	\$ 380,318	\$ 324,990	\$ 382,578
Assessing	\$ 172,164	\$ 202,671	\$ 175,560	\$ 206,669	\$ 175,560	\$ 206,669	\$ 177,312	\$ 208,732	\$ 177,324	\$ 208,746	\$ 177,324	\$ 208,746	\$ 179,100	\$ 210,837
Engineering	\$ 357,408	\$ 420,741	\$ 364,416	\$ 428,991	\$ 364,416	\$ 428,991	\$ 365,556	\$ 430,333	\$ 368,064	\$ 433,285	\$ 368,064	\$ 433,285	\$ 369,216	\$ 434,641
Police	\$ 1,720,200	\$ 2,025,019	\$ 1,754,280	\$ 2,065,138	\$ 1,754,280	\$ 2,065,138	\$ 1,771,722	\$ 2,085,671	\$ 1,771,560	\$ 2,085,480	\$ 1,771,560	\$ 2,085,480	\$ 1,789,194	\$ 2,106,239
Fire	\$ 536,683	\$ 631,783	\$ 547,302	\$ 644,284	\$ 550,483	\$ 648,029	\$ 553,253	\$ 651,289	\$ 552,719	\$ 650,661	\$ 555,933	\$ 654,444	\$ 558,721	\$ 657,726
Streets	\$ 401,324	\$ 472,439	\$ 409,245	\$ 481,763	\$ 412,012	\$ 485,021	\$ 413,824	\$ 487,154	\$ 413,358	\$ 486,605	\$ 416,150	\$ 489,892	\$ 417,974	\$ 492,039
	Subtotal	\$ 4,193,355	Subtotal	\$ 4,276,263	Subtotal	\$ 4,284,691	Subtotal	\$ 4,316,261	Subtotal	\$ 4,318,602	Subtotal	\$ 4,327,113	Subtotal	\$ 4,359,008
Cemetery	\$ 72,996	\$ 85,931	\$ 74,436	\$ 87,626	\$ 74,436	\$ 87,626	\$ 74,436	\$ 87,626	\$ 75,168	\$ 88,488	\$ 75,168	\$ 88,488	\$ 75,168	\$ 88,488
Water	\$ 134,028	\$ 157,778	\$ 136,686	\$ 160,907	\$ 137,091	\$ 161,384	\$ 137,091	\$ 161,384	\$ 138,048	\$ 162,510	\$ 138,456	\$ 162,990	\$ 138,456	\$ 162,990
Water T Plant	\$ 85,236	\$ 100,340	\$ 86,928	\$ 102,332	\$ 86,928	\$ 102,332	\$ 87,798	\$ 103,356	\$ 87,780	\$ 103,335	\$ 87,780	\$ 103,335	\$ 88,656	\$ 104,366
Sewer	\$ 135,612	\$ 159,642	\$ 138,306	\$ 162,814	\$ 139,263	\$ 163,940	\$ 139,263	\$ 163,940	\$ 139,680	\$ 164,431	\$ 140,646	\$ 165,568	\$ 140,646	\$ 165,568
Storm Sewer	\$ 55,356	\$ 65,165	\$ 56,448	\$ 66,451	\$ 57,576	\$ 67,778	\$ 57,576	\$ 67,778	\$ 57,012	\$ 67,115	\$ 58,152	\$ 68,457	\$ 58,152	\$ 68,457
Wastewater	\$ 62,304	\$ 73,344	\$ 67,944	\$ 79,984	\$ 67,944	\$ 79,984	\$ 68,964	\$ 81,184	\$ 68,628	\$ 80,789	\$ 68,628	\$ 80,789	\$ 69,660	\$ 82,004
Embankment	\$ 388,854	\$ 457,759	\$ 63,528	\$ 74,785	\$ 63,528	\$ 74,785	\$ 64,164	\$ 75,534	\$ 64,164	\$ 75,534	\$ 64,806	\$ 76,290	\$ 64,806	\$ 76,290
Sanitation	\$ 113,268	\$ 133,339	\$ 396,564	\$ 466,835	\$ 399,156	\$ 469,886	\$ 399,156	\$ 469,886	\$ 400,500	\$ 471,469	\$ 403,110	\$ 474,541	\$ 403,110	\$ 474,541
Inert Landfill	\$ 113,268	\$ 133,339	\$ 115,518	\$ 135,988	\$ 115,518	\$ 135,988	\$ 115,518	\$ 135,988	\$ 116,697	\$ 137,376	\$ 116,697	\$ 137,376	\$ 191,148	\$ 225,019
Transfer Station	\$ 93,498	\$ 110,066	\$ 95,346	\$ 112,241	\$ 95,346	\$ 112,241	\$ 95,346	\$ 112,241	\$ 96,291	\$ 113,354	\$ 96,291	\$ 113,354	\$ 159,660	\$ 187,952
	Subtotal	\$ 1,476,703	Subtotal	\$ 1,449,962	Subtotal	\$ 1,455,944	Subtotal	\$ 1,458,918	Subtotal	\$ 1,464,399	Subtotal	\$ 1,471,187	Subtotal	\$ 1,635,675
Airport	\$ 198,091	\$ 233,193	\$ 203,030	\$ 239,007	\$ 203,618	\$ 239,699	\$ 206,216	\$ 242,757	\$ 205,041	\$ 241,374	\$ 205,634	\$ 242,072	\$ 208,260	\$ 245,164
Library	\$ 111,047	\$ 130,725	\$ 113,237	\$ 133,303	\$ 104,023	\$ 122,456	\$ 115,244	\$ 135,665	\$ 114,355	\$ 134,619	\$ 115,146	\$ 135,550	\$ 116,379	\$ 137,001
	Subtotal	\$ 363,917	Subtotal	\$ 372,310	Subtotal	\$ 362,155	Subtotal	\$ 378,423	Subtotal	\$ 375,993	Subtotal	\$ 377,622	Subtotal	\$ 382,165
	Total	\$ 6,033,975	Total	\$ 6,098,534	Total	\$ 6,102,791	Total	\$ 6,153,602	Total	\$ 6,158,994	Total	\$ 6,175,922	Total	\$ 6,376,848
General Fund Impact			Cost	\$ 78,598	Cost	\$ 86,855	Cost	\$ 117,456	Cost	\$ 118,722	Cost	\$ 127,057	Cost	\$ 157,972
	Net Income	\$ (3,670)	Net Income	\$ (82,268)	Net Income	\$ (90,525)	Net Income	\$ (121,126)	Net Income	\$ (122,392)	Net Income	\$ (130,727)	Net Income	\$ (161,642)

MEMORANDUM

To: Mayor Moe and City Commission
From: Rob Johnson, Interim City Auditor / City Assessor 
Date: September 29, 2026
Re: 2026 Personnel Policy Manual Revision

I had been tasked by then City Administrator, Spencer Halvorson, to lead a small team in transitioning the City to using the digital timekeeping and payroll system within our accounting software. Through that process there were a number of policies that we identified needed to be revised to match our practices. The proposed policy revision before you for your consideration has been reviewed and revised by the Personnel Policy Review committee which comprised of Mayor Moe, Commissioner Uhlenkamp, HR Consultant Tanya Wieler, Staff Representative Helen Carlson, and myself.

Accompanying this memo you will find a summary of changes made and a marked up version of the policy manual for easy identification of changes made.

This does have an impact on the Fire Department pay process and thus the recommendation is to approve these changes effective October 26, 2026, which coincides with the start of a work cycle for the Fire Department.

Policy Revision Summary:

- 200 – Employment Categories
 - Grammar corrections
- 210 – Performance Evaluation and Salary Review
 - Adjust when annual step increases will be effective
 - Added requirement that some step increases must received approval from the City Commission
 - Grammar correction
- 302 – Positions
 - Corrected the starting step
- 309 – Vacancies and Promotions
 - Corrected the starting step
- 312 – Cost of Living
 - Adjust when cost-of-living increases will be effective
- 318 – Compensatory Time/Flextime
 - Establishes the 28-day “work cycle” for PD and FD
 - Removed requirement to certify comp time as OT pay
 - Establish consistency with Police Dept and Fire Dept.
 - Establishes the FD minimum hours in a work cycle
- 322 – Conversion Formula
 - Establishes how the FD hourly rate is calculated
- 324 – Vacation Benefits
 - Allows for vacation to be used in ¼ hour increments
 - Allows for employees to flex vacation leave
 - Adjusts vacation soft cap to 240 hours instead of 30 days
 - Specifies that accrual rate increases are based off continuous employment
- 326 – Holidays
 - Terminology corrections
 - Formatting correction
 - Grammar corrections
- 328 – Worker’s Compensation Insurance
 - Grammar correction
- 330 – Sick Leave Benefits
 - Grammar corrections
 - Allows for use of sick leave in ¼ hour increments
 - Restricts sick leave from being flexed
 - Added stepchild as immediate family

- Added a designee of the City Commission as an authority figure
- 332 – Bereavement Leave
 - Clarified that bereavement leave does not count as hours worked toward OT calculation
- 400 – Timekeeping
 - Formatting correction
 - Defines that pay is given in ¼ hour increments
 - Removed requirement for supervisors to initial time records
- 402 – Paydays
 - Clarified paydays
 - Clarified that pay includes hours worked, including overtime, and leave used during the pay period
- 408 – Administrative Pay Corrections
 - Terminology correction
- 502 – Work Schedules
 - Terminology corrections
 - Establishes 188 hour work cycle threshold for FD
 - Allows for general use of shifts up to 48 hours in length for FD
- 508 – Overtime
 - Defines the 28-day work cycle for FD and PD
 - Defines that OT will be paid in the pay period in which it is earned
- 604 – Military Leave
 - Clarifies that military leave does not count as hours worked for overtime calculations



EMPLOYEE POLICY MANUAL

UPDATED: ~~DECEMBER 15~~TBD,
2026~~2025~~

Welcome,

On behalf of your colleagues, we welcome you to the City of Devils Lake (the City) and wish you every success here.

We believe that each employee contributes directly to the City's growth and success, and we hope you take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the City.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Devils Lake City Commission

EMPLOYEE ACKNOWLEDGMENT FORM

I understand that this employee handbook describes important information about the City of Devils Lake and that I should consult my supervisor regarding any questions not answered in the handbook.

Since provisions of the handbook are subject to change, I further understand that revisions to the handbook may supersede or eliminate one or more existing policies.

My employment relationship with the City of Devils Lake is voluntarily entered into and is subject, within provisions of state and federal law, to termination by me or my employer, at will, with or without cause or advance notice, at any time either party believes such action to be appropriate.

I acknowledge that this handbook is not a contract of employment. I have received, read, understood, and will comply with the policies contained in this handbook and any subsequent revisions.

I acknowledge the receipt of this Employment Manual from the City of Devils Lake.

Employee's Signature

Employee Name (typed or printed)

Date

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INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the City of Devils Lake (the City) and provide you with information about working conditions, employee benefits, and the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the employer to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or situation. As the organization continues to grow, the need may arise to change policies described in the handbook. The City therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion.

PLEASE NOTE

This Personnel Policy Manual has been drafted as a guideline for City employees. It shall not be construed to form a contract between the City of Devils Lake and its employees; rather, it describes the City's general philosophy concerning policies and procedures.

100 - NATURE OF EMPLOYMENT

It shall be the responsibility, within the scope of this policy, of the City Commission to establish and/or maintain such ordinances and policies as are necessary to clearly define the performance and role expected of all employees.

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the City.

The following positions are classified as department heads: City Administrator, City Auditor, City Assessor, City Engineer, Chief of Police, and Fire Chief. It shall be the responsibility of each department head to comply with the direction supplied by means of all active ordinances and policies established by the City Commission. Each department head shall also be responsible for the smooth, complete, and efficient performance of all duties conferred in the manner described above, and for the conduct of all employees in his or her charge.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind.

To retain necessary flexibility in the administration of policies and procedures, the City reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook.

102 – EMPLOYEE RELATIONS

The City believes that the work conditions, wages and benefits it offers to its employees are highly competitive with those offered by other employers in the area and industry. Our experience has shown that when employees deal directly with supervisors, the work environment is excellent, communications

are clear, and attitudes are positive. If employees have any concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Employees are asked to first direct their concerns to their Department Head or immediate supervisor. If the concern remains, all irreconcilable employee complaints, grievances, or requests shall be channeled through the Department Head, to the City Administrator thereafter, and then to the Commissioner whose portfolio is involved. More information can be found in Attachment B -Grievances.

Whenever possible, employees should avail themselves of training and educational programs which would better the performance of their assigned job responsibilities. Participation in such programs will be at the discretion of the employee's Department Head with due regard taken of existing budgetary considerations.

104 – EQUAL EMPLOYMENT OPPORTUNITY

The City is an equal opportunity employer. It is the policy of the City to recruit, hire, train and promote employees without discrimination because of race, color, religion, sex, age, creed, status of marriage or public assistance, national origin or physical or mental handicap except where specific age, sex or physical requirements are a bona fide occupational qualification.

106 – HIRING OF RELATIVES

It is well accepted that employment of relatives in the same area of an organization can cause serious conflicts and problems due to actual or perceived favoritism. This can negatively affect employee morale. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, time off privileges, training and development opportunities, performance evaluations, promotions, demotions, disciplinary actions, and discharge. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day to day working relationships.

It is the City's policy that relatives of persons currently employed by the City may be hired only if they will not be working directly for or supervising a relative, unless approved by the Department Head or City Administrator in collaboration with the Commission Portfolio Holder if that person's immediate supervisor and relative would be the Department Head.

If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned may recommend who is to be transferred. If that recommendation is not made within 30 days, the City Commission and/or Department Head in collaboration with the City Administrator will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be left unaffected or be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is defined to include spouses, parents, children, brothers, sisters, brothers and sisters-in-law, fathers and mothers-in-law, stepparents, stepsiblings, and stepchildren. This policy also applies to individuals who are not legally related but who reside with

another employee.

108 – IMMIGRATION LAW COMPLIANCE

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and comply with the Immigration Reform and Control Act of 1986, and or the Free Trade Agreement.

As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9 on their first day of employment. Before commencing work, newly rehired employees must also complete the form if they have not previously filed an I-9 with the City, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid.

110 – OUTSIDE EMPLOYMENT

Employees must disclose, in advance, circumstances or situations to the Department Head. An employee may hold a position with another non-competing organization as long as he or she satisfactorily performs his or her job responsibilities with the City. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

If the City determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City as they are modified from time to time, or is a potential liability to the City, the employee may be asked to terminate the outside employment if he/she wishes to remain with the City.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on the City.

112 – NON-DISCLOSURE AND CONFIDENTIALITY

The protection of confidential business information is vital to the interests and the success of the City. Such confidential information includes but is not limited to the following examples:

- Economic Development Plans (as sealed)
- Tax Assessment Records (as deemed appropriate)
- Certain Personnel Record Information

Any employee who discloses any confidential business information will be subject to disciplinary action (including possible discharge), even if he or she does not actually benefit from the disclosed information.

Any record of a City employee's medical treatment or use of an employee assistance program is confidential and may not be released or disclosed without the written consent of the employee. Certain personal information regarding a City employee contained in an employee's personnel record or given to the City by the employee in the course of employment is confidential and may not be released or disclosed without the written consent of the employee. As used in this policy, "personal information" means a person's home address; home telephone number; photograph; medical information; motor

vehicle operator's identification number; social security number; payroll deduction information; the name, address, telephone number, date of birth, and social security number of any dependent or emergency contact; any credit, debit, or electronic fund transfer card number; and any account number at a bank or other financial institution.

All juvenile records in the City or Police Department are confidential and may only be released or disclosed with the written consent of the juvenile's parents or legal guardian.

All security information and access codes, such as lock or safe combinations and computer access codes or passwords, are confidential and must not be released or disclosed. Any written documentation regarding this information or these codes should be safeguarded.

Disclosure of information governed by this policy within the City, its employees, and the Board of Commissioners is limited to a strict "need to know" and in accordance with applicable law. This type of disclosure between employees and/or the Board of Commissioners should be limited to the minimum necessary information needed for the management purpose.

Employees who fail to adhere to this policy will be subject to disciplinary action, up to and including termination of employment and possibly legal action, even if they do not actually benefit from the disclosed information.

114 – DISABILITY ACCOMMODATION

The City is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The City is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The City will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The City is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

200 – EMPLOYMENT CATEGORIES

It is the intent of the City to clarify the definitions of employment classifications so employees understand their employment status and benefit eligibility. Each employee is designated as either ~~NONEXEMPT~~~~NON-EXEMPT~~ or EXEMPT from the federal and state wage and hour laws. ~~NONEXEMPT~~~~NON-EXEMPT~~ employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Please refer to position specific Job Descriptions for exempt and ~~nonexempt~~~~non-exempt~~ designations for all positions.

In addition to the above categories, each employee will belong to one of the following employment categories:

FULL-TIME: Employees who are not in a part-time, temporary, or introductory status and who are regularly scheduled to work the organization's full-time schedule. Generally, they are eligible for the employer's full benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME: Employees who are not in a full-time, temporary or introductory status and who are regularly scheduled to work less than the ~~fulltime~~~~full-time~~ work schedule but at least 10 hours per week and a maximum of 32 hours per week. Part-time employees retain that status until notified of a change. (While part-time employees receive all legally mandated benefits such as workers' compensation insurance and Social Security, they are ineligible for any of the employer's other benefit programs.)

INTRODUCTORY: Employees who are being evaluated to determine whether further employment in a specific full-time position with the organization is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY: Employees hired as interim replacements, or to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category shall not exceed 10 months in any calendar year. Employment beyond any initially stated period does not in any way imply a change in employment status. "Temporary" employees retain that status until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for any of the employer's other benefit programs.

202 – ACCESS TO PERSONNEL FILES

Personnel files are the property of the City and access to the information they contain is restricted. With reasonable advance notice, an employee may review material in their file but only in the City Auditor's office and in the presence of the City Auditor or their designee.

204 – PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify the City Auditor's Office of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, marital status, individuals to be contacted in the event of emergency, educational accomplishments, and

other status reports should be accurate and current at all times. All changes must be made in person with Auditing Department staff to prevent fraud.

206 – INTRODUCTORY PERIOD

An employee should use the initial period after being hired or rehired, promoted, demoted or transferred within the City to determine whether the new position meets his or her expectations. The City uses this period to evaluate employee capabilities, attitude, and work habits. Either the employee or the City may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

Most newly hired employees work on an introductory basis for the first 6 months (average 180 calendar days) after their date of hire, unless otherwise stated by the department head/supervisor. Any significant absence will automatically extend the introductory period by the length of the absence. If the City determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee, the City may extend the introductory period for a specified period.

Introductory employees will assume “full-time” status upon satisfactory completion of the introductory period. During the introductory period, new employees are eligible for those benefits that are required by law, such as workers’ compensation insurance and Social Security and for group health insurance, vacation and sick accrual, and other benefits. Please see section 300 for details on benefits.

208 – EMPLOYMENT APPLICATIONS

The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City’s exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

210 – PERFORMANCE EVALUATION AND SALARY REVIEW

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's introductory period in any new position. This introductory period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position.

Additional formal performance reviews are conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. You cannot assume that you will necessarily receive a wage or salary increase each time your performance is reviewed. Annual performance evaluations and salary review of each employee will be done in May or June of each year by the Supervisor, and handed in to the City Administrator for review no later than July 1st of each year. The City Administrator will complete evaluations for the Department Heads. These reviews will indicate whether or not the employee is to receive a step increase. It will also contain the signatures of the Supervisor and Employee. Annual step increases will be effective the beginning of the first regular pay period starting on or after July 1st.

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All ~~other~~ pay increases will be effective ~~on~~at the beginning of a regular pay period. There is no provision for any more than one step increase.

Step increases are provided one time per year, whether that be at the conclusion of an employee's introductory period, or after annual performance evaluations should approval be provided from the employee's supervisor.

Additional step or grade increases not associated with a promotion or position change must receive approval from the City Commission.

300 – EMPLOYEE BENEFITS

Eligible employees in the City are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in this handbook. Please note that not all of these benefits are employer paid.

The following benefit programs are available to eligible employees:

Auto/Vehicle (City Owned)	Medical Insurance	Meal Allowance
Auto Mileage	Military Leave	Lodging Allowance
Benefit Conversion @ Termination	Retirement Plan	Maternity Leave
Bereavement Leave	Sick Leave	Witness Duty Leave
Dental Insurance	Uniform Allowance	Cancer Care Insurance
Holidays	Vacation Benefits	Flexible Benefits
Life Insurance	Vision Insurance	Accident Insurance
Retirement Awards	Early Retirement Incentive	EAP Program
Jury Duty Leave	Service Awards	

Some benefit programs require contributions from the employee, but many are fully paid for by the City. There may be additional benefits not listed above offered by the City at the employees' cost. Please contact your supervisor or the City Auditor's office for more details on these benefits.

Employees are responsible for all checks issued for reimbursements of meals, lodging, etc. If checks are lost and/or not cashed within a reasonable amount of time, checks will be re-issued less any bank fees for the stop payment of the check.

301 – EARLY RETIREMENT INCENTIVE

As an early retirement incentive, the City will follow the Rule of 85 in regard to providing health, vision,

and dental insurance. In addition to meeting the general Rule of 85, employees must have worked a minimum of 25 years (full time or the equivalent of 25 complete years of service) for the City of Devils Lake and be less than the required age to receive full retirement benefits as defined by the Social Security Administration. Retirement is fully voluntary, and no employee shall be required or coerced in any manner to retire at any given age. All personnel who desire early retirement and meet the requirements are eligible.

To qualify, the employees combined age and years of service, must be equal to or greater than 85 and the employee must be under the required age to receive full retirement benefits as defined by the Social Security Administration. Upon qualifying the City will pay monthly health insurance premiums, up to the established cap set by the City Commission, for a period of one year from the effective date of retirement. This policy will be that of which was in place prior to retirement.

Monthly premiums which exceed the established cap will be the responsibility of the retired employee. If a monthly premium is due to the City, it must be paid by the due date given. Premiums not received by the due date may be cause for discontinuation of benefit. If for any reason the employee wishes to discontinue this benefit, they may do so at any time by written notification. If benefits are discontinued, the employee will not be eligible for reinstatement. All other benefits associated with full-time employment will discontinue effective the date of retirement.

302 - POSITIONS

Each department is authorized for a certain number of positions which are determined by the City Commission at the approval of each years' budget. Upon a vacancy occurring, the supervisor and Department Head can rehire within the authorized grade at starting level ~~B-C~~ and should collaborate with the City Administrator and Commission Portfolio Holder as appropriate given the grade and seniority of the position being filled. Anything above Step F requires Commission approval.

304 – NEW POSITION

To create a new position or hire above the Fstep requires approval of the full City Commission.

309 – VACANCIES AND PROMOTIONS

All recruitment ads must include position title, explicit description of skills/knowledge required (must be descriptive enough to discern qualified vs. non-qualified applicants in the screening process), information directing applicants where to obtain application and where to return the application (and resume if requested), application deadline, and a statement designating City of Devils Lake as an Equal Opportunity Employer. All open positions must be posted on the city website, in the official City Newspaper, and with North Dakota Job Service. Additional agencies/places may be used as well, at supervisor's discretion.

The hiring official must ensure the following:

- All applicants are requested to complete the Equal Employment Opportunity form that requests disclosure of their ethnic background. Completing the EEO form is voluntary but if applicants choose to return the form all information on the form is kept confidential; the hiring official must give all returned forms to the Title VI Coordinator (City Administrator). This form is not a consideration in the hiring process and is used strictly for data collection

purposes.

Upon conclusion of the hiring process please provide a list of all applicants to the Title VI coordinator highlighting the individual chosen for the position.

Employees may be considered for transfer from one position to another or from one department to another as vacancies occur. Present employees who qualify for openings within the City are encouraged to apply; when external and internal applicants are equally qualified internal applicants will be given preference. All accumulated benefits will be transferable; however, no transferring employee shall be considered as having seniority, in any sense, over comparably classified members already employed by the receiving department. Unless otherwise stated by the Supervisor, all transfers of personnel will include a probationary period of six months, and the persons so affected will continue to enjoy all previous benefits and accumulate the same.

Care will be given when hiring new employees at a step higher than ~~an-Aa C~~, to allow for a timely flow into the evaluation and annual step increase system. Consideration must be given at this time that this system will allow personnel to reach the last step, or "top out" at a quicker pace and only cost of living increases will apply thereafter. Therefore, it is recommended to start at lower steps as much as possible to allow for steady career advancement.

Employment should begin at the beginning of a pay period, whenever possible.

Veteran's Preference: North Dakota Century Code provides a preference in public employment for wartime veterans and, in some instances, the spouses of wartime veterans. For purposes of this policy, the following definitions apply:

Veteran: a North Dakota resident who has served in the active military forces during a period of war, or who received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under honorable conditions.

Disabled veteran: a veteran who meets the requirements listed above who has a service-connected disability as determined by the United States Veterans Administration; the disability must exist at the time of application.

Eligible spouse: the unremarried spouse of a deceased veteran (as defined above) who died while in service, or later died from a service-connected cause or causes; or the spouse of a disabled veteran as defined above, who because of his or her disability is unable to exercise his or her right to employment preference.

Minimum Qualifications: the qualifications required for the position for which the veteran has applied, as determined by the hiring authority. Qualifications required may be educational or by way of prior experience; applicant must be physically and mentally able to perform the duties of the position to meet the minimum qualifications.

All veterans and disabled veterans claiming preference must include current proof of their veteran status with a copy of their form DD-214. If claiming disabled veteran's preference, the veteran must include current proof of their disability (must be dated no more than 1 year prior to claiming

preference). Additional documentation, such as death certificate or marriage certificate, is required if claiming eligibility as the spouse of a deceased or disabled veteran. Preference legally does not apply when applying for a different position within the city of Devils Lake.

The City of Devils Lake uses a competitive personnel system to fill vacancies, through which veterans are given preference using a prescribed scoring system. Veterans who are not selected for a position must be notified by certified mail that employment was refused. The certified letter must include the reason(s) for non-selection and provide specific information on how to appeal. A template for this letter can be obtained from the HR Advisor.

311 – DEMOTIONS

Employees who are demoted due to job performance, loss of applicable drivers license, or elimination of current position will receive a pay decrease. They will retain all current benefits as long as employment status remains full-time. An employee's decrease in wage will vary based on the circumstances surrounding demotion. If a current position is eliminated, generally the new wage will be the closest wage to the old grade and step.

312 – COST OF LIVING

Cost of living adjustments will be made only by the full Commission during budget time each year. This adjustment will be applied to the entire grade and step system as directed by the Commission and will typically be effective at the start of the first pay period beginning on or after January 1st.

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314 – STANDBY TIME

If an employee is "engaged to wait," the time must be compensated. If the employee is merely "waiting to be engaged," payment for such time is not required.

318 – COMPENSATORY TIME/FLEXTIME

The general practice of the City of Devils Lake shall be to pay overtime to non-exempt employees who have worked more than the minimum time. Compensatory time shall be accrued only in isolated incidences and requires the approval of the Supervisor. When granted, compensatory time for classified employees shall be granted at one and one-half (1.5) the regular time for hours worked in excess of 40 hours in a workweek; 160 hours (Police Dept) or 212 (Fire Dept) in a 28-day time sheet work cycle and scheduled for use at the mutual convenience of the employee and Supervisor.

