

**MEETING MINUTES OF THE CITY COMMISSION
OF THE CITY OF DEVILS LAKE, ND
SEPTEMBER 15, 2025**

The regular meeting of the Devils Lake City Commission was held on September 15, 2025, with the following members present: President Moe and Commissioners Hach, Pierce, Knowski, and Uhlenkamp.

MEETING ITEMS

- 1) Call to Order
- 2) Approval of Minutes – September 02, 2025

Commissioner Knowski made a motion to approve the minutes of the September 2, 2025, City Commission meeting. Commissioner Hach seconded the motion, and the motion was approved unanimously.

AWARDS AND PROCLAMATIONS

- 1) Years of Service (5 Years) – Clint Lara

President Moe thanked and congratulated Clint for his years of service with the City of Devils Lake.

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

COMMISSION PORTFOLIOS

Commissioner Pierce – The Fire Chief communicated that they would like to get out of state travel approved for the new employee that will be on September 22nd for ARFF Training in Bemidji. Commissioner Pierce made a motion to approve the out of state travel. Commissioner Knowski seconded the motion, and the motion was approved unanimously. National Night Out is on September 18th at the City Plaza. The Fire Department has their first FAA Inspection on September 16th. Fire One Academy starts on September 28th and that will run through mid-February. Firefighter Schafer has completed his 40-hour training so they will start working on airport specific training before he can start covering shifts. He also mentioned that school tours are starting for the Fire Hall.

Commissioner Pierce mentioned that the downtown event planning meeting minutes are attached. He went through the upcoming events that are going to be happening downtown. It was mentioned that there is not as much retail in the downtown area as there used to be, so he is looking for ideas to make downtown events more popular. They also discussed ways to get the community more engaged in downtown, along with infrastructure and safety concerns. The next downtown planning meeting will be held on November 12th at 8:00am at the Liquid Bean.

Commissioner Pierce said he will be attending the League of Cities conference on Friday.

Commissioner Uhlenkamp – The City Engineer said that there is not an update for the Street Department. Commissioner Uhlenkamp mentioned that there is an Law Enforcement Center Board meeting on Monday.

She asked about the responsibility for payment and management of the firewall at the Library. She asked if the City previously paid for the firewall and why it is in the budget to be paid for by the Library. The City Assessor said the City currently has a firewall at the Library. An outside third party was providing the Library IT services, and it was brought up that Corporate Technologies could provide those services, but it would be in the Library's budget. The dollar amount through Corporate Technologies would vary based off multiple different things. The City Administrator gave a brief overview of the library budget and the deficit they are facing if there isn't a change made by the Library Board.

Commissioner Hach – The City Engineer said that fall pickup starts this week for the Sanitation Department. He communicated that the Engineering Department is working on getting more work completed for projects. There has been a lot done, but within the next week or two there will be more work finished. He also mentioned that they are doing a chip seal project. There are two stop signs that were installed on 14th St and 14th Ave. There will be additional signage going up as well.

The City Assessor gave a reminder that the application period for the revitalization program with Gate City Bank closes on October 31st.

Commissioner Knowski – The City Engineer communicated that the Utility Department is looking to hire an employee, who happens to be the City Engineer's son. According to the employee policy manual, if the City Administrator and the Commission portfolio holder are in agreement, the hiring of the individual can be permitted. This employee does have a bachelor's degree, so he is able to take the certification testing quicker. There were no issues communicated by the City Commission on this matter.

President Moe – The Police Chief communicated that they did not do tip-a-cop last week at Applebee's. This will not be rescheduled. He mentioned that the Police Department won Battle of the Badges for the third year in a row. He thanked Officer Husebye and Corporal Rixen for everything they did behind the scenes. He also mentioned that National Night out is on Thursday at the City Plaza.

The City Administrator mentioned that the city received the renewal suggested rate increases from Blue Cross Blue Shield. The recommendation that Blue Cross Blue Shield provided was a lot higher than what was budgeted for. The City Administrator reviewed the main parts of the City health insurance premiums and their purposes. He provided an update relative to the previous policy regarding the level of insurance coverage for the plan presented. If anything is changed, the rates will go up. Commissioner Pierce asked if another provider has ever been looked into. President Moe mentioned that the city has looked for other providers in the past. Discussion continued about health insurance and the rate increase.

The City Attorney communicated that he has nothing to report.

OLD BUSINESS

CONSENT AGENDA

NEW BUSINESS

1) Appointment of City Administrator as Shade Tree Foreman

Commissioner Pierce made a motion to approve the appointment of the City Administrator as the Shade Tree Foreman. Commissioner Hach seconded the motion, and the motion was approved unanimously.

2) Call for Bids – Tree and Stump Removal 5 Year Bid

Commissioner Uhlenkamp made a motion to approve the call for bids – tree and stump removal 5-year bid. Commissioner Pierce seconded the motion, and the motion was approved unanimously.

3) Treasury Management Vendor Selection

Commissioner Pierce made a motion to select Bravera Bank for future City treasury management services. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

4) Public Safety Retirement Employer Participation Agreement and Resolution Confirming Enrollment Date

The City Administrator said that pending action on this item, the Fire Department will join the NDPERS Public Safety Plan effective January 1, 2026. Current fire department employees will have a one-time election to enroll in the Public Safety Plan. Any new hires after January 1, 2026, must join the public safety plan. Commissioner Knowski made a motion to approve the agreement and resolution with NDPERS. Commissioner Pierce seconded the motion, and the motion was approved unanimously.

5) Letter of Support for North Creel Township NDDOT Flexible Transportation Fund Application

Commissioner Pierce made a motion to approve the letter of support for North Creel Township NDDOT Flexible Transportation Fund Application. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

6) Pay Estimate #2 – 2025 Curb, Gutter, & Sidewalk

Commissioner Pierce made a motion to approve pay estimate #2 – 2025 Curb, Gutter, & Sidewalk. Commissioner Knowski seconded the motion, and the motion was approved unanimously on a roll call vote.

7) Pay Estimate #4 – City Project 250102 – SI 82-25, SI 94-25

Commissioner Uhlenkamp made a motion to approve pay estimate #4 – City Project 250102 – SI 82-25, SI 94-25. Commissioner Pierce seconded the motion, and the motion was approved unanimously on a roll call vote.

8) Pay Estimate #1 – City Project 250103 – Bituminous Seal Coat

Commissioner Knowski made a motion to approve pay estimate #1 – City Project 250103 – Bituminous Seal Coat Commissioner Hach seconded the motion, and the motion was approved unanimously on a roll call vote.

9) Pay Estimate #2 – City Project 250104 – Downtown District Alleys and Parking Lot

Commissioner Pierce made a motion to approve pay estimate #2 – City Project 250104 – Downtown District Alleys and Parking Lots. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously on a roll call vote.

10) Letter of Intent to Meet Conditions – USDA Community Facilities Loan for an Automated Garbage Truck

Commissioner Knowski made a motion to approve the letter of intent to meet conditions – USDA community facilities loan for an automated garbage truck. Commissioner Pierce seconded the motion, and the motion was approved unanimously.

CITIZEN COMMENT

INFORMATIONAL ITEMS

LIST OF BILLS

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

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION