

I. CALL TO ORDER

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

II. ROLL CALL

Present were: President Scott Decker, Vice President Jason Fridrich,
Commissioners Suzi Sobolik, John Odermann and Nikki Wolla

Absent: None

1. ORDER OF BUSINESS

MOTION BY: John Odermann SECONDED BY: Jason Fridrich
To approve the January 18, 2022 Order of Business as presented.

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
Motion declared duly passed

2. CONSENT AGENDA

MOTION BY: Suzi Sobolik SECONDED BY: Nikki Wolla
A. Approval of meeting minutes dated January 4, 2022.
B. Approval of Accounts Payable and Checkbook.

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
Motion declared duly passed

3. ADMINISTRATION/FINANCE

A. Monthly Financial Report

Accountant Robbie Morey presents the Monthly Financial Report which ended comparable to previous years. The report shows 1% sales tax to be slightly higher in 2021 than 2019 and 2020. The total for the entire 1.5% tax collection is \$8,901,058 in 2021. Accountant Morey states the Hospitality Tax is a little higher in 2020 at \$924,646. Occupancy tax is slightly higher from 2020 with a 11% increase. Oil impact revenue is up slightly at \$13,516,796.

Commissioner John Odermann commends the city for staying open during the pandemic as this has kept the city in good standing. The city has built a good cushion with the budget from oil impact.

MOTION BY: Suzi Sobolik SECONDED BY: John Odermann
Approve the Monthly Financial Report.

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
Motion declared duly passed

B. Beer and Wine On-Sale Liquor License – Eyewear Concepts

City Administrator Brian Winningham presents a renewal liquor license for Eyewear Concepts for a beer and wine license.

MOTION BY: Jason Fridrich SECONDED BY: Nikki Wolla
Approve the Beer and Wine On-Sale Liquor License for Eyewear Concepts.

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
Motion declared duly passed

C. Actuarial Service Consulting Agreement for 2022

City Administrator Brian Winningham presents a consulting agreement for actuarial services from 1/1/2022 to cover the pension plan funding evaluation. The city has had good service with them in previous years.

MOTION BY: Suzi Sobolik

SECONDED BY: Jason Fridrich

Approve the Actuarial Service Consulting Agreement for 2022.

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
Motion declared duly passed

D. Reports:

1. Dickinson Youth Commission Update

Dickinson Youth Commission Dante Domine, whom is the Vice President, thanks the Commissioners for their support. Mr. Domine discusses the snow day event and states there was more support than expected from the youth. He states there were 10x the number of students than expected. The event had games, activities, door prizes. He states there seems to be the want for more activities

Mr. Truman Hamburger states snow days showed a great turnout of about 180 people. There was a broom ball tournament and it was a fun event all around.

Mr. Dante Domine states there will be an event on February 11th. This will be a valentine's event with a DJ and refreshments. He states the Youth Commission plan on helping out at State of the City and the fall gala for the Downtown Association. He states a program to meet the students needs of volunteer hours and matching their need for wanted help for Dickinson. Mr. Domine thanks the commission and the city for all the support.

Mr. Truman Hamburger states there is a need for kids whom need volunteer hours and this program will pair them with Dickinson Charities. He wants to thank Rotary for their donation of \$500 for prizes for the snow day event. He states several businesses did give money for gift cards.

President Scott Decker, and commissioners, state it is good to see the youth commission having events and feels this is a good program for a lot of years to come.

Commissioner John Odermann states he was blown away by the snow day event for the amount of kids that attended. He expected to see 25 kids and there were 180 kids.

2. HR Monthly Report

City Administrator Brian Winningham presents the monthly HR Report. He states the city is having difficulty finding confident city workers to fill positions. Administrator Winningham states there is no CDL requirement for certain vehicles but over 26,000 pounds you need a CDL license. He states staff needs to discuss some creative solutions to fill some positions.

President Scott Decker states possibly some retired operators would step up on an on-call basis.

3. City Hall Update

City Administrator Brian Winningham updates the commission and public on the new city hall construction, which has about 85% of the staff already moved over. They are essentially competing with a punch list with Roers. He feels they are behind in some of the work that is not done. The city is going to continue to push forward as they want to be open on February 24, 2022 in the new building. He states the city would like to see more hands and feet over there completing the construction prior to staff moving in.

4. Town Square Update

City Administrator Brian Winningham update the commission on the town square. He states the weather has slowed down some of the construction and during the initial evacuation there was some remaining concrete and debris that was not identified and this was unforeseen. This was removed at a cost of \$45,000 and was covered under the owner's contingency fund. Mr. Winningham states the DDA is

doing well on their capital campaign and now they are considering adding alternates. They are wanting real ice instead of synthetic ice and that was not decided on by the commission. This will be brought forward to all of the commissioners. Also, the size of the stage and power is a consideration.

President Scott Decker states the city needs to get this right and looks forward to the update. He would rather see real ice as it eliminates the need for specialized skates. The commissioners will discuss these items.

Commissioner John Odermann believes the possible alternates will give the fund raising an extra sizzle to the sale of donations.

5. Public Safety Training Center update

City Administrator Brian Winningham states the public safety training center was given \$30,000 for an architect and exploration of a new facility. This facility would cost around \$19 million dollars and would have areas for police and fire training, along with an indoor shooting range. This item will be brought forward on 2/1. The architect has completed projects such as this in multiple cities.

President Scott Decker would like to see this shooting range to be a public shooting range.

6. Commission Retreat – March 24, 2022

City Administrator Brian Winningham brought forward dates for the commission retreat. After discussion March 24, 2022 was decided upon.

7. State of the City – February 3, 2022

City Administrator Brian Winningham states the city did purchase two tables for the state of the city address.

4. PUBLIC SAFETY

A. Fire Department

1. Fire Truck Bid

Fire Chief Jeremy Presnell presents a bid for a 100' aerial apparatus. He states this new apparatus would replace a nearly 30-year-old aerial truck. They received one bid at \$1.487 million dollars which is slightly below the estimate. Chief Presnell states the city is looking at a lease purchase of the apparatus from Macqueen Emergency. He states there is currently \$400,000 in the emergency reserve fund and they will probably see a 10-year lease to purchase.

MOTION BY: Jason Fridrich

SECONDED BY: Nikki Wolla

Approve the bid for the 100' aerial apparatus from Macqueen Emergency.

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0

Motion declared duly passed

B. Police Department

1. Reports:

A. Monthly Report

Lt. Kylan Klauzer presents the monthly Police Report to include a total number of calls of 1,969 with the top call is to speak to an officer. There were 97 accidents and 341 traffic stops. Lt. Klauzer states the warrants were up for the month along with theft and fraud. There were 98 behavioral health calls. Lt. Klauzer states people use star 211 in times of trouble. Lt Klauzer discusses Champs shooting and the two individuals whom are still at large. There were 23 new cases for criminal investigations. He discusses school calls. There were 38 fingerprints with 19 sex offenders and 1 new offender in Dickinson. He states dispatch calls have been slightly up. Lt. Klauzer does discuss Shop with a Kid and other community involvement. He thanks the community for their continued support and states the Dickinson PD continues to glow from the support. He thanks the community for

the treats over the holidays as they were remarkable. The Police Department feels pretty special to serve the community.

B. MOU for SIRN Project

Lt. Kylan Klauzer states the Police Department is transitioning over to the new statement SIRN program. This transition is going slower than anticipated. He presents a MOU for SIRN for a structure by the water tower.

MOTION BY: John Odermann SECONDED BY: Jason Fridrich
Approve the MOU for SIRN Project.

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
 Motion declared duly passed

C. Maintenance and Support Agreement for Idemia

Lt. Kylan Klauzer presents a maintenance and support agreement for Idemia which is an electronic fingerprint system.

MOTION BY: John Odermann SECONDED BY: Suzi Sobolik
Approve the Idemia maintenance and support agreement

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
 Motion declared duly passed

5. **ENGINEERING**

A. 2022 Mill and Overlay

KLJ's James Kiedrowski presents a preliminary engineering report for the 2022 Mill and Overlay district. The district would include Young's Third Addition, Young's Fourth Addition, Young's Ninth Addition, Stow's Addition, Riverside Addition, Replat of Riverview Addition, Fischer's Addition, McDonough's Addition, McDonough's Second Addition, McDonough's Third Addition, PFAU Addition, St. Joseph's Addition, Auditor's Plat No. 9, Obrigkewitsch Outlot No. 1, within the city limits of the City of Dickinson. He states this project would include the replacement of curb, gutter and sidewalk to be assessed. There would be no milling surface or asphalt overlays included in the assessment. The construction cost would be just over \$4 million dollars and assessed would be \$1.5 million dollars. He reviews the upcoming schedule for this project.

President Scott Decker states there are some substantial amounts of sidewalks that need to be replaced or some do not exist at all. There are a lot of rental properties in this area.

MOTION BY: Nikki Wolla SECONDED BY: Suzi Sobolik
Adopt Resolution 01-2022

RESOLUTION NO. 01-2022

A RESOLUTION CREATING THE 2022 MILL AND OVERLAY STREET IMPROVEMENT SPECIAL IMPROVEMENT DISTRICT NO. 202201-1, DIRECTING THE FILING OF AN ENGINEER'S REPORT REGARDING THE SAME, AND DECLARING THAT IT IS NECESSARY TO MAKE THE IMPROVEMENTS DESCRIBED THEREIN.

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
 Motion declared duly passed

B. Apex Amendment #1 to Task Order No. 2021-1 State Avenue Improvements

Interim City Engineer, Loretta Marshik, presents an amendment for the Final Design services and Construction Documents related to the project. The original Task Order amount was \$110,895. There have been no prior amendments and this amendment is in the amount of \$114,200. This brings the total adjusted Task Order Amount to \$225,095. The city engineering staff recommends approval of the Apex Amendment.

Commissioner Suzi Sobolik questions whether this will be too large of a facility at this time.

President Scott Decker states these spaces will fill up very quickly.

B. Watermain Replacement Project Presentation and Task Order Approval

Apex Engineering's Scott Schneider states water distribution is an asset and it is very important to have background on asset. He presents the scope of the study identifying plan for water main and lead service line replacement. He states watermain breaks are identified in the study. The study would concentrate in the area of west of 3rd Avenue/North of Villard and South of railroad tracks. This is a five-year project with a cost of \$2.8 million dollars. He states in order to get funding for the replacement the line needs to be replaced from the street to the house. If the homeowner would spend the money to get the line replaced they would be able to use an SRF loan project and it would cost the homeowner 10%. This is an incentive to work on lead service lines to try to do it all the way into the property.

President Scott Decker states this is a very large project. He questions if there is the ability to find contractors to tackle this within a short period of time.

Mr. Scott Schneider states it will take three years to do inventory. It could be a long process before all of this is done.

City Administrator Brian Wunningham states this will be a challenge and the intent to have citizens have the opportunity to replace the lead lines up to their house. He states this is going to be a process to get the money back. He would like to get the credit back and no access the public.

C. Waste Handler Wheel Loader Bid

Solid Waste Recycling Manager Praus states the City of Dickinson Solid Waste/Recycling Department received 3 bids for one (1) 2022 Waste Handler Wheel Loader. It is the recommendation of Public Works city staff to the purchase of the 962M Caterpillar Loader from Butler Machinery for a total cost with trade-in of \$259,000. Variations and exceptions to the bids are attached for each unit bid. The City of Dickinson will be replacing a 2016 Caterpillar 950M Loader that it is currently utilized in the waste handling processes at the landfill. This is a 2022 budgeted equipment purchase of \$305,000 on a 5-year lease.

MOTION BY: Jason Fridrich

SECONDED BY: Nikki Wolla

To approve the purchase of the unit as recommended by Public Works city staff.

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
Motion declared duly passed

D. Roll Off Truck Approval

Solid Waste Recycling Manager Praus states the City of Dickinson Solid Waste/Recycling Department received 2 bids for one (1) 2022 Hook Hoist Roll-off Truck. It is the recommendation of Public Works city staff to purchase the 2022 Freightliner 114SD chassis with a Galbreath body bid by Westlie Truck Center for a total cost price, after trades, of \$188,853, which is the lowest bid received. This unit will be replacing a 2007 International chassis with an Ampliroll body. This is a 2022 budgeted equipment purchase of \$195,000 on a 5-year lease.

MOTION BY: Suzi Sobolik

SECONDED BY: John Odermann

To approve the purchase of the unit as recommended by Public Works city staff.

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
Motion declared duly passed

E. Driver Training Program Services: Safe and Smart Entry-Level Driver Training – Trainer Certification Program

Operations Manager Clem states beginning February 7, 2022 all entry level drivers will need to be trained with new regulations and certifications for staff requiring a CDL. He states in 2022 there will be a minimum of 40 hours required to obtain for training for entry level CDL drivers. This is documented through federal motor carriers. You have to have a certified trainer train the drivers. This program will bring four trainers to train the trainers. The cost is \$1,325.67 per month. Mr. Clem states if the city does not move forward with this direction the city will have to find an accredited school or a driver training program, which is not in Dickinson, and the cost would be between \$5,200 and \$6,800. The program was not budgeted in 2022. Mr. Clem states lodging is not covered in the cost.

City Administrator Brian Winningham states this is a starting point for train the trainer. There needs to be a training policy internally. We do have some of this in place but, not fully developed. This should have been done already.

MOTION BY: John Odermann
To approve the purchase of the driver training program service.

SECONDED BY: Suzi Sobolik

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
Motion declared duly passed

7. PLANNING

1. Chapter 39 Ordinance Amendment

City/County Steven Josephson presents a chapter 39 ordinance amendment to include language of columbarium's on private properties. These would be structures for human remains. This ordinance change is presented from the first reading with no changes.

MOTION BY: Nikki Wolla
To approve second reading and final passage of Ordinance No. 1742.

SECONDED BY: John Odermann

ORDINANCE NO. 1742

AN ORDINANCE AMENDED AND RE-ENACTING SECTION 39.02.006, 39.03, 39.04.005 and ENACTING SECTION 39.03.022 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO ZONING - COLUMBARIUMS

DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0
Motion declared duly passed

8. BUILDING/CODE ENFORCEMENT

1. Reports:

None

9. PUBLIC HEARING AND PUBLIC COMMENTS NOT ON AGENDA – 5:00 P.M.

A. Public Comments not on Agenda

None

10. COMMISSION

No comments

ADJOURNMENT

MOTION BY: Suzi Sobolik
Adjournment of the meeting 7:05 P.M.

SECONDED BY: Jason Fridrich

DISPOSITION: Roll call vote... Aye 5, Nay 0, Absent 0
Motion declared duly passed.

OFFICIAL MINUTES PREPARED BY:

Rita Binstock, Assistant to City Administrator

APPROVED BY:

Brian Winningham, City Administrator

Scott Decker, President
Board of City Commissioners

Date: January 18, 2021