

**MEETING MINUTES OF THE CITY COMMISSION
OF THE CITY OF DEVILS LAKE, ND
JANUARY 05, 2026**

The regular meeting of the Devils Lake City Commission was held on January 05, 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 – December 15, 2025

Commissioner Knowski made a motion to approve the minutes of the December 15, 2025, City Commission meeting. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously.

AWARDS AND PROCLAMATIONS

PUBLIC HEARINGS – 5:30 PM

BID OPENINGS – 5:30 PM

VISITORS OR DELEGATIONS

COMMISSION PORTFOLIOS

Commissioner Pierce – The Fire Chief said that it is fishing derby month and that the ice is looking good. He said they are working on their annual fire report and will hopefully have that ready by the second meeting in February.

Commissioner Pierce said that the military appreciation banner project is going well. They are up to 41 banners, but they are hoping to hit 70 for the downtown area. He said there have been a few requests about where certain banners are placed and he said that is fine. The printing company said that they would have them printed by May 1st if they get them by the end of February. He also said that there has been funding received to cover all the banners so far.

Commissioner Pierce also said that the LEC joint powers agreement is available for review and can be brought to the next meeting if there were any changes the Commission would like to see.

Commissioner Pierce said he was approached by a few individuals about what the City of Devils Lake can do to about UPS closing in Devils Lake. He mentioned that the Mayor and select Ramsey County Commissioners have tried to get more information, but found that it was the corporate office that made the decision.

Commissioner Uhlenkamp – The City Engineer said that there is not an update for the Street Department. Commissioner Uhlenkamp said that she had a few people contact her about

snow removal after the last snow fall. She was wondering if only downtown was being plowed and ticketed or if we also ticket in residential areas. Chief Toso said that we do ticket in residential areas as well.

Commissioner Hach – The City Engineer said there is not an update for the Sanitation or Engineering Departments.

The City Assessor said that the property tax credit applications are now open. He also said that letters have been sent out to individuals who qualify for the homestead tax credit. He also said that he plans to set up at the library again on Wednesdays to help individuals with the homestead tax credit applications.

The Airport Manager said that it was the first year ever that Devils Lake had reached over 10,000 boardings.

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

President Moe – The Police Chief said that they have interviews on Wednesday for their open position. He also said that they are working with the new Clerk of Court to get acclimated.

The City Administrator said that the LEC did send out the yearly bill for the LEC and E911 contributions. He said that he told Peggy that the City of Devils Lake will be paying quarterly again this year.

He also said that election candidates can come in and get a nominating position to collect signatures for the general election.

The City Administrator said they are working with the County on a discrepancy on the special assessments due communicated to residents on their property tax statements. Commissioner Knowski asked if the property tax statements that were received were incorrect. The City Administrator said that it appears the special assessment amount that is reflected on the property tax statements is the amount that was on the 2024 file and not the 2025 file that was sent. This is only affecting the special assessment piece of it, and it is a software error on the County end. He said that Ramsey County officials are working on a solution.

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

President Moe congratulated Mojo from the Devils Lake Journal for becoming the Sportswriter Of The Year for North Dakota.

He also said that he has been contacted about what the city will be doing for the 250th celebration. He said he would like to establish a committee to help plan an event for this.

OLD BUSINESS

- 1) Payment in Lieu of Taxes (PILOT) Agreement – North Central Housing Authority

The City Administrator gave an update on the PILOT Agreement with North Central Housing Authority. He said they did come and pay the second half of the PILOT on December 30th. He verified with the Commission that their stance for any future negotiations with NCHA is that they expect NCHA to pay 10% PILOT for 2026 since it is budgeted and that they'd be open to a re-negotiation for 2027 and beyond. The Commission concurred that was their stance on the subject.

2) Shade Tree – Emerald Ash Borer (EAB) Mitigation Grant Update

The City Administrator said that the City of Devils Lake did not receive the EAB Mitigation Grant for \$25,000. He said they would go back to the drawing board and come up with an amended plan for the Shade Tree and City Commission's consideration.

3) Police Department Relocation – Ramsey County and LEC Dialogue

The City Administrator said they met with Ramsey County and LEC Officials just before the Holiday's about possibly moving forward. They both wanted some key pieces of information regarding the building and that they would meet again in January.

CONSENT AGENDA

NEW BUSINESS

1) Clerk of Court Hire – Grade and Step Authorization

The City Administrator said the Municipal Court Judge hired a new Clerk of Court on 12/29/2025. He said she was hired at a Grade 7 Step F. She has a lot of experience with this position, being a Clerk of Court with Nelson and Ramsey counties. Her most recent experience was serving as the Unit 1 Deputy Court Administrator for the State of North Dakota out of Grand Forks. The City Administrator requested to hire her at a Grade 7 Step L due to her years of experience and demonstrated mastery of the position. Judge Halbach said that municipal courts in the state are subject to a new standard, with one of the big changes being that they will now become a court of record. He said that the new clerk already knows how to do it and had ideas on what we could do. Commissioner Pierce made a motion to approve the grade and step authorization for the Clerk of Court hire. Commissioner Hach seconded the motion, and the motion was approved unanimously on a roll call vote.

2) Lease Renewal – Sunnyside Childcare

Commissioner Uhlenkamp made a motion to approve the renewal of the lease for Sunnyside Childcare. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

3) Designate Depositor for City Funds

Commissioner Hach made a motion to approve Bravera Bank as the designated depositor for City Funds. Commissioner Pierce seconded the motion, and the motion was approved unanimously.

4) 2026 Urban Roads Program Approval

Commissioner Knowski made a motion to approve the 2026 Urban Roads Program. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously on a roll call vote.

CITIZEN COMMENT

- 1) Nicole Steinhaus approached the Commission regarding Municipal Ordinance 9.54.010 and 9.54.020. The Mayor said that the City would consult its attorney on the legality of the ordinance.

INFORMATIONAL ITEMS

- 1) November 2025 Financial Report
- 2) Ramsey County Appointment to City Planning Commission

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.

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION