devils lake
City Offices

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

Monday, November 2, 2026
5:30 pm CST
City Commission Agenda

Meeting Items

1) Call to Order
2) Pledge of Allegiance
3) Approval of Minutes – October 19, 2026
4) Approval of Minutes – October 26, 2026 Special Meeting

Awards and Proclamations

Public Hearings – 5:30 PM

Bid Openings – 5:30 PM

Visitors or Delegations

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

Commission Portfolios

Old Business

1) Roll-Off Bill Appeal – 901 1st St NE
2) New Business Application
3) Second Reading Ordinance #1045 – Chapter 5.05: Vacant Commercial Storefronts
4) City Auditor Compensation

Consent Agenda

New Business

1) Pay Estimate #5 – Strata Corporation - Alleys
2) Certify Annual Maintenance – Urban Roads
3) Conversion of City Building Lighting to LED
4) City Assessor Position

Citizen Comment

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

The Devils Lake City Commission will convene in Executive Session this meeting on November 2, 2026, to discuss pending litigation brought by Eugene Toomey, Sherman Swanson, and Caryl Pierson against the City of Devils Lake and other named defendants to quiet title to Outlot 05-0071, Part of the Northwest Quarter of Section 12, Township 153, Range 64, 5th Principal Meridian, Ramsey County, North Dakota.

The City Commission may convene into executive session for attorney consultation regarding this legal mater pursuant to NDCC §§ 44-04-19.1 and 44-04-19.2.

Informational Items

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

1) Sanitation Products Invoice

This Commission meeting can be viewed live or on replay via YouTube at the following link: https://www.youtube.com/watch?v=zJumCZIUEY4

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
OCTOBER 19, 2026

The regular meeting of the Devils Lake City Commission was held on October 19, 2026, with the following members present: President Moe and Commissioners Hach Pierce, Knowski and Uhlenkamp.

MEETING ITEMS

1) Call to Order
2) Approval of Minutes – October 5, 2026

Commissioner Knowski made a motion to approve the minutes of the October 5, 2026, meeting. Commissioner Pierce seconded the motion, and the motion was approved unanimously.

AWARDS AND PROCLAMATIONS
PUBLIC HEARINGS – 5:30 PM
BID OPENINGS – 5:30 PM
VISITORS OR DELEGATIONS

1) Utility Bill Appeal – Clayton Flock – 1103 4th Ave NE

Commissioner Knowski made a motion to work out a payment plan for the full balance due. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously.

2) Roll-Off Bill Appeal – Corey Nordenstrom – 901 1st St NE

Corey and Madison Nordenstrom approached the Commission regarding a roll-off bill that they received but did not order back in August. The Public Works Director talked to the Sanitation Supervisor who communicated that two long-term employees are the ones who delivered/picked up this roll-off. President Moe asked if they saw a dumpster at the property listed and Corey said that he never saw a dumpster until September, when he ordered one. Commissioner Pierce asked if they would be able to get a notarized letter from their neighbor regarding a roll-off never being placed on the property. Corey and Madison stated that they would be willing to do that and had considered it prior to coming to the meeting. The Public Works Director said that the Sanitation Supervisor was unable to make the meeting tonight. Commissioner Pierce made a motion to table the roll-off appeal at 901 1st St NE. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

COMMISSION PORTFOLIOS

Commissioner Pierce – The Fire Chief said they are doing a driver/operator certification course at the Fire Station this week.
Commissioner Pierce said he would like to a Shade Tree Committee meeting to see where they are at and look at the plans for next year.

Commissioner Uhlenkamp – The Public Works Director said that the Street Department is working on painting sections of Highway 2 that were worked on.
Commissioner Uhlenkamp said they have a Law Enforcement Center board meeting on Wednesday.

Commissioner Hach – The Public Works Director said that garbage collection will be picked up in the new cans this week. It was mentioned that every utility bill is going to be charged a base fee for garbage. If an individual is not paying for a can/dump fee, they are not paying for can service. Over the next couple of weeks, these cans will be picked up with a rear-load truck (semi-automated). When the Sanitation Department is putting the cans back down, it is important for the residents to pay attention to where the can is placed. The Public Works Director said that if someone had a Friday pickup, they will now be a Thursday pickup.
There is a roll-off at the Recycling Center that residents can put their old cans in, if they no longer want them.

The Police Chief said they had Yellowstone interdiction here from Montana and they will be doing training.

The Airport Manager said the painting that they currently have on the runway will be completed next spring. He said that October is supposed to be another record month.
He said that the FAA inspection is complete and there were just a few minor things that came up.

Commissioner Knowski – The Public Works Director said that a concerned citizen reached out regarding a catch basin along Kelly Ave & 12th St. The Utility Department is working on removing fishing piers for Lake Access.

The City Assessor said he will be attending a conference in Bismarck this week.

The Interim City Auditor said that a citizen filed a complaint, which has now been dealt with. He is also working on setting up a meeting with the County Auditor and County Treasurer regarding the special assessment issue that we had with the 2025 tax statements.
He is working with the City Attorney regarding the Attorney General's opinion specific to the E-911 opinion.
Commissioner Pierce asked about healthcare. The Interim City Auditor said that our preliminary number was 10%, and we still do not have the final numbers.

The City Attorney said there is a proposed transfer of land and a first reading later on the agenda.

OLD BUSINESS

1) Automated Residential Garbage Collection Update

The Public Works Director gave this update under his portfolio.

2) New Business Application (Commissioner Pierce)

Commissioner Pierce said that he presented this at a previous meeting and has not received any feedback. This would have to be given to realtors and landowners so that they know this form needs to be completed. President Moe made a motion to authorize the new business application process. The Interim City Auditor asked if we could look into a process for this. No action was taken.

3) Schedule City Auditor Interviews

Commissioner Hach said that they went through the applications for the City Auditor Positions. The three (3) finalists are Wanna Dare, Brina Schuh, and Rob Johnson. Commissioner Hach said that he will be out of town October 21-28, but he is okay with the Commission moving forward. Interviews will be scheduled for Monday, October 26 starting at 1:00pm. Commissioner Pierce made a motion to approve City Auditor Interviews. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

CONSENT AGENDA

1) Updated Mileage and Lodging Rates

The Interim City Auditor gave an update on mileage and lodging rates.

2) LRHC – Request for 4th Quarter Funds

Commissioner Pierce made a motion to approve the consent agenda. Commissioner Knowski seconded the motion, and the motion was approved unanimously on a roll call vote.

NEW BUSINESS

1) First Reading Ordinance #1045 – Chapter 5.05: Vacant Commercial Storefronts

A first reading of Ordinance #1045 – Chapter 5.05: Vacant Commercial Storefronts was held.

2) Transfer of Parcel of Land (39-2727-00003-000) to Lake Region State College

Commissioner Pierce made a motion to approve the transfer of parcel of land (39-2727-00003-000) to Lake Region State College. Commissioner Hach seconded the motion, and the motion was approved unanimously on a roll call vote.

3) Pay Estimate #3 – City Project 260102 – South Side

Commissioner Knowski made a motion to approve Pay Estimate #3 – City Project 260102 – South Side. Commissioner Hach seconded the motion, and the motion was approved unanimously on a roll call vote.

4) Pay Estimate #6 – 2026 Curb, Gutter and Sidewalk

Commissioner Uhlenkamp made a motion to approve Pay Estimate #6 – 2026 Curb, Gutter and Sidewalk. Commissioner Pierce seconded the motion, and the motion was approved unanimously on a roll call vote.

CITIZEN COMMENT

INFORMATIONAL ITEMS

1) September 2026 Financial Report

LIST OF BILLS

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

_____	_____
ROB JOHNSON	**JIM MOE**
INTERIM CITY AUDITOR/CITY ASSESSOR	**PRESIDENT OF CITY COMMISSION**

MEETING MINUTES OF THE CITY COMMISSION OF THE CITY OF DEVILS LAKE, ND
OCTOBER 26, 2026

A special meeting of the Devils Lake City Commission was held on October 26, 2026, with the following members present: President Moe and Commissioners Pierce, Knowski and Uhlenkamp.

Meeting Items

1) Call to Order
2) City Auditor Interviews
    a. Wanna Dare

HR Advisor Tanya Wieler reported that Ms. Dare withdrew her application from consideration and will not be attending the scheduled interview.

    b. Brina Schuh

Commissioners conducted interview with Ms. Brina Schuh.

    c. Rob Johnson

Commissioners conducted interview with Mr. Rob Johnson.

3) City Auditor Discussion

Discussion commenced of the two candidates interviewed. Both internal candidates bring considerable knowledge to the position; however, Rob simply has more years of experience, particularly in management roles.

Commissioner Pierce made a motion to hire Rob Johnson as the Devils Lake City Auditor. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously by roll call vote.

Rob Johnson was called in to the meeting and offered the position of City Auditor. Mr. Johnson thanked the Commission for the opportunity and requested the evening to discuss the offer with his family, stating he would respond to the offer the following day.

Brina Schuh was called into the meeting to express appreciation for her interest in the position, and to inform her that Rob had been offered the position.

4) Adjourn

_____	_____
ROB JOHNSON	**JIM MOE**
INTERIM CITY AUDITOR/CITY ASSESSOR	**PRESIDENT OF CITY COMMISSION**

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

devils lake
Public Works

To: President Moe and City Commissioners

From: Michael Grafsgaard, City Engineer/Public Works Director
Corey Erickson, Sanitation Supervisor

MEG

Date: October 28, 2026

Re: Roll-off Rental – 901 1st ST NE

City staff have reviewed the information and roll-off bill related to 901 1st St NE and have determined that the bill was mistakenly charged to the wrong address. The bill should have been charged to 901 5th St NE, not 901 1st St NE.

I contacted Mr. Nordenstrom and told him a bill should not have been created and he was not responsible for the roll-off bill he received for 901 1st St NE. The bill was a mistake on our end. I also told him we have good employees and I do not believe there to be any malicious intent.

This is the only mistake of this magnitude anyone can recall with the process for roll-off deliveries we currently have in place. Nonetheless, we are evaluating procedures that could be implemented that we feel will help ensure a mistake like this does not happen in the future.

ORDINANCE NO. 1045

AN ORDINANCE WHICH UPON ADOPTION SHALL AMEND, MODIFY, AND ADD TO WHAT HAS BEEN CODIFIED AS TITLE 5 OF THE DEVILS LAKE MUNICIPAL CODE, AND IN ITS PLACE INCLUDE THE FOLLOWING:

BE IT ORDAINED by the Board of Commissioners for the City of Devils Lake, North Dakota, pursuant to the Home Rule Charter that Title 5 of the Devils Lake Municipal Code shall be amended, modified, added to as follows:

Chapter 5.05 - Maintenance and Appearance of Vacant Commercial Storefronts

5.05.010 - Purpose and Intent.

The purpose and intent of this Chapter is to protect the appearance, economic vitality, property values, public safety, and general welfare of the City of Devils Lake by establishing reasonable minimum appearance and maintenance standards for vacant commercial properties and storefronts. The City of Devils Lake recognizes that vacant commercial buildings are sometimes unavoidable. However, vacant storefronts that are neglected, deteriorated, covered with paper or debris, or otherwise present an abandoned or blighted appearance can negatively affect neighboring businesses, residents, visitors, and the overall appearance of the community. Nothing in this Chapter shall require a property owner to operate a business, lease a property, or maintain commercial activity within a vacant building. The intent of this Chapter is solely to require vacant commercial property to be maintained in a clean, safe, secure, and reasonably attractive condition.

5.05.020 - Definitions.

The following words, terms, and phrases, when used in this Chapter, shall have the meanings ascribed to them in this Section 5.05.020 unless the context or subject matter clearly indicates a different meaning:

A. “Commercial Property” means any building, structure, storefront, or portion thereof that is designed, zoned, used, or previously used for retail, office, professional, restaurant, service, entertainment, industrial, or other commercial purposes.
B. “Vacant Commercial Property” means commercial property that is substantially unoccupied and is not presently being used for an active business or other lawful commercial purpose for a period exceeding sixty (60) consecutive days. Temporary closures due to remodeling, seasonal operation, casualty loss, transfer of ownership, or other circumstances approved by the City Building Official shall not automatically constitute vacancy as defined in this section.
C. “Storefront” means the portion of a commercial building visible from a public street, sidewalk, parking area, alley, or other public right-of-way, including windows, doors, signs, awnings, exterior walls, and display areas.
D. “Owner” means the person, partnership, corporation, limited liability company, trust, organization, or other entity having legal or equitable ownership or control of the property.

5.05.030 - General Maintenance Requirements.

The owner of a vacant commercial property shall maintain the property so that its exterior and storefront present a clean, orderly, secure, and reasonably maintained appearance. Vacancy alone shall not constitute a violation of this Chapter.

5.05.040 - Storefront Appearance Requirements.

Every vacant commercial storefront shall comply with the following minimum standards:

A. Windows and Doors - Windows, glass doors, frames, and entryways shall be maintained in good repair and kept reasonably clean. Broken or substantially damaged windows or doors shall be repaired or replaced by the owner within a reasonable time period following notice from the City.
B. Window Coverings - Newspapers, cardboard, garbage bags, unfinished plywood, bed sheets, deteriorated paper, or similar temporary materials shall not be used as permanent coverings for storefront windows that are visible from a public right-of-way. Where interior screening is desired, the owner may use professional-quality window coverings, blinds, curtains, decorative displays, opaque window film, community artwork, promotional material, or other materials approved by the City.
C. Display Windows - Where reasonably practicable, storefront display areas visible from a public street or sidewalk should be maintained by the owner in an orderly manner. Owners are encouraged to utilize vacant storefront windows for tasteful displays, artwork, historical displays, community promotions, information regarding the property, or similar purposes.
D. Exterior Condition - Exterior walls, doors, trim, awnings, signs, and other visible portions of the storefront shall be maintained by the owner so that they are not substantially deteriorated, peeling, damaged, rusted, or otherwise creating a visibly neglected or blighted appearance.
E. Graffiti - Graffiti visible from a public right-of-way shall be removed or covered by the owner within a reasonable period of time after discovery or notification by the City.
F. Trash and Debris - The owner shall cause the storefront, entrance, adjoining private sidewalk areas, and other portions of the property to be kept free from accumulated garbage, litter, discarded materials, weeds, and debris.
G. Security - The owner shall cause all doors, windows, and other openings to be adequately secured against unauthorized entry while maintaining an appearance consistent with this Chapter.
H. Exterior Lighting and Fixtures - The owner shall cause all existing exterior fixtures, awnings, signs, and lighting attached to the building to be maintained so that they do not present a hazardous, substantially damaged, or abandoned appearance.
I. Temporary Boarding of Doors or Windows - When boarding of doors or windows is necessary because of fire, vandalism, storm damage, or another emergency, unfinished boarding material may be used temporarily. If such boarding materials remains in place for more than thirty (30) days, the owner shall cause said boarding materials to be painted, finished, decorated, or otherwise treated in a manner compatible with the exterior appearance of the building unless additional time is approved by the City Building Official.

5.05.050 - Optional Storefront Improvements.

Nothing in this Chapter shall prohibit or discourage an owner from displaying the following:

A. Artwork or murals;
B. Historical photographs or information;
C. Community event information;
D. Displays from local nonprofit organizations;
E. Attractive merchandise or decorative displays;
F. Real estate leasing or sale information;
G. Future business announcements; or
H. Other materials that improve the visual appearance of the storefront and otherwise comply with City ordinances.

5.05.060 - Owner Responsibility.

Responsibility for compliance with this Chapter shall rest with the property owner. A lease or other private agreement assigning maintenance responsibilities from the owner to another person or entity shall not relieve the owner of responsibility to the City for compliance with this Chapter.

5.05.070 - Notice of Violation.

Prior to the issuance of a citation or other enforcement action, the City shall provide written notice to the property owner describing the condition alleged to violate the provisions of this Chapter. Except where an immediate threat to public health or safety exists, the owner shall have not less than thirty (30) days from the date of notice to correct the violation. The City Building Official or other designated City official may grant a reasonable extension of time to correct the violation when the owner demonstrates good cause, including weather conditions, material availability, contractor scheduling, casualty loss, active renovation, pending sale or lease, or other circumstances beyond the owner's reasonable control.

5.05.080 - Appeal.

A property owner receiving a notice of violation may submit a written request for review to the City Administrator or other official designated by the City Commission within ten (10) business days of receiving the notice. The reviewing official may affirm, modify, extend, or withdraw the notice based upon the circumstances presented. Any additional appeal shall be handled in accordance with applicable provisions of the Devils Lake Municipal Code.

5.05.090 - Failure to Comply - Penalties.

Each property owner should ordinarily receive an opportunity for voluntary compliance before penalties are imposed. If a property owner fails to correct a violation following the

expiration of the compliance period and any approved extension thereof, then said property owner may be subject to penalty and enforcement as provided in this section. Nothing in this section shall prevent the City from taking immediate action when a condition presents an imminent danger to public health or safety. Any person violating the provisions of this Chapter is guilty of an infraction.

5.05.100 - Abatement by the City.

Where authorized by State law or the Devils Lake Municipal Code, if an owner fails to correct a violation following proper notice, then the City may take appropriate action to correct or abate the condition and may seek recovery of legally recoverable costs from the property owner.

5.05.110 - Exemptions.

The following may be exempted from all or part of this Chapter at the discretion of the City Building Official:

A. Properties actively undergoing permitted construction or renovation;
B. Properties damaged by fire, flood, storm, or other casualty while repairs or insurance claims are actively proceeding;
C. Seasonal businesses during their customary closed season;
D. Properties subject to active condemnation or demolition proceedings;
E. Properties in probate, foreclosure, bankruptcy, or other legal proceedings when compliance is temporarily impracticable; and
F. Other properties where strict application of this Chapter would create an unreasonable hardship to the property owner and where the property does not constitute a nuisance or threat to public safety.

5.05.120 - Interpretation.

This Chapter shall be interpreted to promote property maintenance and prevent deterioration and blight. This Chapter shall not be interpreted to require a particular architectural style, compel commercial speech, require an owner to advertise a business, require a property to be leased or occupied, or prohibit lawful signs or displays otherwise permitted under the Devils Lake Municipal Code.

5.05.130 - Severability.

If any provision, sentence, clause, section, or part of this Chapter is determined by a court of competent jurisdiction to be invalid, such determination shall not affect the validity of the remaining provisions.

Passed First Reading: ___October 19, 2026_____

Passed Second Reading: _____

Final Passage and Adoption: _____

CITY OF DEVILS LAKE

By:_____
Jim Moe, President
Devils Lake City Commission

ATTEST:

_____
Rob Johnson
City Auditor

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

devils lake City Offices

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

To: Mayor Moe and City Commission

From: Rob Johnson, Interim City Auditor / City Assessor

Date: October 30, 2026

Re: City Auditor Compensation

I advised Mayor Moe on Tuesday morning that I accept the offer to take the City Auditor position. As part of my acceptance, I am requesting the following compensation for consideration.

As the Interim City Auditor my grade and step is 18G. I am requesting that when my grade is adjusted to a 20, that my step remains at a G. I would also accept that the rate change would be effective November 9th, which would be the start of the next pay period. I expect a 6-month probationary period, but request consideration for the probationary period to begin June 22, the date of my appointment as Interim City Auditor. If the 20G step were agreeable, I would not expect a step increase at the conclusion of the probationary period and would be satisfied with being considered next July at the normal scheduled time for performance-based increases.

Of course, I would not refuse a higher level of compensation, but I feel this is a fair and appropriate request.

I truly appreciate being given the opportunity and the confidence the commission has expressed in me.

For reference, I have included the Grade 20 scale up to a Step I below:

GRADE	C	D	E	F	G	H	I
20	8,419	8,756	9,106	9,379	9,660	9,853	10,050

Date: 11/2/2026
To: President Moe and City Commissioners
From: Michael Grafsgaard, City Engineer
Re: City Project 250104 - Downtown District Alleys and Parking Lots
Contract Cost: $292,050.35

devils lake Engineering

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 Strata Corporation, PO Box 13500, Grand Forks ND 58208.

Estimate 5 - Final

Downtown Parking Lots - 4540-000-56600

							QUANTITIES		AMOUNT	
SPEC	CODE	ITEM DESCRIPTION	Quantity	Unit	Unit Price	Bid Amount	Current	Total to Date	Current	Total to Date
103	0100	CONTRACT BOND	0.30	L SUM	$ 1,725.00	$ 517.50	-	0.30	$ -	$ 517.50
401	0050	TACK COAT	200	GAL	$ 4.25	$ 850.00	-	200.00	$ -	$ 850.00
411	0105	MILLING PAVEMENT SURFACE	4,010	SY	$ 5.65	$ 22,656.50	-	3,830.00	$ -	$ 21,639.50
430	0043	SUPERPAVE FAA 43	446	TON	$ 116.00	$ 51,736.00	-	532.90	$ -	$ 61,816.40
430	5803	PG 58S-28 ASPHALT CEMENT	27	TON	$ 550.00	$ 14,850.00	-	29.28	$ -	$ 16,104.00
702	0100	MOBILIZATION	0.3	L SUM	$ 29,500.00	$ 8,850.00	-	0.30	$ -	$ 8,850.00
704	0001	TRAFFIC CONTROL	0.3	L SUM	$ 8,500.00	$ 2,550.00	-	0.30	$ -	$ 2,550.00
722	6200	ADJUST MANHOLE	0	EA	$ 600.00	$ -	-	-	$ -	$ -
722	6240	ADJUST UTILITY APPURTENANCE	0	EA	$ 500.00	$ -	-	-	$ -	$ -
			Total Current Amount:						**$0.00**	
			Total Bid Amount:			**$102,010.00**				**$112,327.40**

Downtown District Alleys - 4540-000-56600

							QUANTITIES		AMOUNT	
SPEC	CODE	ITEM DESCRIPTION	Quantity	Unit	Unit Price	Bid Amount	Current	Total to Date	Current	Total to Date
103	0100	CONTRACT BOND	0.70	L SUM	$ 1,725.00	$ 1,207.50	-	0.70	$ -	$ 1,207.50
401	0050	TACK COAT	371	GAL	$ 4.25	$ 1,576.75	-	371.00	$ -	$ 1,576.75
411	0105	MILLING PAVEMENT SURFACE	6,234	SY	$ 5.65	$ 35,222.10	-	8,205.00	$ -	$ 46,358.25
430	0043	SUPERPAVE FAA 43	824	TON	$ 116.00	$ 95,584.00	-	1,364.37	$ -	$ 158,266.92
430	5803	PG 58S-28 ASPHALT CEMENT	49	TON	$ 550.00	$ 26,950.00	-	73.66	$ -	$ 40,513.00
702	0100	MOBILIZATION	0.7	L SUM	$ 29,500.00	$ 20,650.00	-	0.70	$ -	$ 20,650.00
704	0001	TRAFFIC CONTROL	0.7	L SUM	$ 8,500.00	$ 5,950.00	-	0.70	$ -	$ 5,950.00
722	6200	ADJUST MANHOLE	4	EA	$ 600.00	$ 2,400.00	-	2.00	$ -	$ 1,200.00
722	6240	ADJUST UTILITY APPURTENANCE	1	EA	$ 500.00	$ 500.00	-	-	$ -	$ -
			Total Current Amount:						**$0.00**	
			Total Bid Amount:			**$190,040.35**				**$275,722.42**

Total Work completed:	**$388,049.82**
Retainage @ 0%:	**$0.00**
Previous Payments:	**$380,288.82**
Total Due This Estimate:	**$7,761.00**

MEMO TO: City Engineer

FROM: Derek Pfeifer, Local Government Engineer DDP

DATE: October 14, 2026

SUBJECT: Maintenance Certification

Enclosed is the annual Maintenance Certification for urban federal aid projects for you to sign and return to my office by **December 18, 2026**. This certification states that your city is properly maintaining the projects that had federal aid for construction.

Also, enclosed is a **sample** "Cost Participation, Construction, and Maintenance Agreement" similar to one you have signed for each federal aid construction project (See pages 3 and 4). This does ***not*** need to be returned as it is for your information only.

If you have any questions, please call me at 701-328-4408.

38/sh/ss
Enclosures

MAINTENANCE CERTIFICATION
URBAN FEDERAL AID PROJECT
North Dakota Department of Transportation, Local Government
SFN 51027 (8-2017)

All federal aid street projects have been inspected and are being maintained in a good and safe condition for general public use. Maintenance is in accordance with the North Dakota Department of Transportation "Cost Participation and Maintenance Agreements".

Approved as to form:

City Attorney (Type or print) Jason Salyler
Signature

City of Devils Lake
Date November 2, 2026

City Auditor (Type or print) Robert Johnson, Acting Auditor
Signature

Mayor or President City Commission (Type or print) James Moe
Signature

Recommended for approval

City Engineer (Type or print) Michael Grafsgaard
Signature

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

devils lake Engineering

To: President Moe and City Commissioners

From: Michael Grafsgaard, City Engineer MEG

Date: October 30, 2026

Re: Conversion of City Building Lighting to LED

The City was recently contacted by Ideal Energy, a company that specializes in LED lighting retrofits, about the availability of grant funds for converting lighting in City owned buildings to LED. The City had worked with Ideal Energy in the past and converted the Sanitation building to LED with help from grant funding.

City staff reviewed several City owned buildings with a representative from Ideal Energy, including City Offices, the Senior Center, the Daycare building, and several public works buildings.

The estimated cost for converting the City owned buildings to LED is $93,645. If the City is successful in securing grant funding, the grant will cover 100% of the cost for the LED conversion. However, the City will have to front the cost of the project before getting reimbursed from the grant, which could take up to 60 days.

I recommend the City Commission support the application for grant funding to complete LED light conversion of City buildings. If the City is successful in securing 100% grant funding, we would proceed with the project with an anticipated completion of 2-3 months. If we are unsuccessful in securing grant funds we will not proceed with the project.

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

devils lake City Offices

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

To: Mayor Moe and City Commission

From: Rob Johnson, Interim City Auditor / City Assessor

Date: October 30, 2026

Re: City Assessor Position

I am requesting approval from the City Commission to advertise for applicants for the City Assessor job position according to the below proposed timeline:

- November 3, 2026 – Begin Advertisement
- November 20, 2026 – Application period closes
- November 23, 2026 – Applicant review committee meets to select finalists for interviews
- December 1, 2026 – Interviews conducted

My recommendation for the applicant review committee would be HR Consultant Tanya Wieler, the Mayor or a member of the Commission, and myself.

I have also included an updated job description for the City Assessor position that has been also reviewed by the HR Consultant. We both agree that Grade 15 continues to be appropriate for this position and is competitive with our peers across the state.

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

CITY OF DEVILS LAKE
Job Description

Job Title: City Assessor

Department: Assessing

Reports to: City Commission

FLSA status: Exempt

Date: 11/02/2026

Grade: 15

SCOPE OF THE POSITION

Works under the direction of the City Commission performing all duties necessary for the assessment and equalization of property values within the City for the purpose of levying property taxes in accordance with North Dakota Century Code and Devils Lake Municipal Code. Serves as department head of the Assessing Department, which includes the office of the Code Administrator. Works in cooperation with the Code Administrator as described in respective job descriptions.

ESSENTIAL DUTIES

1. Assesses real property, both residential and commercial, to establish true and full value of real estate for taxation purposes, while ensuring the accuracy of information for all properties within the City's jurisdiction.
2. Documents and valuates all new construction and real property additions and renovations for property tax purposes.
3. Performs field inspections of real property to verify property status, condition and improvements.
4. Reviews monthly sales reports from Recorder's Office, updates records and determines which real property transactions are arms-length transactions.
5. Performs sales analysis to determine if values are correct.
6. Responds to property owner concerns and complaints, orally and in writing, relating to assessed values, abatement procedures, exemptions and related matters.
7. Prepares documentation and gives testimony involving tax appeals before various committees, boards and occasionally courts.
8. Maintains real property records, including parcel descriptions, assessed value, name and address changes, transfers, sales records and exemptions using Vanguard Appraisal Software.
9. Maintains a list of properties and their valuations in the TIF Districts.
10. Distributes and collects annual applications for exemptions. Determines eligibility for homestead credits, VA exemptions and tax exempt property and develops a list for each.
11. Conducts routine building inspections in the absence of the Building Official and more frequently during peak periods of the building season.
12. Prepares annual City Equalization report and presents it to the Board of Equalization. Represents the city at both County and State Equalization meetings.

