

I. CALL TO ORDER

President Scott Decker called the meeting to order at 4:30 PM.

II. ROLL CALL

Present were: President Scott Decker, Commissioners Nikki Wolla and Sarah Trustem.

Absent: Vice President Jason Fridrich and Commissioner Carson Steiner

Administrator Joe Gaa states the City had lost a City Staff Member, Fire Captain Hilary Hartman. Mr. Hartman was with the City for 32 years. He is asking for a moment of silence.

President Scott Decker asks for a moment of silence at this time.

1. ORDER OF BUSINESS

MOTION BY: Sarah Trustem

SECONDED BY: Nikki Wolla

To approve the January 21, 2020 Order of Business as presented with appointing the DHS/DSU/Parks and Rec presentation to 5:00 p.m. this evening.

President Scott Decker would like to have the flexible spending account resolution moved to under Administration, Item D.

DISPOSITION: Motion carried unanimously.

2. CONSENT AGENDA

MOTION BY: Sarah Trustem

SECONDED BY: Nikki Wolla

A. Approval of meeting minutes dated January 7, 2020**B. Approval of Accounts Payable, Commerce Bank and Checkbook****C. Approval of Flex Spending Cafeteria Plan Documents (moved to D under Administration)**

DISPOSITION: Roll call vote...Aye 3, Nay 0, Absent 2
Motion declared duly passed

3. ADMINISTRATION/FINANCE**A. Phase II Event Center Agreement**

City Administrator Joe Gaa states in June 2019 the Commission approved an agreement with CSL to complete a feasibility study for a proposed event center. The contract was divided into two phases. The first phase was to evaluate the market at a total cost of \$34,500. The second phase, which will identify costs to construct and operate an event center will only occur with approval of the Commission at an additional cost of \$15,000. Having seen a draft report of the phase 1 and having discussed the report, Mr. Gaa believes the Commission should consider moving forward with phase 2. It is his recommendation that the Commission authorize CSL to complete phase 2 at a cost of \$15,000. This process should take approximately 60 days.

President Scott Decker feels all Commissioners should be present for this discussion.

MOTION BY: Sarah Trustem

SECONDED BY: Nikki Wolla

Table the Phase II Event Center Agreement until the next Commission Meeting.

DISPOSITION: Roll call vote... Aye 3, Nay 0, Absent 2
Motion declared duly passed.

1. None

5. **ENGINEERING**

A. NDDOT – LPA Bridge Inspection and Load Rating Agreement

City Engineer Craig Kubas presents a new agreement from the North Dakota DOT regarding the biannual (every other year) inspections of the bridges and larger box culverts in Dickinson. He states in the past NDDOT has inspected the bridges as a service to the counties and municipalities in North Dakota. Starting this year the NDDOT or their consultants will continue to provide that service, but will charge the LPA's for those inspections. City Engineer Craig Kubas states Dickinson has 17 structures to be inspected. The estimated cost to be \$2,500 per inspection for a total of \$42,500 every other year. These costs will be deducted from the federal aid Dickinson receives which is approximately \$950,000 per year. Mr. Kubas states this is the same agreement that every other LPA in the state is being asked to sign or they need to perform their own inspections. Staff has reviewed the agreement and recommends approval.

MOTION BY: Sarah Trustem

SECONDED BY: Nikki Wolla

Approve the bridge inspection agreement with the North Dakota Department of Transportation.

DISPOSITION: Roll call vote... Aye 3, Nay 0, Absent 2
Motion declared duly passed.

B. NDDOT CPM Agreement for Business Loop Micro Surfacing Project

City Engineer Craig Kubas states, in conjunction with the Villard Street lighting project, the NDDOT will construct a resurfacing project on the W. Business Loop from exit 59 south and east to 10th Ave. East. City Engineer Kubas states this is a standard cost participation and maintenance agreement that the City has seen from the DOT. Engineer Kubas states as the business Loop is on the urban regional system of the DOT, the city will be responsible for 10% of the cost of the project. Dickinson's share is estimated to be less than \$100,000. Maintenance for the roadway will remain with the city as it is today. Stripping is included in the cost of the project. Staff has reviewed the agreement and recommends approval.

MOTION BY: Nikki Wolla

SECONDED BY: Sarah Trustem

Approval of the cost participation and maintenance agreement with the North Dakota Department of Transportation for the I-94 Business Loop micro surfacing project.

DISPOSITION: Roll call vote... Aye 3, Nay 0, Absent 2
Motion declared duly passed.

C. 2020 Mill and Overlay Street Project and Special Improvement District

City Engineer Craig Kubas states the City has budgeted for and approved four areas for the 2020 mill and overlay project. Recently, the commission has approved a policy for assessing some of the concrete improvements made with these projects. Per the century code, any improvements whose costs are planned to be assessed back to the landowner need to be identified in a preliminary engineering report (PER). In your packet is a PER that discusses all three of the areas that have concrete improvements included in them. One area does not have concrete improvements and therefore is not included in the PER. City Engineer Kubas states together with the PER there are three resolutions for consideration. Each resolution relates to a specific neighborhood whose streets are planning to be improved and that has concrete improvements planned to be assessed. He states all properties that have concrete in need of repair or that have no sidewalk installed are planned to have the concrete placed with this project. As per the City's special assessment policy, those concrete costs will be assessed to the adjacent landowner.

MOTION BY: Sarah Trustem
Adopt Resolution 02-2020.

SECONDED BY: Nikki Wolla

Public Works Director Gary Zuroff visits in regards to updating recycling area and Houston Engineering is taking a look at a collection site for the public 24/7. Also, the discussion of multi-use apartments and commercial sites need to be discussed.

Solid Waste Manager Aaron Praus states a local company has reached out to him this afternoon in regards to commercial pickup. He is concerned that the DPS/DHS/Parks and Rec want to place the new diamonds where one of the recycling sites are placed at this time. He is hoping to have another recycling site closer to the facilities.

7. **PLANNING**

A. Reports:

1. None

8. **BUILDING**

A. Reports:

1. None

9. **PRESENTATIONS**

Dickinson State University, Parks and Rec and Dickinson Public School

Presentation

Assistant Principal of Dickinson High School, Guy Fridley, along with Executive Director for Dickinson Parks and Rec, James Kramer, and Dickinson State University Athletic Director and Head Football Coach, Pete Stanton, visit with the City of Dickinson and City Commissioners about how to improve their respective campuses and community with a project that is needed within our campuses and community. Mr. Fridley states these discussions started in September with the need for softball and soccer fields. He presents a map, which represents these improvements to the fields north of the DSU Ag building. Mr. Fridley states this is a vision the community needs. He states there is a need for 2 baseball fields, 2 softball fields and a soccer field, which would be east of the stadium. At this time, they are looking at placing turf on all these fields, so they would be able to be used all year round. He states Dickinson has lost out on many tournaments due to the ground in the fields not being ready to be played on. He states the improvement is very important for the City, hotels and food chains.

Athletic Director and Head Football Coach, Pete Stanton, states initial discussions with groups that use these fields have gone very well and the land issue will be discussed with DSU President Easton next week. Mr. Stanton states he has been visiting with individuals about this possibility.

Dickinson Parks and Rec Executive Director, James Kramer, states Parks and Rec have been working on a sports complex. He has been reviewing several areas and then he learned of this opportunity and effort by the university and the school district. He was determined if there was a way to be part of a bigger collaboration. He is hoping to extend the cost and get more people involved. This site works for all the different entities.

Assistant Principal of Dickinson High School, Guy Fridley, does not have a time line nor construction people lined up as of date. He has been visiting with the interested groups and to make sure they are going down the right path. He states a rough cost estimate would be between \$7 and \$9 million dollars.

Athletic Director and Head Football Coach, Pete Stanton, states the cost depends on if there was turf or grass, a bubble could be placed there and still have grass. Mr. Stanton states there was discussion with the rodeo club in the initial discussion and will have them at the open forum. He states they would be careful for the rodeo as they have just improved this area and feels there would be room for everyone.

President Scott Decker is excited to see renderings.

10. **PUBLIC ISSUES OF CITY CONCERN NOT ON THE AGENDA**

None

11. COMMISSION

None

ADJOURNMENT

MOTION BY: Sarah Trustem

SECONDED BY: Nikki Wolla

Adjournment of the meeting at approximately 5:40 P.M.

DISPOSITION: Roll call vote... Aye 3, Nay 0, Absent 2
Motion declared duly passed.

OFFICIAL MINUTES PREPARED BY:

Rita Binstock, Assistant to City Administrator

APPROVED BY:

Joe Gaa, City Administrator

Scott Decker, President
Board of City Commissioners

Date: January 21, 2020