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Employees may accumulate up to 32 hours of compensatory time and any amount over 32 hours must be utilized within the following month, or the employee shall receive pay for the excess this additional time as overtime straight pay. ~~When this is necessary, compensatory time to be paid shall be certified to the City Auditor as overtime pay.~~

When possible, it is desirable for supervisors to flex the work schedule in order to avoid working excess hours in the work period. When flex time is used the total hours worked still remain at or below the threshold of 40 hours in a workweek; or 160 (Police Dept) or 186-188 (Fire Dept) in a 28-day time sheet work cycle, therefore reducing/eliminating the accrual of comp time and/or overtime costs.

Fire department receives the option of straight-time pay, straight-time flex, or straight-time comp for hours between ~~187-189~~ and 212.

320 – COMPENSATION FOR NONSCHEDULED HOURS

When an employee is called to work during nonscheduled hours, compensation shall consist of a minimum of one hour for the first call back each day, then actual time worked thereafter.

322 – CONVERSION FORMULA

The monthly salary is multiplied by 12, of which the result is the annual salary. The hourly wage can be found by dividing the annual salary ~~divided by~~ 2,080. For continuous shift employees of the Fire Department, the hourly wage can be found by dividing the annual salary by 2,444 (the equivalent of 13 work cycles at 188 hours per work cycle).

324 – VACATION BENEFITS

Employee classifications that are eligible for vacation benefits according to the guidelines set forth in this policy include full-time employees and introductory employees.

Vacation begins accruing from the date an employee is hired into an eligible employment category. Leave may be used as soon as it has been earned, at the discretion of the Department Head or supervisor.

Vacation leave will be prorated for: new employees if they start after the first of the month; changes in accrual rates on anniversary dates for length of service; any unpaid leave of absence; and at the termination of employment. Vacation leave cannot be taken in increments of less than ~~1/4 hour~~ 1/4 hour. Vacation leave does not count toward hours worked for overtime calculation purposes.

Vacation pay will be calculated based on the employee's straight-time pay rate (in effect when vacation benefits are used) times the number of hours the employee would otherwise have worked. Vacation pay does not include shift differentials, incentive pay, bonuses, or other special forms of compensation. Vacation benefits for salaried employees will be based on their normal wages. With supervisor approval, employees may flex their vacation pay if their total hours in a workweek exceed 40; or hours in a work cycle exceeds 160 (Police Dept) or 188 (Fire Dept). If the leave hours have already been paid to continuous shift employees (Police and Fire Depts), the excess hours may be flexed into compensation time at a straight 1:1 ratio.

Employees who have satisfied all eligibility requirements should submit vacation requests to their supervisors, if possible, with more than a minimum of thirty days in advance of the time requested. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence. Consecutive days of vacation taken in excess of ten days require advance approval by the Department Head or Supervisor.

Employees are strongly encouraged to take earned vacation during the benefit year of its accrual. Beginning July 1st, 2009, all new personnel hired by the City of Devils Lake are allowed to accrue a maximum of ~~30 days~~ 240 hours vacation at the end of the calendar year. Any vacation time accrued over ~~30 days~~ 240 hours as of December 31st will be forfeited. (This policy does not affect those employees

hired before 7-1-09, in which case the former policy of 45 days maximum accrual applies.) Upon termination of employment, employees will be paid for vacation benefits that have accrued through the last day of work. An employee may use, as part of their voluntary termination of employment notice, up to ~~30 work days~~240 hours of available vacation leave. The Eligibility Table below defines when vacation benefits become available to full-time employees for achieving anniversaries of continuous employment.

VACATION BENEFITS ELIGIBILITY TABLE ACCRUAL RATES:

<u>LENGTH OF SERVICE</u>	<u>HOURS PER MONTH</u>
1 thru 60 months	8 hours
61 thru 120 months	12 hours
121 months and over	16 hours

326 – HOLIDAYS

The City will grant holiday time off to most full-time and introductory employees on the holidays listed below. ~~Rotating-shift~~Continuous-shift employees in the Police Department and Fire Department receive 8 hours of straight-time pay in lieu of the holiday whether they work the holiday or not (4 hours for half-holiday).

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Good Friday (Friday preceding Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- 1/2 day on Christmas Eve Day (December 24) (must fall Monday thru Thursday)
- Christmas (December 25)
- Any other day approved by the City Commission.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a non-exempt, ~~non-rotating-shift~~non-continuous-shift employee is called to work (unscheduled) on an actual holiday, ~~he or she~~they will receive time and a half (1.5) pay for the hours worked. If the employee is scheduled to work straight-time pay applies.

If a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, sick), the employee will not have to use their paid time for that holiday (with the exception of ~~rotating-shift~~continuous-shift employees in the Police Department and Fire Department since they are paid the holiday regardless of whether it is worked). Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed.

The City Commission approves the official City ~~Calendar~~-calendar in November of the preceding calendar year, which will include all the holiday paid time off for the upcoming calendar year.

328 – WORKERS’ COMPENSATION INSURANCE

The City provides a comprehensive workers’ compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment, as defined by law, that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers’ compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Any employee who sustains a work-related injury or illness, as defined by law, must inform his or her supervisor immediately. Workforce Safety and Insurance operates under very strict reporting requirements. To defer costs to the City, any injury that may result in a Worker’s Compensation claim must be reported by midnight (Central Time) of the next business day following the injury/incident date. If a supervisor or the City Auditor is unavailable to report the injury immediately (example – during weekend shift work), it is the responsibility of the employee to do so. If a worker has an incident but does not seek immediate medical attention, the employee or supervisor must still file an “Incident Report.” Injuries and/or incidents can be reported online at www.WorkforceSafety.com. All reports filed online should be printed and turned into the City Auditor’s office immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

An employee will be allowed full pay during a Workers Compensation disability up to the maximum sick leave, comp time, or vacation the employee has accumulated. After an employee has used all accumulated sick, comp, or vacation leave and is still under Workers Compensation disability, the employee will receive only such compensation as is paid by Workers Compensation. Any money received from Workers Compensation while using sick leave benefits because of that injury must be turned in to the City Auditor’s office immediately. The ~~employees’~~-employee’s total pay (from Workers Compensation and the City) will not exceed the employee’s regular rate of pay; the employee will be credited back sick leave in the amount that was received from Workers Compensation at the employee’s current hourly rate of pay.

Injured workers returning to work must provide the City Auditor’s office with detailed documentation from a doctor defining any or all medical restrictions.

330 – SICK LEAVE BENEFITS

The City provides paid sick leave benefits to all regular full-time and introductory employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 8 hours per month. Sick leave will be prorated for: new employees if they start after the first of the month; changes in accrual rates on anniversary dates for length of service; ~~for~~ any unpaid leave of absence; ~~and~~ and at the termination of employment. All sick leave accruals will carry over from year to year, with an unlimited amount of carry over. Sick leave cannot be taken in increments of less than ~~¼ hour~~ 1/4 hour. Leave may be used as soon as it is accrued. Sick leave hours taken will be paid out and may not be flexed. Sick leave hours paid will not count towards hours worked for overtime calculation purposes.

An eligible employee may use sick leave benefits for an absence due to illness or injury sustained by that employee or an immediate family member. Immediate family includes employee's spouse, parent (natural, adoptive, foster or stepparent), child (natural, adoptive, foster, or ~~stepparent~~stepchild), or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family member.

Sick leave can also be used concurrently with FMLA usage for the birth of a child.

Employees who are unable to report to work due to an illness or injury should notify their supervisor before the scheduled start of their shift if possible. The supervisor should also be contacted each additional day of absence. If an employee is absent for more than three consecutive days due to illness or injury for themselves or a qualifying family member, a physician's statement may be requested verifying the nature of the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be the basis for payment authorization of sick leave benefits. Before returning to work from a sick leave absence of more than three calendar days, an employee may be requested to provide a physician's verification that he or she may safely return to work. For an absence of one week or more, the City Auditor must be notified to initiate the completion of Family & Medical Leave paperwork (refer to section 600).

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Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee must apply for any other available compensation and benefits, such as state disability insurance. Sick leave benefits will be used to supplement any state disability insurance or workers' compensation benefits that an employee is eligible to receive. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal earnings.

It is the employer's intention that regular appointments and office visits to the doctor, dentist, optometrist, etc. be scheduled for non-work time, but in the event that employees must be absent for such appointments during normal working hours, sick leave may be taken if approved in advance.

Employees may transfer sick leave hours to another employee who has used all of their leave and needs additional time because of a personal serious illness or to care for a family member with a serious illness. The afflicted person must be "suffering from an extraordinary or severe illness, injury, impairment, physical or mental condition that has caused or is likely to cause the employee to take leave without pay or terminate employment." These terms do not include conditions associated with normal pregnancy. The employee must provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. The donating employee must have a balance of at least 150 hours sick leave and is allowed to donate up to 10% of their sick leave balance. The donation must be authorized by the City Administrator or designee of the City Commission. Employees may not receive more than 12 weeks of donated leave time.

Upon termination of employment, unused sick leave will be paid to the employee at 25% of the employee's current rate of pay.

332 – BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. Paid time off will be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death.

Up to three days of paid bereavement leave will be provided to regular full-time and introductory employees. Three days leave will equate a maximum of 24 hours – shift work consisting of hours in excess of 8 hours per day may use their 24 hours in less than three days, depending on the length of their scheduled shifts. Hours in excess of 24 must either be vacation or sick leave, in accordance with relationship to employee. (If the bereaved individual qualifies under the definition of immediate family in the sick leave policy, then sick leave may be used after the 24 hours bereavement leave has been exhausted.) Bereavement pay is calculated based on the base pay that an employee would otherwise have earned had he or she worked on the day of absence. Bereavement leave hours paid do not count as hours worked for overtime calculation purposes.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available annual leave for additional time off as necessary.

For Bereavement Leave, the City defines "immediate family" as the husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, daughter-in-law, and son-in-law of the employee and employee spouse.

333 – Commercial Driver's License

When determined by the department head, the City may financially assist in paying the training fee for Commercial Drivers License (CDL) training required to obtain a CDL. The employee will be required to sign a contract with the City committing to pay back the City's out-of-pocket CDL training cost should the employee leave employment with the City within two years from their date of hire. Such repayment will be made on a pro-rated basis.

334 – JURY DUTY

The City encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request up to the duration of the trial of paid jury duty leave over any one-year period. Jury duty pay will be calculated on the employee's base pay rate. Employee classifications that qualify for paid jury duty leave include regular full-time employees and introductory employees.

Employees must turn in the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. Of course, the employee is expected to report for work whenever the court schedule permits.

Insurance benefits will remain in effect and unchanged for the full term of the jury duty absence. Accrual for benefits calculations, such as vacation, sick leave, or holiday benefits, will not be affected during paid jury duty leave.

336 – WITNESS DUTY

The City encourages employees to appear in court for witness duty whenever summoned to do so. Eligible employees will be granted a maximum of sixteen hours per summons of paid time off to appear in court

as a witness. Employees will be paid at their base rate. Employee classifications that qualify for paid witness duty leave include regular full-time employees and introductory employees.

The witness summons should be turned in to the employee's supervisor immediately after it is received, so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits. If the employee has been summoned as a witness of the employer as a result of a job-related event, he or she will receive paid time off for the entire period of witness duty.

400 – TIMEKEEPING

Accurately recording time worked is the responsibility of every ~~nonexempt~~non-exempt employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Any additional work hours (beyond the normal schedule hours) must always be approved before it is performed. Hours worked are rounded to the nearest ¼ hour increment for payroll purposes.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes ~~by initialing the time record.~~

Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including immediate discharge.

402 – PAYDAYS

All employees are paid on a bi-weekly ~~basis~~basis on the first Friday following the end of a 2-week pay period. Each paycheck will include ~~regular~~ earnings for all work performed and leave hours used from the end of in the previous payroll period. ~~Overtime pay and additional straight time pay will be paid on the pay period following the end of the 28-day time period.~~

In the event that a regularly scheduled payday falls on a holiday or observed holiday (Thursday or Friday) employees will receive paychecks on the day preceding the holiday or observed holiday.

403 – DIRECT DEPOSIT

All payroll earnings will be received in the form of direct deposit. Deposits can be made to either a checking or savings account at the employee's banking institution of choice. Employees must sign a written authorization, along with providing bank routing and account numbers. Any changes to bank account information must be made in person with the Payroll Clerk or Auditor/Deputy Auditor for security and fraud prevention reasons.

404 – EMPLOYMENT TERMINATION

Since employment with the City is based on mutual consent, both the employee and the City have the right to terminate employment within provisions of state and federal law.

Terminations are an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Following are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - employment termination initiated by an employee who chooses to leave the organization voluntarily.

DISCHARGE - employment termination initiated by the City.

LAYOFF - involuntary employment termination initiated by the City for non-disciplinary reasons.

MEDICAL TERMINATION - employment termination initiated by the employee or by the City when an employee is unable, for health reasons, to continue to work.

RETIREMENT - voluntary retirement from active employment status initiated by the employee.

Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination. All accrued benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses.

Suspension, Removal or Demotion: Any employee of the City may be suspended, removed, demoted, or discharged by their Department Head or the City Commission. In the event the suspension or demotion is of a Department Head, the two City Commissioners who are members of the Personnel Committee, along with the City Administrator, shall determine the suspension or demotion of the Department Head. The City Commission will determine the removal or discharge of any Department Head. Employment with the City is at-will; either the City or the employee may terminate the employment relationship at any time, with or without notice and with or without cause.

Any violation of the general rules and regulations of conduct governing the employees in the respective departments will be considered sufficient cause for disciplinary action but will not be exclusive, and an employee may be suspended, removed, demoted, or discharged for any other cause considered sufficient by the Department Head.

406 – PAY ADVANCES

Pay advances nor extensions of credit on unearned wages will be provided to employees.

408 – ADMINISTRATIVE PAY CORRECTIONS

The City takes all reasonable steps to ~~assure~~ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their Department Head and then the City Auditor's office so that corrections can be made as quickly as possible.

Once under-payments are identified, they will be corrected in the next regular paycheck. Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the City will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

410 – PAY DEDUCTIONS

The law requires that the City make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. The City also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". The City contributes the amount of taxes as required by law.

The City offers programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their checks. If an employee does not understand why deductions were made or how they were calculated, the Auditor's Office can assist in having your questions answered.

500 – SAFETY

Establishment and maintenance of a safe work environment is the shared responsibility of the City and employees from all levels of the organization. The City will attempt to take reasonable steps to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. They are asked to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the City are expected to correct unsafe conditions as promptly as possible.

All accidents must be reported to their supervisor, regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and initiate insurance and workers' compensation procedures.

When chemicals are involved, please refer to material safety data sheets located in each department. It will be the Department Head's responsibility to, once each year, review with individual employees in the department all copies of material safety data sheets posted on site and master copy given to the Fire Department.

502 – WORK SCHEDULES

Work schedules for employees vary throughout the City. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The 7-day work week shall begin on Monday at 12:01 a.m.

The standard work period for non-continuous-shift employees (those in positions which are not required to be staffed 24/7) shall be a 40-hour workweek. The shift is normally 8 hours; however, work schedules

are the sole authority of the Supervisor. Timesheets and overtime are reconciled based on 40-hour work weeks, not 8-hour days.

Continuous-shift employees (those in positions which must be staffed 24/7) shall operate on a work ~~period cycle~~ of 160 hours in a defined 28-day time period for the Police Department law enforcement, and ~~186~~ 188 hours for the Fire Department. For the Fire Department, consecutive shifts for 24 hours shall count eating and sleeping as hours worked; consecutive shifts for more than ~~24-48~~ hours shall generally be avoided.

Nonscheduled hours are the employee's personal time unless called into work.

504 – TOBACCO

In keeping with the City's intent to provide a safe and healthy work environment, use of tobacco in the workplace is prohibited. Tobacco use will be strictly prohibited within City buildings, leased buildings, grounds, vehicles and equipment. In accordance with NDCC 23-12-10, smoking is prohibited within twenty feet [6.10 meters] of entrances, exits, operable windows, air intakes, and ventilation systems of enclosed areas in which smoking is prohibited. This policy applies to all employees, contractors, and visitors.

Tobacco Definition

For purposes of this policy, tobacco use is defined as using cigarettes, e-cigarettes, pipes, cigars, chewing or spit tobacco, or any other like product that contains a warning from the surgeon general or that has not been approved by the FDA for smoking cessation.

506 – REST AND MEAL PERIODS

Each workday, all employees are provided with two fifteen-minute rest periods. Supervisors will advise employees of the regular rest schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All employees are provided with a meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

If rests/breaks are used to conduct non-work related activities away from the City's premises, no workers compensation coverage is available.

508 - OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as possible to all employees qualified to perform the required work. The City reserves the right to designate overtime as compensatory time in order to

maintain a balanced budget (see section 318).

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. For non-continuous-shift employees overtime pay is provided after 40 hours physically worked in the defined workweek. Overtime for continuous-shift employees is provided after 160 hours (Police) and 212 hours (Fire) in a defined 28-day work cycle. (Fire department receives additional straight-time pay for hours worked ~~between above 187-189~~ 188 and up to 212). Exempt employees will not receive overtime pay. As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible discharge.

Overtime pay shall be paid ~~following the submission of the 28-day time sheets~~ as part of the payroll for the pay period in which it is earned.

510 – USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge. All violations of traffic laws and fines levied as a result are the exclusive responsibility of the employee. Additionally, the driver's license status of all employees may be checked with the North Dakota Motor Vehicle Department annually or when the need arises. If an employee's driver's license is suspended or expired, that employee shall notify their supervisor immediately. Disciplinary action may be taken upon review.

City vehicles shall not be utilized for any personal gain by any person. City vehicle usage shall be as directed by each Department Head within their respective departments.

Seatbelts will be worn by all persons using any City Vehicle at all times. If an employee uses their own vehicle for City business they must wear their seatbelt at all times.

Accident review: An accident review board consisting of the Department Heads shall review all accidents involving City vehicles where there is any damage.

Department Heads may refer to other situations involving loss to the City, for review by the accident review board at their discretion.

512 – USE OF PHONE, FAX, AND MAIL SYSTEMS

Personal use of the fax machine or telephones for long distance and toll calls is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse the City for any charges resulting from their personal use of the telephone or fax. Charges for cell phone use not work related will be the responsibility of the employee. The taking or sending of cell phone photos in this capacity, which would pose or potentially pose a liability risk or any unauthorized transmittal of documents which contain restricted information, is prohibited. Any such action will be subject to disciplinary action, including possible discharge.

Phone calls placed to personal residences while out of town will be at the employee's expense.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of City paid postage for personal correspondence is not permitted.

514 – USE OF CREDIT CARDS

The City of Devils Lake possesses several credit cards for purchasing gas and retail charging. Any misuse of any of the City credit cards can result in disciplinary action up to and including possible termination.

516 – ACCEPTABLE USE OF COMPUTERS AND TECHNOLOGY

The City provides a variety of electronic communication devices (ECDs) and an IT infrastructure designed to facilitate business communications. These devices may include (but are not limited to) cell phone, telephone, facsimile (fax) machines, all computers and network-related hardware, software, and/or peripheral devices (including email and internet). These devices may be connected to the City's IT infrastructure and as such, public scrutiny and/or disclosure of usage must not damage the reputation of the City of Devils Lake, nor jeopardize the system's integrity.

ECDs, computer files, internet access, the email system and software furnished to employees are the City's property and intended for business use only. Employees should not access a file or retrieve any stored communication without authorization. Emails received which contain important data should be printed to retain a hard copy.

Unless exempted by law, all electronic communications shall follow North Dakota's Open Records Law. It is the City's intent to provide access to ECDs for the purpose of conducting official business. However, users may be permitted to utilize ECDs for personal use if reasonable in time, duration, and frequency; personal usage is of nominal cost or value; and usage does not interfere with the performance of the user's public duties, or the public duties of any other representative of the City of Devils Lake. Use of "streaming" audio and video for non-official business (including Internet radio, YouTube, podcasts, etc.) must be limited.

The City strives to maintain a workplace free of harassment and sensitive to the diversity of its

employees. Therefore, the City prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-colored jokes, or anything that may be construed as harassment or showing disrespect for others.

The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City prohibits the illegal duplication of software and its related documentation.

518 – SOCIAL MEDIA

The City respects the right of employees to use social media tools as a means of personal self-expression and as a means to further the organization's interests. It is important that employees be aware of the implications of engaging in social media and online communications.

When using social media:

- Adhere to the Acceptable Use of Computers & Technology Policy.
- Do not post confidential or proprietary information about the organization, City staff members, elected officials, clients, or business partners. It is important to protect this information.
- The City logo or other organizational images may not be used on personal social media sites without prior permission. The City's name may not be used to promote a personal cause, business, product, political party, or candidate.
- City computers and time on the job are reserved for organizational business as approved by management and in accordance with City policies.
- Be respectful to all people and organizations. ~~the organization, other staff members, elected officials, vendors, and business partners.~~
- If you come across positive or negative remarks about the City or City related services that you believe are important, please forward this information to your supervisor or another appropriate official.
- Be conscious of mixing your business and personal lives. The internet is immediate and nothing posted is ever truly private, nor does it expire.

Online, your personal and business personas are likely to intersect. The organization respects the free speech rights of its staff members, but asks you to remember that other organizations, colleagues, and business partners may have access to the online content you post.

Employees are responsible for their own actions. Recognize that you are legally liable for anything you post online. Understand that anything you post that can potentially tarnish the City's image will ultimately be your responsibility. Be aware that your actions captured via posts, images, or comments

may reflect upon the City. While the organization does not discourage social media use, we urge you to do so properly while exercising sound judgment, common sense, and good taste.

Posting in an Official Capacity:

Social media content creators' conduct will be consistent with the City's values and professional standards. Social media content creators will:

- Use all reasonable efforts to keep social media interactions factual and accurate, providing only verifiable facts;
- Strive for transparency and openness and never seek to use information for personal gain;
- Provide links to credible sources of information when possible to support interactions;
- Wherever possible, links to more information should direct users back to the City of Devils Lake's official website for more information, forms, documents, or online services;
- Publicly correct any information communicated that is later found to be in error;
- Be honest about relationships, opinions, and identity;
- Protect privacy and not share confidential or non-public information;
- Respect the public's opinion, whether positive or negative, provided it is topical and not offensive, denigrating, or completely out of context.

City social media profiles will not contain any political information or be used for political activity. Social media content creators are prohibited from exchanging any form of material that is:

- Prohibited by federal, state, or local law; or City policies, specifically including this policy;
- Threatening, obscene, vulgar, offensive, abusive, derogatory, discriminatory, disparaging, defamatory, harassing or that constitutes personal attacks of any kind;
- Involves sales or solicitation or facilitates any for-profit, non-City business activity. This includes the sale of personal goods.
- Used for any political advocacy efforts or any non-City activity that would cause the City to incur any liability.

519 – VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, including city-owned property, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the City's facilities at the main entrances. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the City's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the appropriate person or place.

600 – MEDICAL/FAMILY LEAVE

It is the intent of the City to comply with the statutory and regulatory requirements of the Family

and Medical Leave Act of 1993, revised January of 2009. Under the provisions of that Act the City allows eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Employees classified as regular full-time (must have completed at least 12 months of service) or regular part-time employees (must have worked at least 1,250 hours in previous 12 months) are eligible to request medical leave as described in this policy.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events or as soon as possible for unforeseeable events.

The City will grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of a newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition;
- or
- for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or called to active duty status as a member of the Armed Forces in support of a contingency operation.

The City will also grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member.

After a request for FMLA is received, the City will respond with additional documentation to inform the employee of any other supporting documentation required to designate the leave as FMLA. Any changes in the status of leave or any related medical condition should be promptly reported to the City. Employees returning from medical leave may be required to submit a health care provider's verification of their fitness to return to work. Under most circumstances, employees or the City will "substitute" (run concurrently) accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave.

The City is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. When a family/medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. For further information on eligibility or definitions please see the City Administrator.

602 – PERSONAL LEAVE

In accordance with the guidelines set forth in this policy, the City may provide unpaid personal leave to eligible employees who wish to take time off from work duties to fulfill personal obligations. Those classified as regular full-time employees are eligible for personal leave.

Personal leave may be granted for a period of up to two weeks, pending the Department Head's approval. Any other leave of absence in excess of two weeks may be granted only by the board of City

Commissioners. No sick or vacation time will accrue for any personal leave that extends beyond one week.

Requests for personal leave will be evaluated based on a number of factors, including anticipated operational requirements and staffing considerations during the proposed period of absence.

The City will continue to provide its share of insurance benefits until the end of the month in which the leave begins, at which time the employee will assume full costs.

To the extent possible, employees returning from personal leave will be returned to their former position or will be offered the first available comparable position for which they are qualified. If an employee fails to report to work at the expiration of the approved leave period, the employer will assume that the employee has resigned.

604 – MILITARY LEAVE

An employee who is either an enlisted person or an officer in the National Guard or Armed Forces Reserve, subject to call, or volunteer for such service shall be granted military leave annually in accordance with Section 37-01-25 and 37-01-25.1 of the North Dakota Century Code. If such people have been in continuous employment for a period of ninety (90) calendar days immediately preceding the leave of absence. Please refer to North Dakota Century Code (Attachment C) and/or the Uniformed Services Employment and Reemployment Rights Act (USERRA) for further information.

Military leave hours paid do not count as hours worked for overtime calculation purposes.

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606 – MATERNITY RELATED ABSENCES

The City will not discriminate against any employee who requests an excused absence for medical conditions associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.

Requests for time off associated with pregnancy, adoption and/or childbirth (apart from medical disabilities associated with these conditions) will be considered after all other vacation, sick leave and comp time is used up. Employees can also refer to the FMLA section for further guidance and direction.

700 – EMPLOYEE CONDUCT AND WORK RULES

Role of Employees: You are expected each day to remember that, as an employee of the City, you serve the citizens of Devils Lake. Your actions in this capacity reflect favorably or unfavorably upon you, your supervisor(s) and City government as a whole. We expect that you will maintain favorable visibility with the public, that you will act responsibly within the means of your position in meeting the needs of the public and that you will be accountable for your actions in this capacity.

Getting Started: You have been carefully selected to perform an essential service for the City. To help you get started, your supervisor will provide you with a description of your job and will discuss your duties with you. If you have any questions about your job, don't hesitate to ask your supervisor. Your supervisor is just as concerned about your success on the job as you are and will do everything possible to see that you receive the help you need.

Orientation and Introduction: As soon as possible after employment, the employee should go to the Auditor's Office to complete the various fringe benefit program forms, tax table status, and any other forms deemed necessary for their employment.

To assure orderly operations and provide the best possible work environment, the City expects employees to follow rules of conduct that will protect the interests and safety of all employees and the employer.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension or termination of employment.

- Theft or inappropriate removal or possession of City property
- Falsification of timekeeping records or any other records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the work place
- Boisterous or disruptive activity in the work place
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the work day
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct

Misconduct can occur either on or off the job. Examples of misconduct on the job are cited above. Examples of misconduct off the job include, but are not limited to involvement in criminal activity or activity involving moral turpitude which, in the judgment of the City, reflects adversely on the image or standing of the City. Employees arrested or cited for driving under the influence or reckless driving, on or off the job, are subject to disciplinary action up to and including immediate termination.

Employment with the City is at the mutual consent of the City and the employee, and either party may terminate that relationship at any time, with or without cause and with or without advance notice, within the provision of state and federal law.

Grievance and disciplinary procedures for employees of the City shall be in accordance with the provisions of the North Dakota Century Code.

701 – DRESS CODE

Appearance and dress should correlate with the job being performed, both for safety reasons and to reflect a positive image for the City. Should an employee arrive for work wearing clothing or accessories which, in the opinion of their supervisor, is inappropriate, they may be required to go home and change prior to commencing work. Some positions are provided with City uniforms; these are the property of the City and must be returned upon leaving employment.

702 – DRUG AND ALCOHOL USE

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may use or possess any illicit drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by the City.

The Drug and Alcohol Policy adopted by the City is attached to this policy and is referred to as Attachment A.

703 – INCLEMENT WEATHER

A decision to close the City offices due to inclement weather shall be at the discretion of the City Administrator, who will make the necessary arrangements to notify employees. Should an employee choose not to attend work due to inclement weather when the City offices are still open, that employee will have that time off charged to either vacation or leave without pay (if no other leave available). Non-exempt employees required to work will receive straight-time compensatory time in the same amount of hours that city offices are closed, up to a maximum of 8 hours.

704 – SEXUAL & OTHER FORMS OF IMPERMISSIBLE HARASSMENT

The City is committed to providing a work environment that is free of discrimination. Actions, words, jokes or comments based on an individual's sex, race, ethnic, age, religion or any other legally protected characteristic will not be tolerated.

Sexual harassment is the unwarranted and unwanted action of an individual against another individual involving sexual overtones. The City will not tolerate verbal or physical conduct by an employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile work environment. The City is opposed to sexual harassment in the workplace and such harassment is against the law.

Sexually harassing conduct in the workplace or elsewhere, whether committed by supervisory or non-supervisory personnel is prohibited. Such conduct may include, but is not limited to:

- Sexual flirtation, touching, advances, etc.
- Verbal abuse of a sexual nature.
- Graphic or suggestive comments about an individual's dress or body.
- Sexually degrading words to describe an individual.
- The display in the workplace of sexually suggestive objects or pictures, including nude photographs.
- It is important to note that sexually harassing conduct also includes:
- Explicitly or implicitly making submission to conduct, a term or condition of an individual's employment.

- Using submission or rejection of the conduct as a basis for employment decisions.
- The conduct substantially interferes with the individual's work performance or creates an intimidating, hostile or offensive work environment.

Any employee who believes that the actions or words of any employee or fellow employee constitute unwelcome harassment, has a responsibility to report this behavior, in writing, as soon as possible to their Department Head or City Administrator. All complaints of harassment will be investigated promptly in a confidential manner. In all cases, the employee will be advised of the investigation's conclusions.

Any employee who is found, after appropriate investigation, to have engaged in harassment of another employee, will be subject to appropriate disciplinary action and may be subject to immediate discharge.

705 – INVESTIGATION AND ADMINISTRATIVE LEAVE

Administrative Leave is defined as the temporary removal from the work environment of a employee, with or without pay, following an allegation of misconduct, or other similar circumstance, that requires an investigation and review of the related facts. This policy identifies the procedures to be followed when an employee has been placed on Administrative Leave.

An employee may be placed on Administrative Leave with or without pay in circumstances following an allegation of misconduct, which requires an investigation and review of the related facts. Compensation for Administrative Leave with pay will be equal to the employee's base rate of pay. In certain situations where pending litigation is present, an employee may not be allowed to return to their position immediately following the internal investigation. Generally, paid Administrative Leave will not continue beyond the length of the internal investigation. However, the City retains the right to determine paid/unpaid status on a case by case basis. Whether paid or unpaid, benefits will continue to be provided throughout the duration of the leave in the same manner as if an employee was not on Administrative Leave.

When an employee is to be placed on Administrative Leave with or without pay, and an investigation is either pending or foreseeable regarding suspected or alleged misconduct involving that employee, the following procedures shall be observed:

- Prior to any contact with the employee, the affected individual's immediate supervisor shall meet (face-to-face and/or by telephone) with the City Administrator and the Human Resources designee and, as necessary, legal counsel (these four individuals herein referred to as the representatives) to discuss the appropriate course of action under the circumstances, including termination or Administrative Leave. The City Administrator has the authority to place an employee on Administrative Leave.
- The representatives shall address any safety concerns arising out of the alleged or suspected misconduct as well as the scope of any investigation and the need for the preservation of evidence. The representatives shall determine the role of each department, and establish an action plan (i.e. who should attend the meeting with the employee, what property, if any, can be removed, next steps, etc.).
- After a review of the facts and circumstances relating to the grounds for the Administrative Leave, the representatives shall determine whether the safety and security of City personnel requires the presence of an officer, or alternatively, an officer to remain in the general vicinity.
- In any situation in which an investigation is pending or foreseeable, the employee shall be permitted to leave the City premises with only his or her personal items approved jointly by the

direct supervisor and City Administrator. Based on the circumstances, the employee may be escorted by a representative from law enforcement. Prior to leaving, all keys, passwords, access codes, etc must be collected and/or changed by the direct supervisor as appropriate.

- Pending the completion of the investigation, steps must be taken to secure or prevent the destruction of documents relevant to the investigation. It is the responsibility of the immediate supervisor or manager, with the assistance of IT and other applicable personnel, to (a) terminate or suspend, as applicable, the employee's access privileges to City information systems; and (b) to inventory and remove (or request removal of) the employee's personal belongings. Pending the outcome of an investigation, the City will use reasonable efforts to keep the employee's personal belongings in a secure manner.
- Investigations shall be conducted in an expedited manner as circumstances allow and personal belongings shall be returned to the employee as soon as feasible. If circumstances allow, the affected employee may be returned to work in an alternative position until the investigation is complete.
- At the conclusion of the investigation, the employee who was on an Administrative Leave without pay and determined not to be at fault, shall receive any wages owed while on administrative leave without pay.

At-will employment not affected

Notwithstanding anything to the contrary stated in this policy, nothing herein is intended to alter the at-will status of any City employee. The City of Devils Lake at all times retains the right to terminate any employee at any time, with or without cause.

706 – ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify the supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, including termination of employment.

708 – RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must immediately return all property of the City that is in their possession or control in the event of termination of employment, resignation, or layoff. This includes uniforms. In the event property is not returned, the proper authorities will be notified by the City Administrator and future legal actions may be taken.

710 – RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the City. Although advance notice is not required, the City requests at least two weeks written resignation notice from all employees.

712 – SECURITY AND INSPECTION

The City wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, weapons (such as knives, clubs, etc.), explosives or other improper materials. The City prohibits the control, possession, transfer, sale, or use of such materials on its premises. The City requires the cooperation of all employees in administering this policy.

Desks, lockers and other storage devices may be provided for the convenience of employees, but remain the sole property of the City. Accordingly, they, as well as any articles found within them, can be inspected by an agent or representative of the City at any time, either with or without prior notice. At no time may an employee install or utilize their own locking mechanism or device to secure the above.

The City likewise wishes to discourage theft or unauthorized possession of the property of employees, the City, visitors or customers. To facilitate enforcement of this policy, the City or its representative may inspect not only desks and lockers, but also packages and persons entering and/or leaving the premises. Additionally, the City reserves the right, at its sole discretion to install and use security/ surveillance cameras or devices on its property. Any employee who wishes to avoid inspection of any articles or materials should not bring them onto the City's premises.

Some areas of the City's premises are designated as "restricted entry", i.e. the vault, parts storage, cash drawer, etc. Unauthorized entry into these restricted areas may result in disciplinary action up to and including termination.

714 – SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by the City may not solicit or distribute literature in the work place at any time for any purpose, unless approved in advance by the City Administrator or the City Commission.

The City recognizes that employees may have interests in events and organizations outside the work place. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for community or religious groups. The collection of money, goods, or gifts for charitable or political groups
- The sale of goods, services, or subscriptions outside the scope of official organization business
- The circulation of petitions or distribution of literature not approved by the employer The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on City bulletin boards is prohibited. Bulletin boards are reserved for official organization communications.

800 – EMPLOYMENT OF INDIVIDUALS WITH LIFE THREATENING ILLNESSES

The City recognizes that employees with life threatening illnesses, such as cancer, heart disease, and AIDS, may wish to continue their normal pursuits, including work, to the extent that their condition allows. The decision to continue work will be based on the ability to meet normal performance standards

and on the receipt of satisfactory medical evidence that the employee does not present an immediate threat to themselves or others. Evaluation of the potential dangers presented by individuals with life threatening diseases will occur on a case by case basis and will consider existing medical and scientific evidence.

802 – PERSONNEL ADVISORY COMMITTEE

A committee designated as the Personnel Advisory Committee will be composed of: two City Commissioners appointed by the City Commission at their biannually organizational meeting; the City Administrator; one full-time classified employee elected by the employees in January of each even numbered year; and the Human Resources Advisor.

This committee will act to assist the City Commission in the periodic review and revision of this policy. This committee will meet to review additions, amendments, revisions, and deletions to this policy and recommend such changes as it deems necessary to the City Commission.

804 – COBRA BENEFITS

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

807 – FRAUD PREVENTION AND INVESTIGATION

This City-wide fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against the City of Devils Lake.

This policy applies to any fraud, or suspected fraud, involving employees, elected and appointed officials, as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the City. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the City.

All employees and elected officials of the City are responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported immediately to the City Administrator, who coordinates all investigations with the legal counsel and other affected areas, both internal and external. If suspected fraudulent activity involves the City Administrator, the report must be brought to the attention of the Commission President. The City

Administrator and/or Commission President shall lead the Investigation Unit until the matter is resolved.

Actions constituting fraud

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to the City
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other assets
- Impropropriety in the handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to the City. Exception: gifts less than \$50 in value.
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment
- Any similar or related inappropriate conduct

Other inappropriate conduct

Any other suspected improprieties concerning an employee's or official's moral, ethical, or behavioral conduct, should be brought to the attention of the City Administrator. If there is any question as to whether an action constitutes fraud, contact your supervisor or the City Administrator for guidance.

Reporting procedures

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. An employee who discovers or suspects fraudulent activity will *contact the City Administrator immediately*. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the City Administrator or the City Attorney. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

Confidentiality

The City Administrator treats all information received *confidentially* to the extent possible within the constraints of the law. Any employee who suspects dishonest or fraudulent activity will notify the City Administrator immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see **Reporting Procedure** section above). Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the City from potential civil liability.

Investigation responsibilities

The City Administrator, with the assistance of the City Attorney as appropriate, has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Administrator will issue reports to appropriate designated personnel and, if appropriate, to the City Commission. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory

agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

ATTACHMENT A – DRUG AND ALCOHOL POLICY

On January 1, 1996, The City of Devils Lake was required by Federal law to have in place a program for alcohol and drug testing for pre-employment, post-accident, random, return-to-duty, follow-up, and reasonable suspicion.

Use of alcohol and illegal drugs in the workplace and on the road are a danger to those who use them, to those who work around users, and to the public in general. The City feels alcohol and drug testing will help discourage substance abuse and reduce absenteeism, accidents, health care costs, and other alcohol/drug related problems. In addition, it will protect the health and safety of City employees and the general public.

To comply with Federal regulations for alcohol and drug testing, the City of Devils Lake contracts with a private medical company to conduct alcohol and drug testing for the City.

Policy Statement

Employees are reminded that they represent the City of Devils Lake while working, as well as after working hours. The City takes violation of laws regulating the use and consumption of such drugs and/or alcohol very seriously, both while on and off the clock. Repeat violations of state and federal law related to controlled substances will be taken seriously with circumstances heavily scrutinized by the City. The City and its employees will be held to a high standard. Singular and especially repeat violations of state/federal drug and alcohol laws by City employees reflect poorly upon the organization. The reputation and credibility of the City with the public will be of immediate priority and will be a factor in determining if employees found in violation of drug and alcohol laws are to remain employed by the organization.

It shall be the policy of the City of Devils Lake that all employees are subject to reasonable suspicion testing. Regular full-time and part-time safety-sensitive employees are subject to the random alcohol and drug testing program, as well as post-accident, return-to-duty, and pre-employment testing. Safety-sensitive positions are defined as those whose duties are fraught with "such risks of injury to others that even a momentary lapse of attention can have disastrous consequences". This would include (but may not be limited to) Police Officers, Firefighters, Heavy Equipment Operators, Sanitation Drivers, Waste and Sewage Treatment Plant Operators, and drivers operating with a CDL.

Method of Testing

The contracted private medical company will provide the City with a computer generated random list which will identify the employees requiring random testing. There will be no advance notice to an employee of an alcohol or drug test. Testing will normally take place at the City Recycling Center.

Breath alcohol tests will be communicated to the City (or its designate) as soon as the test is completed. Negative drug tests will be reported within 24 hours if not needing any Medical Review Officer (MRO) handling and positive tests are reported as soon as the MRO process/interview is complete.

All employees subject to random testing will be placed in one of two pools, depending on the nature of their position. Those with a Commercial Driver's License are in one pool; all other safety-sensitive positions are in another pool. Random selections will be drawn quarterly.

Types of Testing

Random Testing

- *Random alcohol testing* shall be conducted in accordance with the following requirements:
 - o Random alcohol testing shall be administered at a minimum annual rate of 10% of the average number of regular full-time and part-time employees included in the alcohol/drug program.
 - o The City designate shall ensure that random alcohol tests are unannounced and spread reasonably throughout the calendar year.
 - o The City designate shall ensure the employees selected for random alcohol tests proceed immediately to the testing site upon notification of being selected.

Random Drug Testing shall be conducted in accordance with the following requirements:

- Random drug testing shall be administered at a minimum annual rate of 35% of the average number of regular full-time and part-time employees included in the alcohol/drug program.
 - o The City designate shall ensure that random drug tests are unannounced and spread reasonably throughout the calendar year.
 - o The City designate shall ensure the employees selected for random drug tests proceed immediately to the testing site upon notification of being selected.

Reasonable Suspicion Alcohol and Drug Testing

1. The City must require a driver to submit to an alcohol or drug test when the City has reasonable suspicion to believe the employee has violated the alcohol or drug prohibitions. Reasonable suspicion is the belief that the employee has violated the alcohol or drug prohibitions, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.
2. Alcohol testing as a result of reasonable suspicion is authorized only if the observations are made during, just before, or just after the period of workday the employee is required to be in compliance. If a reasonable suspicion alcohol test is not administered within two hours following the observations, the City designate shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight hours, the City shall cease attempts to administer the test, and shall prepare and maintain the record listed above. Observations may include indications of the chronic and withdrawal effects of drugs.

Return-To-Duty and Follow-Up Testing

- The City shall ensure that before an employee returns to duty requiring the performance of a safety sensitive function, and/or after engaging in prohibited conduct regarding alcohol misuse, the employee shall undergo a return-to-duty alcohol test indicating a breath alcohol concentration of less than .02.
- In the event a return-to-duty test is required, the employee must also be evaluated by a substance abuse professional and participate in any assistance program prescribed.

Pre-employment Alcohol and Drug Testing

- Prior to the first time an employee performs safety-sensitive on duty functions, the employee must submit to testing for drugs. Safety sensitive functions related to "on duty" time include:
 - o All time waiting to be dispatched, unless relieved from duty
 - o All time performing inspections of equipment
 - o All driving time
 - o All time, other than driving time, in or upon any commercial motor vehicle

- o All time loading or unloading a vehicle
- o All time spent performing activities related to accidents
- o All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- The employer shall not allow an employee to perform a safety-sensitive function until a drug test result from the MRO indicates a verified negative test.

Post Accident and Drug Testing

- As soon as practicable following an accident involving a commercial motor vehicle, each employer shall test for alcohol and drugs from each surviving driver when either:
 - o The accident involved a fatality; or
 - o The employee receives a citation under state or local law for a moving violation arising from the accident
- For the purpose of this rule, an accident is defined as an incident involving a commercial motor vehicle requiring to be towed from the scene.

Employee's responsibility:

An employee who is subject to post-accident testing must remain available, or the employer may consider the employee to have refused to submit to testing. The employee subject to post-accident testing must refrain from consuming alcohol for 8 hours following the accident, or until he/she submits to an alcohol test, whichever comes first.

Employees must not have even one drink fewer than 4 hours before work duties begin. Employees in the random pool must be available to be tested for alcohol and/or drugs while on duty and just prior to, just after, or while performing a safety-sensitive function. Employees who refuse to be tested or to cooperate in testing, or who attempt to alter test results, are subject to termination procedures.

Employees must notify their supervisor if using a prescription containing a controlled substance. The employee must also provide documentation that uses of the drug does not adversely affect the employee's ability to operate a commercial motor vehicle.

Employer's responsibility:

The City shall provide employees with necessary post-accident information, procedures and instructions, prior to the employee operating a commercial motor vehicle, so that employees will be able to comply with the requirement.

All applicants and employees who undergo City-mandated tests must be notified if the test result is positive. The vendor will follow specific procedures if an alcohol test result is positive. The procedures are required by federal guidelines and are intended to make sure that the test result is a true positive. Tests required by the City, except for pre-employment tests and return-to-duty tests, are considered a duty assignment. Time for travel and time spent in providing the specimen at the collection site will be with pay.

Definition of a positive alcohol test:

Alcohol tests will be considered positive if the breath test indicates an alcohol presence of .04 or greater. If the test results are positive, the employee and supervisor will be notified before the employee leaves the test site.

If an alcohol test indicates an alcohol concentration of at least .02, but less than .04, the test is considered negative, but the employee will be taken out of service for 24 hours.

Definition of a positive drug test:

A test will be considered positive if a controlled substance for which no legitimate explanation, determined by the Medical Review Officer (MRO), is found in the urine specimen.

Out-of-Service Request

Many employees are subject to call for emergency duties. However, if the employee has had even one drink in the 4 hours prior to the call or suspects that he/she may have a breath-alcohol concentration of .02 or above, the employee must take himself/herself out of service. No disciplinary measures will be taken when the employee requests to take himself/herself out of service.

City Requirements of Previous or Prospective Employers

The City may inquire with previous employers before requiring an employee to perform work in a safety-sensitive position. New hires must sign a release of information allowing City officials to inquire with previous employers about the applicant's drug-testing history during the previous two years. Information that may be requested includes:

- Previous test dates
- Positive test results
- Refusals to test
- Evaluation and rehabilitation results.

If asked, and the proper release of information is provided, the City will disclose the following information to any potential future employers of employees covered under the City's alcohol and drug testing program:

- Results of any tests which an employee took
- Any referral for evaluation and rehabilitation
- The results of any such referral.

New employees will be notified about this policy after they are hired but before they report to work with the City. They must sign off, indicating that they have read and understood the policy, before they begin work duties with the City.

ATTACHMENT B – GRIEVANCE PROCEDURES

GRIEVANCE PROCEDURES

The purpose of this internal grievance policy and procedure is to provide a fair and effective opportunity to resolve work-related problems by using a series of interactive and progressive steps.

Definitions for the purpose of this policy:

- Working days – the workdays of Monday through Friday, excluding holidays
- Reduced to writing - a concise statement outlining the nature of the grievance and the relief requested.
- Harassment-related – any grievance related to violation of section 704 of this handbook.

Scope: This policy applies to all departments and employees of the City of Devils Lake. This policy does not usurp any rights or avenues laid out in state or federal labor law. Department Heads are identified in City Code as appointive officers and the authority to remove or suspend such appointments rests with the City Commission as identified in 212.40 of City Municipal Code.

All grievances shall be handled in the following manner

Step 1

When an employee has a grievance, he/she shall always attempt first to resolve the matter informally by directly addressing the individual involved. In harassment-related grievances, employees are not required to deal directly with an offending individual(s) in seeking resolution.

Step 2

If informal attempts at resolving the matter are not successful, the grievance shall be reduced to writing within 10 working days of the grieved incident and presented to the Department Head. (If the matter directly involves the Department Head, move to Step 3.) The employee should expect a response in writing within 10 working days. If the employee feels the concern has not been sufficiently considered or addressed with the Department Head proceed to Step 3.

Step 3

Any matter not resolved in a satisfactory manner by the Department Head should be presented in writing to the City Administrator for an appeal. The employee should expect a response in writing within 10 working days. If the employee feels the concern has not been sufficiently considered, the aggrieved employee may proceed to Step 4.

Step 4

A Grievance Review Board comprised of the Mayor, the portfolio commissioner, (Commission Vice President if Mayor and portfolio commissioner are the same person) the City Attorney, and the Human Resources Advisor may elect to hear the grievance or to contract a hearing officer to hear or review the grievance. Once the Board has reviewed the initial grievance, the employee shall be notified in writing of the method, time and place of a hearing. If the Board elects to hear the grievance, they will establish the terms for hearing the grievance, either by requesting all parties submit information in writing, verbally, or combine both options. Once the Board has either heard the grievance or received a recommendation from a contracted source, the Board will then make a final decision. The Board's

decision will be final and will be provided to the employee in writing within 15 days after making a determination. The Board reserves the right to forward the matter to the City Commission should it deem appropriate.

At any time through the grievance process, either the employee and/or supervisory level may request alternative dispute resolution or mediation services. All parties involved must agree to the use of mediation prior to using this method.

An employee who is a party to a work-related grievance proceeding may be accompanied, advised, and represented throughout the proceeding by another employee or by a representative chosen by the employee involved in the proceeding according to NDCC 34-11.1-04.2 All representatives must conduct themselves in a respectful and professional manner during the grievance procedure.

Non-grievable items

There are various departments and offices of the City of Devils Lake with a small number of employees. In order to provide the assistance needed to another department, an employee may be transferred, permanently or temporarily, to another department so long as it does not decrease the salary and benefits of employees affected. Such action does not constitute a grievance. Additionally, the following items are also non-grievable:

- Issues deemed settled by the Grievance Review Board
- Relocation or transfer of an employee within the department that results in no change of pay, benefits, and/or classification.
- Temporary work assignments.
- Budget and organizational structure, including the number of assigned employees within any department.
- The manner and method of performing work assignments, including performance evaluations, unless in the case of discrimination.
- Benefits.

MEMORANDUM OF OFFER TO LANDOWNER

North Dakota Department of Transportation
Environmental & Transportation Services
SFN 6777 (3-2017)

PCN

2	3	1	1	0
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Project
NH-3-002(173)270

County
Ramsey

Parcel(s)

4-1

Landowner(s)
City of Devils Lake, a municipal corporation

Landowner Address
PO Box 1048

City
Devils Lake

State
ND

ZIP Code
58301

Valuation Type

☐ Appraisal

☒ Waiver Valuation

Approved Compensation

\$300.00

On behalf of the North Dakota Department of Transportation, the right of way agent is hereby authorized to offer the above approved amount as full compensation for the permanent and/or temporary acquisition of the above-identified parcels and all damages incidental thereto.

The attached Compensation and Parcel Breakdown is incorporated with this offer and describes the parcels and/or temporary easement areas that are being acquired for highway purposes.

Notes

ROW AGENT

Name (Type or Print)
Teri Scherr

Agency
701 Right of Way Appraisal Services

Signature
Teri Scherr

Date
09/25/2026

NDDOT MANAGEMENT APPROVAL

Name (Type or Print)
Raymond Barchenger/Right of Way Administrator

Signature

Date

COMPENSATION & PARCEL BREAKDOWN

North Dakota Department of Transportation
Environmental & Transportation Services
SFN 61188 (3-2020)

PCN

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Addendum to:

- ☒ Memorandum of Offer Page 2 of 2
☐ Memorandum Agreement Page of

Project NH-3-002(173)270
County Ramsey
Parcel(s) 4-1

Landowner Name(s) (Type or Print) City of Devils Lake, a municipal corporation	Initial	Date
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The following valuation breakdown describes parcels and/or temporary easement areas that are being acquired for highway purposes:

Permanent Acquisition ☐ Yes ☒ No

Temporary Acquisition ☒ Yes ☐ No						
Parcel #	Type of Temporary Acquisition	☒ Acres ☐ Sqft	X	Value (Per Acre/Sqft)	=	Parcel Values
4-1	Construction Easement	0.05	X	\$1,440.00	=	\$72.00

Total Temporary Parcel Value	\$72.00
Total Temporary Compensation	\$300.00

Compensation Breakdown	
Total Permanent Compensation	
Total Temporary Compensation	\$300.00
Total Curb Ramp Compensation	
Fencing	
Damages	
Total Compensation Due	\$300.00

MEMORANDUM AGREEMENT

North Dakota Department of Transportation
Environmental & Transportation Services

SFN 6776 (3-2020)

PCN

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Project
NH-3-002(173)270

County
Ramsey

Parcel(s)

4-1

Landowner Name(s)
City of Devils Lake, a municipal corporation

Landowner Address
PO Box 1048

City
Devils Lake

State
ND

ZIP Code
58301

Executed Document(s) (check all applicable): ☒ Temporary Construction Easement, ☒ Agreement for Entry Without Compensation,
☐ Warranty Deed, ☐ Subordination of Rights, ☐ Permanent Maintenance Easement, ☐ Other Type(s)

Date Executed

Total Compensation

\$300.00

The Landowner(s), listed above, did execute a document on the date listed above, conveying to the state of North Dakota for the use and benefit of the North Dakota Department of Transportation, hereinafter referred to as (NDDOT), the above-identified parcel(s) of property, as shown on the right of way plats.

The attached Compensation and Parcel Breakdown is incorporated with this agreement and describes the parcels and/or temporary easement areas that are being acquired for highway purposes.

Check and initial the following applicable terms of this agreement

Landowner(s) Initials

☐	1. The state assumes ownership of all trees within the right of way excepting that the Landowner(s) may remove or use said trees prior to construction.	
☐	2. feet of fence to be moved by the owner prior to construction of the highway.	
☐	3. The Landowner(s) will be permitted to use any cattle pass or drainage structures installed for a cattle or stock pass at their own risk. The state will provide the necessary maintenance for highway purposes. The Landowner(s) will provide the necessary maintenance for use as a stock pass.	
☐	4. NDDOT will not maintain any service road except those shown on the right of way plat.	
☒	5. Access will be provided throughout the construction process.	
☐	6. The Landowner(s) agree(s) to joint payment with mortgagee, if requested by the mortgagee.	
☒	7. The Landowner(s) shall inform any and all tenant(s) of proposed work.	

Additionally
Payment to be made to the City of Devils Lake, a municipal corporation

Landowner(s) Initials

This agreement is now made and entered as a memorandum of all of the terms, and the only terms agreed upon in connection with this settlement.

The NDDOT director, or his/her assigns, must approve all settlements. NDDOT will notify the Landowner(s) in writing **if this settlement is not approved**. Payment by the state must await approval of title and processing of a voucher and warrant through the offices of the state auditor and treasurer. Now, therefore, as a memorandum agreement of the parties, the undersigned do hereby execute and deliver this document. This agreement was reached without coercion, or promises other than those shown in the agreement, or threats of any kind whatsoever by, or to, either party. The right of way agent has no direct or indirect present or contemplated future personal interest in the parcels or in any benefit from the acquisition of such property.

