

**MEETING MINUTES OF THE CITY COMMISSION
OF THE CITY OF DEVILS LAKE, ND
AUGUST 3, 2026**

The regular meeting of the Devils Lake City Commission was held on August 3, 2026, with the following members present: President Moe and Commissioners Hach, Knowski, Uhlenkamp, and Pierce.

MEETING ITEMS

- 1) Call to Order
- 2) Approval of Minutes – July 20, 2026

Commissioner Uhlenkamp made a motion to approve the minutes of the July 20, 2026 meeting. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

- 3) Approval of Minutes – July 28, 2026 – Special Meeting

Commissioner Pierce made a motion to approve the minutes of the July 6, 2026 special meeting. Commissioner Hach seconded the motion, and the motion was approved unanimously.

AWARDS AND PROCLAMATIONS

PUBLIC HEARINGS – 5:30 PM

- 1) Planned Unit Development – 14th St NW – Devils Lake FD Training Area

Commissioner Pierce made a motion to approve the recommendation for change in zoning from single family residential to PUD for the Fire Department training center located on 14th st NW. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

- 2) Planning Commission – Change of Zoning Regulations for Temporary Green Houses

No action was taken.

- 3) Planning Commission – Change of Zoning from Single Family to Highway Commercial for Lots 1 and 2 of the Tips Subdivision

Commissioner Pierce made a motion to deny the request for a change in zoning from single family to highway commercial for Lots 1 and 2 of the Tips Subdivision located off County Rd 1. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously.

BID OPENINGS – 5:30 PM

VISITORS OR DELEGATIONS

COMMISSION PORTFOLIOS

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

Commissioner Hach – The Police Chief said that national night out is tomorrow night. He also said that Battle of the Badges is coming up August 12-14 at the Memorial Building. Corporal Rixen and Sergeant Johnson are performing firearms training this week.

The Public Works Director said that there is nothing to report for the Sanitation Department. The City Engineer said that the Engineering Department had a pre-construction meeting with the contractor that will be working on the street improvement projects and are expecting them to start within the next week or two.

The Airport Manager said that they had another record month. He also said that he will be going to Grand Forks to see what the economic impact is to the City of Devils Lake.

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

Commissioner Uhlenkamp said that there is nothing to report on for the Library and the LEC is holding a special meeting on Wednesday to approve their budget.

Commissioner Pierce – The Fire Chief said the Fire Department will also be attending national night out tomorrow night. He also said that they are in the research phase of starting a program at the High School to teach a Fire 1 class to try to get kids interested in the fire service.

Commissioner Pierce gave public congratulations to Mike Grafsgaard, City Engineer, for earning the 2026 Unsung Hero award.

The City Assessor said that he will be out of the office next week to attend a conference in Dickinson.

The Interim City Auditor said that there are some policy provisions that will be presented for consideration sometime later in August.

Once the preliminary budget is done, there will be a discussion with the County Auditor to figure out the plan for the special assessments.

As for our 2022 audit, there is a meeting scheduled with Brady Martz to see where we are with it.

It was also communicated that step increase takes effect on July 1st of each year, and this year we had a few employees who earned a step prior to July 1st due to different reasons. Commissioner Uhlenkamp made a motion to approve step increases for the three individuals who did not receive one on July 1st. Commissioner Knowski seconded the motion, and the motion was approved unanimously on. The Interim City Auditor is recommending this go into effect on July 20th, 2026. The motion was approved unanimously on a roll call vote.

The City Attorney said that he has nothing to report.

OLD BUSINESS

1) Tobacco Retailer Training (Cindy Schmidt/SRO CPL Dallas)

Cindy Schmidt, with District Health, and Corporal Dallas, with the Devils Lake Police Department, spoke about the proposed requirement for employees under the age of 18 to complete a tobacco retail training for selling tobacco. This training is designed to equip young employees with the knowledge and confidence they need to comply with state and local laws. Cindy mentioned that Public Health has noticed a repeated need for training for young individuals. It was mentioned that many retail establishments rely on high school students to fill the positions. With that, these individuals are expected to make sales with little to no training. Cindy provided the Commission with a rough draft of the training and what it could entail. Cindy said that the state is aware of her and Corporal Dallas' plan on the training and offered to provide funding.

Cindy said one thing she has thought of was charging retailers a yearly fee to sell these products. With the dollars, we could look into proper disposal and other trainings that could be offered in our area. Devils Lake does not have good vape disposal in our community. It was mentioned that local retailers are not disposing of vapes correctly, which is causing individuals under the legal age to get ahold of these. Corporal Dallas said that he has issues with disposing of vapes and they are trying to figure out how to get a proper way to dispose of them. President Moe asked if this is something that the Sanitation Department should look into. The Public Works Director said that is something he is just learning about, but he is willing to work with District Health and the Police Department on how we can dispose of these properly.

2) Sunnyside Childcare Center – Personal Property Bill of Sale

Brady Ash, Executive Director of Forward Devils Lake, briefly went through the bill of sale for Sunnyside Childcare Center. Commissioner Knowski made a motion to approve the personal property bill of sale. Commissioner Hach seconded the motion, and the motion was approved unanimously on a roll call vote.

3) RFP Selection Committee (115 5th Ave NE)

Brady Ash, Executive Director of Forward Devils Lake, said that at the last regular meeting the Commission approved a release of RFPs for a leasing opportunity at 115 5th Ave NE. Brady was asked to form a selection committee that would consist of two (2) City Commissioners, two (2) Forward Devils Lake Board members, and the Executive Director of Forward Devils Lake. The committee would consist of Commissioner Pierce and Uhlenkamp, David Steffan, Paul Wilhelmi, and Brady Ash. Commissioner Hach made a motion to approve the proposed selection committee. Commissioner Knowski seconded the motion, and the motion was approved unanimously.

CONSENT AGENDA

NEW BUSINESS

1) First Reading – Ordinance #1041 Section 17.76.030 – Signs

A first reading of Ordinance #1041 was held.

2) First Reading - Ordinance #1042 Section 17.76.040 – Accessory Buildings

A first reading of Ordinance #1042 Section 17.76.040 was held.

CITIZEN COMMENT

INFORMATIONAL ITEMS

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
INTERIM CITY AUDITOR/CITY ASSESSOR

JIM MOE
PRESIDENT OF CITY COMMISSION