

**MEETING MINUTES OF THE CITY COMMISSION
OF THE CITY OF DEVILS LAKE, ND
SEPTEMBER 21, 2026**

The regular meeting of the Devils Lake City Commission was held on September 21, 2026, with the following members present: President Moe and Commissioners Hach and Uhlenkamp. Commissioner Pierce and Knowski were absent.

MEETING ITEMS

- 1) Call to Order
- 2) Approval of Minutes – September 8, 2026

Commissioner Hach made a motion to approve the minutes of the September 8, 2026 meeting. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously.

AWARDS AND PROCLAMATIONS

PUBLIC HEARINGS – 5:30 PM

- 1) 2027 City of Devils Lake Budget Hearing

President Moe opened the public hearing for the 2027 City of Devils Lake budget.

BID OPENINGS – 5:30 PM

VISITORS OR DELEGATIONS

- 1) Brian Opsahl – BradyMartz
 - a. 2022 Financial Audit Report – Airport
 - b. 2022 Financial Audit Report – City

Brian went through the financial audit reports for the Devils Lake Regional Airport and the City of Devils Lake. Brian said that the next audit is scheduled for November and they plan on getting these finalized a lot quicker than the 2022 audit. BradyMartz is hoping to get two (2) audits a year done moving forward, until we are caught up.

COMMISSION PORTFOLIOS

The Fire Chief said that they had the 9/11 stair climb and they plan on doing this again next year. He said that there is information to track activity on the legislative level regarding the fire service.

He also said that Fishing Derby tickets go on sale next week, October 1, 2026.

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

Commissioner Uhlenkamp said they have a Law Enforcement Center meeting last week and they did make some cuts to their budget. She also said she has a library board meeting on Wednesday.

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

The Engineering Department said work is starting on the South Side Mill & Overlay project.

The Police Chief said they are having issues with their radios. He said they are working with Stone's on fixing the antenna.

The Airport Manager said August was a record month. They currently have a project going on at the airport. He said that he went to Grand Forks for the State Aeronautics Survey. He briefly went through that survey findings.

Commissioner Knowski – The Public Works Director said that the Utility Department has filled their open position that they have had for quite some time.

The City Assessor said that he needs to get out and get assessments done on the west side of town.

The Interim City Auditor said that the Personnel Policy Review Committee met today, so that will be on the agenda for review at the next commission meeting.

He touched on the Special Assessment issue that we had with the 2025 tax statement. He communicated that the County plans on putting these amounts on the 2026 tax statements, so we need to have a plan to inform our residents. President Moe asked if we have received any revenue from the County. It was said that we are unable to receive those funds as it will not match our records, which could become a problem in our audits. President Moe asked when their next scheduled meeting is and said that it would be a good idea for himself and the Interim City Auditor to attend that meeting.

He said that he attended the League of Cities meeting last week in Grand Forks.

OLD BUSINESS

1) RPFs for City Owned Building Located at 115 5th Ave NE

Brady Ash, Forward Devils Lake Director, communicated that the Selection Committee recommends that the proposal not be selected for the property at this time. President Moe said that he thinks the best option for the city is to put that building up for sale. Brady mentioned that this happened a few years ago and there was not a whole lot of interest. No action was taken at this time.

2) Second Reading – Ordinance #1043 – Section 17.76.030 – Signs

Commissioner Uhlenkamp made a motion to reject Ordinance #1043 – Section 17.76.030 – Signs. Commissioner Hach seconded the motion, and the motion was approved unanimously.

3) Second Reading - Ordinance #1044 – Section 17.78.070 – Time Limit

Commissioner Uhlenkamp made a motion to approve Ordinance #1044 – Section 17.78.070 – Time Limit. Commissioner Hach seconded the motion, and the motion was approved unanimously.

4) Pay Estimate #1 – City Project 260102 – South Side

Commissioner Hach made a motion to approve Pay Estimate #1 – City Project 260102 – South Side. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously on a roll call vote.

5) City Auditor Job Description & Pay Grade

The Interim City Auditor said that Tanya, HR, put together a job description for their consideration and a pay grade memo. President Moe said that he would like to see this position at a Grade 20, based off the job description and other duties the City Auditor would be responsible for. Commissioner Hach made a motion to approve the City Auditor Job Description and a Grade 20 pay grade. Commissioner Uhlenkamp seconded the motion, and the motion was approved unanimously on a roll call vote.