This Agreement may be executed in several counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

EXECUTED the date last signed below.**LANDOWNER**

Name (Type or Print) City of Devils Lake, a municipal corporation By: Jim Moe Its: Mayor	
Signature	Date

WITNESS

Name (Type or Print)	
Signature	Date

ROW Agent

Name (Type or Print) Teri Scherr	
Agency/Firm 701 Right of Way Appraisal Services	
Signature	Date

NDDOT ROW Agent

Name (Type or Print) Mary Fahlsing	
Signature	Date

NDDOT Management Approval

Name (Type or Print) Raymond Barchenger/Right of Way Administrator	
Signature	Date

COMPENSATION & PARCEL BREAKDOWN

North Dakota Department of Transportation
Environmental & Transportation Services
SFN 61188 (3-2020)

PCN

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Addendum to:

☐ Memorandum of Offer Page of
☒ Memorandum Agreement Page 3 of 3

Project
NH-3-002(173)270

County
Ramsey

Parcel(s)

4-1

Landowner Name(s) (Type or Print)
City of Devils Lake, a municipal corporation

Initial

Date

The following valuation breakdown describes parcels and/or temporary easement areas that are being acquired for highway purposes:

Permanent Acquisition ☐ Yes ☒ No

Temporary Acquisition ☒ Yes ☐ No

Parcel #	Type of Temporary Acquisition	☒ Acres ☐ Sqft	X	Value (Per Acre/Sqft)	=	Parcel Values
4-1	Construction Easement	0.05	X	\$1,440.00	=	\$72.00

Total Temporary Parcel Value	\$72.00
Total Temporary Compensation	\$300.00

Compensation Breakdown

Total Permanent Compensation	
Total Temporary Compensation	\$300.00
Total Curb Ramp Compensation	
Fencing	
Damages	
Total Compensation Due	\$300.00

NOTIFICATION AND APPRAISAL WAIVER

North Dakota Department of Transportation

Environmental & Transportation Services

SFN 60794 (9-2024)

PCN

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Project
NH-3-002(173)270County
Ramsey

Parcel(s)

4-1

Landowner(s)
City of Devils Lake, a municipal corporationLandowner(s) Address
PO Box 1048City
Devils LakeState
NDZIP Code
58301

State and federal laws require just compensation be established and that a prompt written offer be made to acquire your property for the full fair market value. In no event will the amount offered be less than the state's approved value. The NDDOT will provide you with a written summary of the value established as just compensation in your offer.

I/we, the undersigned, understand that we are entitled to receive just compensation for our property being acquired by the North Dakota Department of Transportation (NDDOT) to construct the above-named highway project.

Check One of the Following:

- ☐ I/we do not wish to receive just compensation, but agree to donate the area, or a portion thereof, necessary for construction as shown on the plat(s).
- ☒ I/we acknowledge payment is based on waiver valuation. (NDDOT minimum payment policy is \$300 for temporary acquisition or \$600 for permanent acquisition)
- ☐ The acquisition was valued over \$15,000 but under \$35,000. I/we agree to receive the payment based on waiver valuation.
- ☐ The acquisition was valued over \$15,000 but under \$35,000. I/we wish to have my property interest appraised. (Please note that if an Appraisal is requested, the appraised value will replace the value based on waiver valuation.)
-In compliance with the Uniform Relocation Assistance and Land Acquisition Policies Act of 1970 (Public Law 91-646), the owner or their designated representative shall be given an opportunity to accompany the appraiser during the inspection of the property.
I/we ☐ do ☐ do not wish to accompany the appraiser during the inspection of the property.
- ☐ I/we acknowledge payment is based on the Appraisal and the opportunity was given to accompany the appraiser during the property inspection. (Appraisals are required if the acquisition is complicated or estimated to be over \$35,000.)

It is understood that any changes in these plans, adverse to our property, will make this agreement null and void.

This Agreement may be executed in several counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

LANDOWNER(S)

Name (Type or Print) City of Devils Lake, a municipal corporation By: Jim Moe Its: Mayor	Name (Type or Print)
Signature	Date
Signature	Date

ROW AGENT

Name (Type or Print) Teri Scherr	Agency/Firm 701 Right of Way Appraisal Services
Signature	Date

AGREEMENT FOR ENTRY AND CONSTRUCTION (NO COMPENSATION)

North Dakota Department of Transportation
Environmental & Transportation Services
SFN 50882 (10-2017)

PCN

2	3	1	1	0
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Project
NH-3-002(173)270

Parcel(s)
4-1

Purpose of Project
Reconstruction of US Hwy 2

Landowner(s)
City of Devils Lake, a municipal corporation

Landowner(s) Address
PO Box 1048

City
Devils Lake

State
ND

ZIP Code
58301

This agreement, is between the state of North Dakota, acting by and through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505- 0700, and the above-named Landowner.

WITNESSETH, that the Landowner(s), for and in consideration of the sum of one dollar and other valuable consideration, the receipt of which is hereby acknowledged, does hereby grant to the NDDOT, the right to enter upon the property of the Landowner(s) for the purpose of the project stated above and as shown in plans on file with NDDOT. The parcel(s) of land is located in:

Location A portion of the SW 1/4	Section 7	Township 153	Range 63	County Ramsey
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This Agreement may be executed in several counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

EXECUTED the date last signed below.

GRANTOR(S):

Name (Type or Print) City of Devils Lake, a municipal corporation By: Jim Moe Its: Mayor	
Signature	Date

WITNESS

Name (Type or Print)	
Signature	Date

ROW AGENT

Name (Type or Print) Teri Scherr	
Agency 701 Right of Way Appraisal Services	
Signature	Date

NDDOT APPROVAL

Name (Type or Print) Raymond Barchenger	
Title Right of Way Administrator	
Signature	Date

TEMPORARY EASEMENT

North Dakota Department of Transportation
Environmental & Transportation Services
SFN 5417 (1-2019)

Page 1 of 2

TEMPORARY CONSTRUCTION EASEMENT

PCN

2	3	1	1	0
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Project
NH-3-002(173)270

Parcel(s)

4-1

Purpose of Easement (Check all that apply): ☒ Grading (including fills/cuts for driveway/highway, slope tie-ins/transitions)
☐ Drainage ☐ Fencing ☐ Staging area ☐ Sidewalk and/or curb ramp improvements ☐ Other

Grantor(s)
City of Devils Lake, a municipal corporation

Grantor(s) Address
PO Box 1048

City
Devils Lake

State
ND

ZIP Code
58301

Date

County
Ramsey

This easement, between Grantor(s) whose name and address is listed above and state of North Dakota for the use and benefit of the North Dakota Department of Transportation, hereinafter referred to as the NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700.

WITNESSETH, that the Grantor(s), for and in consideration of the sum of one dollar and other valuable consideration to them in hand paid by NDDOT, the receipt whereof is hereby acknowledge, hereby grant, unto NDDOT, its successor and assigns, a temporary easement over land lying and being in the county listed above, State of North Dakota, and more specifically described as follows, to wit:

Parcel 4-1 (Temporary Construction Easement)

A portion of the SW 1/4 of Section 7, Township 153 N, Range 63 W of the 5th Principal Meridian, County of Ramsey, State of North Dakota, described as shown on Plat 4 of 6 and described as follows:

Commencing at the SE corner of said Section 7, thence westerly along the south line of Section 7, S 88° 35' 34" W a distance of 3391.49 feet; thence N 01° 24' 26" W a distance of 33.00 feet, to the point of beginning; thence S 88° 35' 34" W a distance of 95.85 feet, to a point on a non-tangent curve, concave to the left (southwesterly), the radius point of which bears S 38° 26' 43" W, having a radius of 3977.83 feet, said point being on the northeasterly right-of-way line of US 2; thence northwesterly along said curve 31.36 feet through a central angle of 00° 27' 06"; thence N 88° 35' 34" E a distance of 120.00 feet; thence S 01° 24' 26" E a distance of 20.00 feet, to the point of beginning.

It is a condition of this easement that it shall not be filed for record and that all rights conveyed to the state of North Dakota and North Dakota Department of Transportation by this instrument shall terminate upon completion of construction of said project, or in five years from the date of conveyance, whichever comes first.

Said parcel is shown on the plat as parcel 4-1 and contains 0.05 acres more or less, and is subject to any easements or rights of way previously acquired.

END DESCRIPTION

The legal description was prepared by David T. Mortensen, PLS, Civil Science, 222 34th St, Williston ND 58801

This easement grants to the NDDOT, the right of ingress and egress for the purpose of this project as stated above, so long as this easement shall remain in full force and effect. This easement does not change the current use of the subject parcel(s).

Grantor(s) shall not alter the condition of the land during the term of this easement. Grantor(s) shall not store equipment or other property on the easement during the term of the easement, except for those existing fixtures that will not interfere with NDDOT's use of this easement.

It is a condition of this easement that it shall not be filed for record and that all rights conveyed to the state of North Dakota and NDDOT by this instrument shall terminate upon completion of construction of said project, or in five years from the date of conveyance, whichever comes first. If an easement is necessary for more than one construction year, the temporary easement payment (as shown on the compensation and parcel breakdown within the memorandum agreement) will be made for each additional year of construction, up to four years.

This Agreement may be executed in several counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

EXECUTED the date last signed below.

GRANTOR(S)

Name (Type or Print) City of Devils Lake, a municipal corporation By: Jim Moe Its: Mayor	
Signature	Date

WITNESS

Name (Type or Print)	
Signature	Date

ROW AGENT

Name (Type or Print) Teri Scherr	
Agency/Firm 701 Right of Way and Appraisal Services	
Signature	Date

NDDOT APPROVAL

Name (Type or Print) Raymond Barchenger	
Title Right of Way Administrator	
Signature	Date

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) City of Devils Lake, a municipal corporation	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. PO Box 1048	Requester's name and address (optional)
6 City, state, and ZIP code Devils Lake, ND 58301		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

SURVEYOR'S SEAL

This document is preliminary and not for recording or implementation purposes.

PRELIMINARY

XXX

David T. Mortensen

REGISTERED LAND SURVEYOR

mm/dd/yy

DATE

For Recording Purposes Only

NORTH DAKOTA
DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY PLAT of
NH-3-002(173)270
PCN. 23110
In
Ramsey County

PLAT NO.	PARCELS
1 of 6	1-1 (Temp Only)
2 of 6	2-1 to 2-2
3 of 6	3-1 (Temp Only)
4 of 6	4-1 (Temp Only)
5 of 6	5-1 to 5-2
6 of 6	6-1 to 6-3

SKETCH MAP OF NORTH DAKOTA

9/16/2026 11:13:39 PM cmapples L:\IND\Projects\Active 2021\Tx21122.00 - US-2 Devils Lake 4 LN to Heftie Rest Area\700 - CAD\3-002.173.270\Consultant\ldgm\ROWSheets\RW_Title.dgn

Parcel 4-1 (Temporary Construction Easement)

A portion of the SW 1/4 of Section 7, Township 153 N, Range 63 W of the 5th Principal Meridian, County of Ramsey, State of North Dakota, described as shown on Plat 4 of 6 and described as follows:

Commencing at the SE corner of said Section 7, thence westerly along the south line of Section 7, S 88° 35' 34" W a distance of 3391.49 feet; thence N 01° 24' 26" W a distance of 33.00 feet, to the point of beginning; thence S 88° 35' 34" W a distance of 95.85 feet, to a point on a non-tangent curve, concave to the left (southwesterly), the radius point of which bears S 38° 26' 43" W, having a radius of 3977.83 feet, said point being on the northeasterly right-of-way line of US 2; thence northwesterly along said curve 31.36 feet through a central angle of 00° 27' 06"; thence N 88° 35' 34" E a distance of 120.00 feet; thence S 01° 24' 26" E a distance of 20.00 feet, to the point of beginning.

It is a condition of this easement that it shall not be filed for record and that all rights conveyed to the state of North Dakota and North Dakota Department of Transportation by this instrument shall terminate upon completion of construction of said project, or in five years from the date of conveyance, whichever comes first.

Said parcel is shown on the plat as parcel 4-1 and contains 0.05 acres more or less, and is subject to any easements or rights of way previously acquired.

END DESCRIPTION

The legal description was prepared by David T. Mortensen, PLS, Civil Science, 222 34th St, Williston ND 58801

Date: 10/5/2026
To: President Moe and City Commissioners
From: Michael Grafsgaard, City Engineer 
Project: City Project 260102 - South Side
Total Contract: \$1,244,866.90



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 RJ Zavorol, PO Box 435, East Grand Forks MN 56721.

Estimate No. 2

SI 87-26 - 3rd St SE, 4th St SE, 6th St SE, 7th St SE, Misc
 City Charge Code: 4543-000-56600

SPEC	CODE	BID ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	BID AMOUNT	QUANTITIES		AMOUNT	
							CURRENT	TOTAL TO DATE	CURRENT	TOTAL TO DATE
103	0100	CONTRACT BOND	1	L SUM	\$ 6,000.00	\$ 6,000.00	0.00	0.00	\$ -	\$ -
202	0114	REMOVAL OF CONCRETE PAVEMENT	12	SY	\$ 50.00	\$ 600.00	0.00	37.90	\$ -	\$ 1,895.00
202	0130	REMOVAL OF CURB & GUTTER	450	LF	\$ 8.00	\$ 3,600.00	0.00	484.00	\$ -	\$ 3,872.00
202	0132	REMOVAL OF BITUMINOUS SURFACING	150	SY	\$ 48.00	\$ 7,200.00	0.00	158.00	\$ -	\$ 7,584.00
203	0113	COMMON EXCAVATION - WASTE	1,790	CY	\$ 10.00	\$ 17,900.00	0.00	1,159.50	\$ -	\$ 11,595.00
302	0120	AGGREGATE BASE COURSE CL 5	3,356	TON	\$ 30.00	\$ 100,680.00	0.00	0.00	\$ -	\$ -
401	0050	TACK COAT	2,952	GAL	\$ 4.00	\$ 11,808.00	0.00	0.00	\$ -	\$ -
411	0105	MILLING PAVEMENT SURFACE	48,312	SY	\$ 2.95	\$ 142,520.40	46,231.00	46,231.00	\$ 136,381.45	\$ 136,381.45
411	0118	MILLING PAVEMENT SURFACE - 4 INCH	5,369	SY	\$ 5.50	\$ 29,529.50	173.00	3,618.00	\$ 951.50	\$ 19,899.00
430	0043	SUPERPAVE FAA 43	7,031	TON	\$ 72.00	\$ 506,232.00	1,645.18	2,099.84	\$ 118,452.96	\$ 151,188.48
430	5815	PG 585-34 ASPHALT CEMENT	422	TON	\$ 630.00	\$ 265,860.00	86.72	109.18	\$ 54,633.60	\$ 68,783.40
702	0100	MOBILIZATION	1	L SUM	\$ 37,665.00	\$ 37,665.00	0.00	0.50	\$ -	\$ 18,832.50
704	0001	TRAFFIC CONTROL	1	L SUM	\$ 9,800.00	\$ 9,800.00	0.00	0.50	\$ -	\$ 4,900.00
706	0600	CONTRACTOR'S LABORATORY	1	EA	\$ 6,500.00	\$ 6,500.00	1.00	1.00	\$ 6,500.00	\$ 6,500.00
708	1540	INLET PROTECTION-SPECIAL	9	EA	\$ 150.00	\$ 1,350.00	0.00	9.00	\$ -	\$ 1,350.00
709	0100	GEOSYNTHETIC MATERIAL TYPE G	5,369	SY	\$ 3.00	\$ 16,107.00	0.00	3,445.00	\$ -	\$ 10,335.00
722	6140	ADJUST GATE VALVE BOX	34	EA	\$ 380.00	\$ 12,920.00	8.00	8.00	\$ 3,040.00	\$ 3,040.00
722	6200	ADJUST MANHOLE	24	EA	\$ 355.00	\$ 8,520.00	4.00	4.00	\$ 1,420.00	\$ 1,420.00
748	0140	CURB & GUTTER - TYPE 1	450	LF	\$ 100.00	\$ 45,000.00	0.00	626.00	\$ -	\$ 62,600.00
750	1000	DRIVEWAY CONCRETE	67	SY	\$ 225.00	\$ 15,075.00	0.00	86.90	\$ -	\$ 19,552.50
Total Current Amount:									\$ 321,379.51	
Total Bid Amount:						\$ 1,244,866.90				
										\$ 529,728.33

Total Work completed: \$529,728.33
Retainage @ 4%: \$21,189.13
Previous Payments: \$200,014.87
Total Due This Estimate: \$308,524.33

Date: 10/5/26
 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 5

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	102.72	303.93	\$ 3,163.78	\$ 9,360.91
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	0.00	216.00	\$ -	\$ 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	0.00	237.50	\$ -	\$ 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	170.03	260.34	\$ 12,956.29	\$ 19,837.91
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	4.50	121.95	\$ 397.35	\$ 10,768.19
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	0.00	6.42	\$ -	\$ 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	\$ -	0.00	1.00	\$ -	\$ 200.00
				Total Bid Amount:	\$ 61,374.00		\$ 16,517.41	\$ 62,960.80
				Total Work Completed:	\$ 62,960.80			
				Retainage @ 4%	\$ 2,518.43			
				Previous Payments:	\$ 44,585.66			
				Total Due This Estimate	\$ 15,856.72			

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	5.00	SY	\$ 30.80	\$ 154.00
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	10.00	SY	\$ 76.20	\$ 762.00
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: \$ 916.00

Owner Name: City of Devils Lake - Utilities

Address: 503 10th St NW

Work Completed By: Lakeview Construction

Date Completed: Sep 2026

City share 50/50:	\$ -	Owner share 50/50:	\$ -	Assess: Yes ☐ No ☐
City share 100%:	\$ 916.00	Owner share 100%:	\$ -	Assess: Yes ☐ No ☐

Notes

Sidewalk removed to replace leaking curb stop. Adjacent sidewalk panel on either side of panel removed and replaced.

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	11.75	SY	\$ 30.80	\$ 361.90
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	11.75	SY	\$ 76.20	\$ 895.35
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: \$ 1,257.25

Owner Name: Linnette Smith

Address: 614 7th Ave NE

Work Completed By: Lakeview Construction

Date Completed: Sep 2026

City share 50/50: \$ 628.63 **Owner share 50/50:** \$ 628.62 **Assess:** Yes ☐ No ☐

City share 100%: \$ - **Owner share 100%:** \$ - **Assess:** Yes ☐ No ☐

Notes

Adjacent tree removed, heaved sidewalk removed and replaced.

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	69.06	SY	\$ 76.20	\$ 5,262.37
4" Sidewalk Concrete - Reinforced		SY	\$ 79.50	\$ -
6" Sidewalk/Driveway Concrete	4.50	SY	\$ 88.30	\$ 397.35
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: \$ 5,867.62

Owner Name: Brandin Hawley

Address: 203 7th St NE

Work Completed By: Lakeview Construction

Date Completed: Sep 2026

City share 50/50:	\$ 3,579.48	Owner share 50/50:	\$ 1,864.48	Assess: Yes ☒ No ☐
City share 100%:	\$ -	Owner share 100%:	\$ 423.67	Assess: Yes ☐ No ☐

Notes

Block sidewalk (122.5 LF) along the avenue side of the house, removed by homeowner prior to concrete placement. Homeowner credited for City share of removal costs (\$857.50) as part of 50/50 split. Driveway sidewalk will be removed and replaced as part of the work done by the City. Concrete pad near existing driveway apron Owner 100%.

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	29.22	SY	\$ 30.80	\$ 899.98
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	29.22	SY	\$ 76.20	\$ 2,226.56
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: \$ 3,126.54

Owner Name: Tad Thompson

Address: 211 9th St NW

Work Completed By: Lakeview Construction

Date Completed: 9/24/2026

City share 50/50:	\$ 1,337.50	Owner share 50/50:	\$ 1,337.50	Assess: Yes ☒ No ☐
City share 100%:	\$ -	Owner share 100%:	\$ 451.54	Assess: Yes ☒ No ☐

Notes

Sidewalk cracked and broken and needs replacement. Private sidewalk on boulevard replaced as well, 9.5' x 4'.

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	25.00	SY	\$ 30.80	\$ 770.00
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	25.00	SY	\$ 76.20	\$ 1,905.00
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: \$ 2,675.00

Owner Name: Basem Fanous

Address: 207 9th St NW

Work Completed By: Lakeview Construction

Date Completed:

City share 50/50:	\$ 1,337.50	Owner share 50/50:	\$ 1,337.50	Assess: Yes ☒	No ☐
City share 100%:	\$ -	Owner share 100%:	\$ -	Assess: Yes ☐	No ☐

Notes

Sidewalk cracked and broken and needs replacement.

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	25.00	SY	\$ 30.80	\$ 770.00
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	25.00	SY	\$ 76.20	\$ 1,905.00
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: \$ 2,675.00

Owner Name: Renee Zidon

Address: 201 9th St NW

Work Completed By: Lakeview Construction

Date Completed: Sep 2026

City share 50/50: \$ 1,337.50 **Owner share 50/50:** \$ 1,337.50 **Assess:** Yes ☒ No ☐

City share 100%: \$ 642.00 **Owner share 100%:** \$ - **Assess:** Yes ☐ No ☐

Notes

Sidewalk cracked and broken and needs replacement. Sidewalk curb ramp to 2nd Ave NW replaced at City expense. Curb ramp replaced after sidewalk replaced and included on separate estimate.



2025 Lake Region Narcotics Task Force Annual Report

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

Charged in 2025

1. 14- Possession of a controlled substance with intent to deliver.
2. 19- Possession of drug paraphernalia.
3. 27 – Possession of a controlled substance.
4. 1 - Conspiracy to deliver a controlled substance.
5. 7 – Delivery of a controlled substance.
6. 3 – Ingestion of a controlled substance.
7. 1 – False information.
8. 8 - Outstanding Warrants.
9. 2 – DUS
10. 1 – Fleeing in a Motor Vehicle.
11. 2- Possession of Stolen Property
12. 4- Felon with a Firearm
13. 13- Federal Indictments
14. 3-Possession of a Firearm W/Altered Serial Number
15. 1- Accomplice to Delivery
16. 2- Driving under the influence
17. 2-DUI
18. 1- Possession of Certain Materials Prohibited
19. 1-Terrorizing
20. 1-Homicide (assist)
21. 2 – Suicide (assist)
22. 2- Nonfatal Overdose
23. 1- Fatal Overdose



Narcotics Seized in 2025

1. Marijuana – 1816 grams.
2. THC Wax/Oil – 10 grams.
2. Methamphetamine – 4,121 grams
3. Fentanyl – 73 pills.
5. Other pills – 48 pills.
6. Cocaine – 31 grams

Asset Seized in 2025

1. 2 - vehicles seized.
2. 46- Firearms.
3. \$6,099.00 Currency

Significant 2025 Cases

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

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

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

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

The LRNTF conducted a search warrant in a motel room in Devils Lake on a known drug trafficker. From the search of the motel room LRNTF officers found suspected methamphetamine, items for the sale, ingestion and packaging of methamphetamine and approximately \$5,607. Two suspects were arrested for possession of a controlled substance and possession of drug paraphernalia.

The LRNTF assisted the Devils Lake Police Department with a search warrant at an apartment in Devils Lake looking for narcotics. From the search of the apartment officers located numerous marijuana vape pens, THC oils and items for the sale and



packaging of THC oils and marijuana vape pens. One suspect was arrested for possession of marijuana with intent to deliver because of the investigation.

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

The LRNTF assisted the Ramsey County Sheriff's Department with a search warrant at a residence in rural Ramsey County. From the search of the residence officers found approximately 1,683 grams of suspected marijuana, 35 firearms and numerous items for the ingestion of marijuana. One suspect was charged with reckless endangerment, possession of marijuana with intent to deliver and possession of drug paraphernalia.

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

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

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

The LRNTF assisted the BIADEU with an investigation into a possible drug trafficker from the Belcourt area. The suspect was stopped and search of the vehicle conducted. From the search of the vehicle officer found 691 grams of methamphetamine and approximately \$10,000. The suspect was federally indicted by the BIADEU.

The LRNTF assisted BIA and FBI with a suspect traveling from out of the area with a large quantity of narcotics. When the suspect arrived in Devils Lake officer found



approximately 466 grams of methamphetamine, 116 grams of marijuana, and 100 suspected fentanyl pills.

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

The LRNTF assisted the North Dakota Highway Patrol at a traffic stop and search of a vehicle. From the search of the vehicle officer found 56 grams of methamphetamine and 28 grams of cocaine. On suspect was arrested for possession of methamphetamine and cocaine with intent to deliver. The suspects vehicle may be seized because of the investigation.

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

The LRNTF has assisted with numerous investigations out of the LRNTF coverage area. This assistance is from information received from informants, intelligence and investigations. This information has led to several high-profile arrests and several large narcotics seizures. These seizures don't get counted towards the year end statistics.

The LRNTF aided in locating several wanted suspects in the area. The LRNTF aided BIA and FBI in locating a murder suspect on the Spirit Lake Nation. The LRNTF also assisted local agencies and US Marshall with locating wanted suspects in the task force area. The LRNTF continues to provide support to local agencies on numerous criminal investigations.

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
5-Oct-26

VENDOR	AMOUNT DUE
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AIRPORT

ADB Safegate	\$274.05
Amazon	\$627.51
Dakota Implement	\$779.00
Dennis Olson	\$500.00
Devils Lake Chamber of Commerce	\$370.00
Devils Lake Hardware	\$19.98
Keller's Briteway	\$220.00
Mark Sateron/Ultimate Door Solutions	\$11,316.00
Midcontinent	\$94.25
Minnie H Cleaning Center/SOS Lawn Care	\$7.25
The Glass Shop	\$3,930.00

CITY

Advanced Business Methods	\$335.08
Alex Air Apparatus	\$710.65
Amazon	\$1,375.62
American Water Works Association	\$248.00
AT & T	\$1,832.59
Bergstrom Electric	\$172.05
Bibliotheca	\$5,039.50
City of Devils Lake	\$46.70
Close Construction	\$252.00
Corporate Technologies	\$4,455.00
Creative Impressions	\$1,044.90
Dakota Implement	\$1,852.78
Decorated Wearables	\$650.00
Demco	\$557.19
Denise Yantes	\$1,000.00
Devils Lake Cars	\$3,844.32

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
5-Oct-26

VENDOR	AMOUNT DUE
Devils Lake Chamber of Commerce	\$385.00
Devils Lake Collision & Glass	\$665.73
Devils Lake Hardware	\$374.59
Devils Lake Journal	\$2,535.55
Devils Lake Park Board	\$52,792.35
Devin Grey Water	\$150.00
DL Chamber of Commerce/Tourism	\$49,328.57
DRI Electrical Services	\$1,759.80
Ecolab	\$159.87
ESS Brothers & Sons	\$4,125.00
Gessner Ironworks	\$287.95
HACH	\$392.90
Hawkins	\$17,858.41
Ihry Insurance	\$234.00
Ingram Library Services	\$48.96
Joanna Berger	\$450.00
Joe & Bros Mow for Dough	\$150.00
Keller's Briteway	\$107.00
Lake Chevrolet Buick GMC	\$76.35
Lakeview Construction	\$15,856.72
Lake Region Corporation	\$250.00
Lake Region E-911 Authority	\$81,500.75
Lake Region Law Enforcement Center	\$38,484.25
Lake Region Public Library Foundation	\$659.99
L-Tron Corporation	\$423.37
Mary Jean Olson	\$170.14
MDU	\$81.51
Motion Industries	\$2,247.86
ND Dept of Enviromental Quality	\$346.69
North Dakota League of Cities	\$275.00
Northstar Auto	\$200.00

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
5-Oct-26

VENDOR	AMOUNT DUE
NSC Minerals	\$4,130.71
Ottertail Power Co	\$19,052.48
Overdrive	\$2,402.48
Playaway Products	\$196.97
Quill	\$1,055.15
Robert Johnson	\$117.90
Sanitation Products	\$9,161.64
Senior Meals & Services	\$92.00
Service Tire	\$3,750.74
Stone's Mobile Radio	\$106.12
Structural Materials	\$272.64
Tanya Weiler	\$1,250.00
Total Heating & Air	\$587.16
Tractor Supply Credit Plan	\$109.98
Vanguard Appraisals	\$962.50
Vestis/Aramark	\$1,182.22
Visa Credit Card	\$3,854.33
 PREPAID EXPENSES	
Post Board	\$135.00
 TOTAL LIST OF BILLS	 \$362,352.75