13. Prepares and submits annual reports and abstracts to county and state organizations within statutorily established deadlines.
14. Attends state assessor meetings and continuing educations classes, in person or online, and stays informed of new developments in the Assessment field. Maintains Class I Assessor Certification.
15. Prepares and tracks budget for the Assessing Department. Submits invoices for payment.
16. Coordinates with Engineering Department when easements or land acquisition is required for City projects. Works with appraisers and/or consultants when necessary to secure required easements/land.
17. Assigns new addresses and distributes them to the predefined address group. The city Planning Consultant and Engineering Department can assist with complexities that new developments may present.
18. Attend meetings of the Board of Adjustment, City Planning Commission, and City Commission.
19. Serve as Renaissance Zone Administrator in managing, promoting, and developing the city's designated urban revitalization area in accordance with the development plan.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Knowledge and experience with the Vanguard Camavision Software system preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. LANGUAGE SKILLS: Ability to read and interpret common legal documents, rules and regulations and descriptions. Ability to respond professionally to common inquiries or complaints from members of the community. Ability to effectively present information to the City Commission.
2. MATHEMATICAL SKILLS: Ability to apply mathematical skills as they apply to interpretation of Sales Ratio statistics and the analysis of appraisals using different approaches to value determinations.
3. OTHER SKILLS: Developed communication skills, along with knowledge of building materials and practices. Knowledge of principles and practices of property appraisal and evaluation. Knowledge of State and local laws governing the assessment and collection of real estate taxes and the ability to operate a PC and related software.

LICENSES/CERTIFICATIONS

Valid drivers license.

Class I Assessors Certificate to be obtained within 1 year of employment.

QUALIFICATIONS

Associates Degree or equivalent combination of education and experience that includes formal training in subjects related to real property assessment and real property evaluation/appraisal. Bachelor's Degree preferred. Minimum of 2 years experience in real property assessment and evaluation/appraisal preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, climb stairs, drive, repetitive motions, talking, seeing and hearing. The employee must occasionally exert up to 20 pounds of force.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Majority of work is sedentary and performed in an office environment.

This job description is not intended to be a complete list of duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in meeting the performance standards of this position.

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
2-Nov-26

VENDOR	AMOUNT DUE
AIRPORT	
Amazon Capital Services	$439.03
American Road Maintenance	$1,243,959.98
Andrew Kraft	$50.00
Dennis Olson	$250.00
Dominic Eritano	$225.00
Gleason Construction	$134,563.98
Keller's Briteway	$220.00
Northstar Auto	$197.00
Russell Gerhardt	$50.00
Sara Plemel	$50.00
Wade Halvorson	$50.00
CITY	
Advanced Business Methods	$250.00
Amazon Capital Services	$3,354.99
Bergstrom Electric	$840.00
Braun Intertec Corporation	$14,262.00
City of Devils Lake	$46.30
Clayton Flock	$175.00
Colibri System	$755.04
Corporate Technologies	$685.32
Creative Impressions	$499.80
Devils Lake Cars	$607.90
Devils Lake Park Board	$50,494.32
DL Chamber of Commerce/Tourism	$38,723.37
Forx Radiator	$294.96
Gerardo Rodriguez	$144.79
Hach	$776.20
Hawkins	$30.00

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
2-Nov-26

VENDOR	AMOUNT DUE
Joe & Bros Mow for Dough	$75.00
Keller's Briteway	$111.00
Lake Region Heritage Center	$10,832.75
Lake Region Sheet Metal	$202.50
Landscapes Unlimited	$250.00
Leon's Building Center	$136.44
North Dakota Water Coalition	$1,000.00
Northstar Auto	$166.00
Ottertail Power Co.	$19,146.62
Prairie Truck & Tractor Repair Co.	$13.46
PS Doors	$799.60
Razor Tracking	$75.00
Reslock Printing Services	$50.00
Robert Johnson	$138.60
Sanitation Products	$443,094.34
Strata Corporation	$7,761.00
Stone's Mobile Radio	$136.12
Tanya Weiler	$1,250.00
The Receivable Management Services	$295.15
Toshiba Business Solutions	$17.70
Total Heating & Air	$3,820.00
Tractor Supply Credit Plan	$87.90
United States Postmaster	$3,600.00
Usable Life	$392.16
Visa-Bravera Credit Card	$11,987.33
Wang's Welding & Machining	$249.35
PREPAID EXPENSES	
RJ Zavoral	$308,524.13
Motorola Solutions	$390.00
Post Board	$45.00

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
2-Nov-26

VENDOR	AMOUNT DUE

TOTAL LIST OF BILLS **$2,306,642.13**