6) Authorize Advertisement for City Auditor Position

Commissioner Uhlenkamp made a motion to authorize advertisement for City Auditor Position. Commissioner Hach seconded the motion, and the motion was approved unanimously. The Interim City Auditor said that we are hoping to get this position posted by Wednesday. It was mentioned that October 9th is the intended close date for the position. President Moe said he would like to see that pushed back to October 16th. The Interim City Auditor said that the applicants could be presented at the October 19th meeting.

7) Automated Residential Garbage Collection Update

The Public Works Director said that we have been posting information on our website and Facebook page to update residents. He said that they are working with the vendor on a delivery date; the refuse containers are supposed to leave the vendors shop at the end of September/beginning of October. The Public Works Director said that the cans will be delivered on the street side, but garbage pickup will continue to be where it currently is. He also said that he is working with the City Attorney on a few ordinances that are related to garbage.

8) 2027 Budget Discussion

a. Employee Grade/Step Pay Scale

The Interim City Auditor said that a grade 21 to grade 22 is a 14% increase, where every other grade is a 6% increase. President Moe said that it is just the one-line item that has the big adjustment, so he suggests that we leave it as is.

b. Additive to Salary

The Interim City Auditor said that Commissioner Pierce inquired about this. He said that the City Administrator, Public Works Director, Fire Chief, and Police Chief are the ones who receive this. It is communicated that everyone uses this uniquely within their departments. There is value to this, but there needs to be a better understanding of what it is to be utilized for.

The Interim City Auditor communicated that President Moe asked to reflect the budget back to 2026. This would consist of a wage freeze and reducing the LEC funding back to the 2026 amount. It was also communicated that health insurance came back as a recommended increase of 11.7%, but our plan is to keep it as the 10% increase as budgeted.

President Moe asked what it would look like if a Grade 10 and below were to receive a cost-of-living raise. The Interim City Auditor said that these grades will mainly impact the enterprise funds, so will not make a big difference in our general fund. President Moe said that he would like to see the individuals lower on the scale to receive some sort of raise for 2027. A cost-of-living raise will cost the general fund around \$40,000/% that is considered. The Interim City Auditor said that he will put something together that shows Grade 9/10/11 and how it would affect the funds.

CONSENT AGENDA

NEW BUSINESS

- 1) Maintenance Needs – 115 5th Ave NE

The Interim City Auditor said that we had the roof looked at and some electrical work that needs to be looked at. Commissioner Uhlenkamp made a motion to approve the maintenance needs at 115 5th Ave NE. Commissioner Hach seconded the motion, and the motion was approved unanimously.

CITIZEN COMMENT

- 1) Cindy Schmidt approached the Commission to discuss the use of Opioid Settlement monies and how it was handled. She said that when she was let go, one of the things that was said was the misuse of Opioid Settlement funds. She said that she came to the City Commission and they did not want the focus to be Narcan distribution. She said that when leaving that meeting, she was approached by the library director about having Narcan at the Library. Cindy thought it would be a great idea to have Narcan boxes around town, so she purchased two (2) Narcan boxes – placed at the Lake Region Public Library and the other at the City Plaza. She said she told the previous City Administrator what she had purchased with some of the dollars and he communicated that the City Commission did not want the focus to be on Narcan. She wanted to formally apologize to the city if we were upset about these purchases and putting the dollars towards Narcan.
- 2) Marilyn Knutson approached the Commission to discuss the apartments located on Kelly Ave. She said that the parking lot is a boulevard. She said that in the wintertime it creates a problem and when it rains it floods the area. She communicated that she has spent the past couple of days researching the parking lot and that she has not found anything saying that it is legal. President Moe said that we have looked into the

complaints she has made, but this apartment has been there since 1986, and the parking lot was approved at the time of building. The Public Works Director said that the building permit had a punch list item to extend the parking lot further east. He said that he currently does not see an issue with the parking lot. He said there are many driveways and parking lots that are on the public right-of-way. President Moe said that he does not see anything wrong with this property.

INFORMATIONAL ITEMS

- 1) August 2026 Financial Report

LIST OF BILLS

Commissioner Uhlenkamp made a motion to approve the list of bills as submitted. Commissioner Hach 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