

**MEETING MINUTES OF THE CITY COMMISSION  
OF THE CITY OF DEVILS LAKE, ND  
NOVEMBER 17, 2025**

The regular meeting of the Devils Lake City Commission was held on November 17, 2025, with the following members present: President Moe and Commissioners Hach, Pierce, and Uhlenkamp. Commissioner Knowski was absent.

**MEETING ITEMS**

- 1) Call to Order
- 2) Approval of Minutes – November 03, 2025

Commissioner Pierce made a motion to approve the minutes of the November 03, 2025, City Commission meeting. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

**AWARDS AND PROCLAMATIONS**

**PUBLIC HEARINGS – 5:30 PM**

- 1) Final Plat for Smith's Second Addition Located on 16<sup>th</sup> St SE, Devils Lake

Commissioner Knowski made a motion to approve the final plat for Smith's second addition located on 16<sup>th</sup> St SE, Devils Lake. Commissioner Pierce seconded the motion, and the motion was approved unanimously.

- 2) Change in Zoning from Agricultural to Planned Unit Development – Outlot #05-0172

There was not action taken on this item and the recommendation from the Planning & Zoning Commission was to table the item.

**BID OPENINGS – 5:30 PM**

**VISITORS OR DELEGATIONS**

**COMMISSION PORTFOLIOS**

Commissioner Knowski – The City Engineer said that there is not an update for the Utility Department.

Commissioner Hach – The City Engineer said that there is not an update for the Sanitation Department. The Engineering Department is working on survey work for projects that will start next year.

The City Assessor said that he does not have an update.

Commissioner Uhlenkamp – She mentioned that there was a Library Board meeting last week, but she was unable to attend so does not have an update on that.

Commissioner Pierce – The Fire Chief said they have a hazmat awareness and operations test on November 23<sup>rd</sup>. He also said that they are working on minor physical improvements at the Fire Hall.

Commissioner Pierce said that on November 5<sup>th</sup> they had a shade tree meeting. He mentioned that they went over possibilities of different sizes of trees to order. He said that the City Administrator applied for a grant through the North Dakota Forest Service. The Shade Tree Committee is still looking at doing a tree planting event next year around Arbor Day. He also gave an update on the Downtown Planning Meeting that happened on November 12<sup>th</sup>.

President Moe – The Police Chief mentioned that they have one open position.

The City Administrator had nothing to report.

The City Attorney had nothing to report.

President Moe said he and the City Administrator attended an Altru Community Partners Event in Grand Forks earlier in the day. He provided an update on the ownership transfer of the hospital from Common Spirit to Altru Health System.

President Moe also mentioned the billboards that were put up for the basketball teams when they won State. It was asked what the thoughts were for doing one for the football team who just won the State Championship. Commissioner Knowski mentioned that he thinks a long-term thing would be better than doing a short-term. It was mentioned that the school district will be talked to so that we could see what they were interested in.

## **OLD BUSINESS**

## **CONSENT AGENDA**

## **NEW BUSINESS**

### **1) Second Reading – Ordinance 1025 Section 1.07.010 Competitive Bidding**

Commissioner Pierce made a motion to approve Ordinance 1025 Section 1.07.010 Competitive Bidding. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously.

### **2) Second Reading – Ordinance 1026 Section 1.07.020 Procedure**

Commissioner Pierce made a motion to approve Ordinance 1026 Section 1.07.020 Procedure. Commissioner Hach seconded the motion, and the motion was approved unanimously.

### **3) Second Reading – Ordinance 1027 Section 1.07.060 Conveyance, Sale, Lease or Disposal of Property**

Commissioner Pierce made a motion to approve Ordinance 1027 Section 1.07.060 Conveyance, Sale, Lease or Disposal of Property. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

4) 5-year Exemption of Improvements to Residential Structure – 502 12<sup>th</sup> Ave NE

Commissioner Knowski made a motion to approve a 5-year exemption of improvements to residential structure at 502 12<sup>th</sup> Ave NE. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously.

5) Pay Estimate #3 – 2025 Curb, Gutter, & Sidewalk

Commissioner Hach made a motion to approve pay estimate #3 for 2025 curb, gutter, and sidewalk. Commissioner Pierce seconded the motion, and the motion was approved unanimously on a roll call vote.

6) Maintenance Certification for the City's Urban Roads Project

Commissioner Uhlenkamp made a motion to approve the maintenance certification for the city's urban roads project. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

7) 2026 City Calendar

The City Administrator presented the 2026 calendar to the City Commission. He said that, consistent with the discussions during the budget cycle, there is a single special pickup event planned for next year in June.

The City Administrator said that with Christmas Eve falling on a Thursday next year, he advocated that the Commission close City Offices all day on Christmas Eve, rather than the traditional half day, that way everyone can have a clean four day weekend. Commissioner Pierce made a motion to approve closing City Offices all day on Christmas Eve in 2026. Commissioner Uhlenkamp seconded the motion. Commissioner Knowski said he does not think it is necessary to do this. He said employees can use their vacation time if they would like the day off. The motion was approved on a 4-1 roll call vote with Commissioner Knowski dissenting.

**CITIZEN COMMENT**

**INFORMATIONAL ITEMS**

1) October 2025 Financial Report

**EXECUTIVE SESSION**

The Devils Lake City Commission convened in Executive Session to discuss pending legal matters related to the mortgage between the City of Devils Lake Building Authority and CoJack Snack and Pack, LLC at the property with the legal description of: Outlot 39-0014 of Lot 1, Pasta Acres Subdivision, Block 2, Replat of Devils Lake Industrial Park, Devils Lake, Ramsey County, North Dakota.

Commissioner Pierce made a motion to provide CoJack Snack and Pack, LLC with a Notice Before Foreclosure contingent upon discussion with partnering creditors. Commissioner Knowski seconded the motion. The motion was approved 4-0 on a roll call vote, with Commissioner Uhlenkamp abstaining.

**LIST OF BILLS**

Commissioner Knowski 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.

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**SPENCER HALVORSON**  
**CITY ADMINISTRATOR/AUDITOR**

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**JIM MOE**  
**PRESIDENT OF CITY COMMISSION**