

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 John Odermann and Commissioners Jason Fridrich, Suzi Sobolik and Robert Baer

Absent: None

1. PLEDGE OF ALLEGIANCE**2. ORDER OF BUSINESS**

MOTION BY: Robert Baer

SECONDED BY: John Odermann

To approve the October 4, 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: Jason Fridrich

SECONDED BY: Suzi Sobolik

A. Approval of meeting minutes dated September 6, 2022 Work Session, September 16, 2022, September 20, 2022 Work Session and Commission.

B. Approval of Accounts Payable, Commerce Bank and Checkbook

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

3. ADMINISTRATION/FINANCE**A. Swearing in of Youth Commission**

After a brief introduction of all the Youth Commission Members President Scott Decker swore in all the Youth Commission.

Commissioner John Odermann thanks former Commissioner Nikki Wolla for her continued work with the Youth Commission. Commissioner Odermann states Ms. Wolla is like a house mother for the Youth Commission.

B. Arbor Day Proclamation

Arborist Blake Johnson introduces Arbor Day Proclamation. The City in honor of our former City Forester, Vern Quam, the City is planting a seedling that was raised by his co-worker, Leon Larson on October 3, 2022 at Public Works. Mr. Johnson states the seedling planted today is a descendant of the Survivor Tree at OKC bombing in 1995.

C. Proposed 2023 Budget

Deputy City Administrator Linda Carlson presents the 2023 proposed budget. She states after revisiting the budget from the first reading the budget is now balanced at 9.88% over the 2022 budget. The 2023 general fund expenses were \$24,668,606. Deputy City Administrator Carlson reviews the 2023 proposed budget highlights which includes a 2% merit increase for employees along with a 4% COLA. The City feels the health insurance will increase 15% in mid-year. She also discusses the new town square fund which makes up a big portion of the general fund. The town square budget does include two additional personnel. She also reviews the 42 promotional and achievable positions. Ms. Carlson and staff recommend the second reading and approval of the 2023 budget.

Commissioner John Odermann thanks Ms. Carlson for all the work that she and her staff had done on the budget and following direction from the commission since the last meeting. Commissioner Odermann states Ms. Carlson has done great work.

Commissioner Jason Fridrich states the city needs to try and take care of the inflationary burden on staff. He feels it is a good budget.

MOTION BY: John Odermann

SECONDED BY: Jason Fridrich

To approve second reading and final passage of Ordinance #1762.

ORDINANCE NO. 1762

ANNUAL APPROPRIATION AND TAX LEVY

AN ORDINANCE ENTITLED “THE 2023 ANNUAL APPROPRIATION AND TAX LEVY” APPROPRIATING THE SUM OF MONEY NECESSARY TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF DICKINSON, NORTH DAKOTA, AND MAKING THE ANNUAL TAX LEVY FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023, INCLUSIVE.

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

4. PUBLIC SAFETY

A. Fire Department

1. Reports:

Assistant Fire Chief Mark Selle updates the Commissioners on the Fire Department and Fire Prevention week which staff will be visiting with all the schools K-5. Assistant Fire Chief Selle states there were 144 calls for service in September which is a 38% increase from 2021. The report shows a rise in calls and 70% of the calls are medical. There was one large house fire which burned two homes. Mr. Selle states the calls by station show large number from the downtown station and response times are getting better.

B. Police Department

1. Reports:

None

5. ENGINEERING

A. Reports:

1. Monthly Report

Engineering and Community Development Director Skluzacek presents an update of the Engineering, Planning, Building and Codes Departments. Director Skluzacek states he has gotten a warm welcome from the staff and he thinks his staff for taking on additional time they have spent taking on additional roles. He states he is working with the team to identify improvements, prioritize and work on execution to improve his team and to get more efficient. He states Building and codes have been working on code compliance with grass and vehicle violations along with condemnation letters. He states fees and permits are slightly higher due to larger projects. Planning and Zoning have heard 32 public hearings this past year. He feels the development process does have challenges from the public and staff. He will be bringing a job description for the Planner position. He states this is a much needed position. Director Skluzacek does discuss the CIP management tool and positions that are open.

President Scott Decker does appreciate the report and the good breakdown. He does appreciate the month reports from all of the team members. President Decker is liking what he is seeing in the Engineering and Development Departments.

B. Planning

1. Special Use Permit – Munoz/Bright Start Daycare

Building Official Leonard Schwindt presents a special use permit for a daycare which will be located at 990 3rd Avenue West. He states this item was presented to P&Z and there were no comments. Mr. Schwindt along with staff recommend approval of this special use permit with the conditions as listed of Federal, State and City.

Commissioner Robert Baer does have some concern about the private road which is the alleyway. He would like to make sure that the owner of the alley will allow the traffic and not hinder the neighbors to get into and out of this property. He states the alleyway is pretty tough shape.

Building Official Leonard Schwindt does state that the traffic will be higher. He states the daycare will only have 12 children. He states the city requirements will need to have been met.

Commissioner Jason Fridrich states all three buddings were notified of the daycare.

MOTION BY: Robert Baer
Adopt Resolution No. 31-2022.

SECONDED BY: Jason Fridrich

RESOLUTION NO. 31-2022

A RESOLUTION APPROVING A SPECIAL USE PERMIT TO MARIA MUNOZ/BRIGHT START FOR A DAYCARE LOCATED AT 990 3rd AVE WEST, DICKINSON, ND

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

C. Building/Code Enforcement

Reports:

1. None

6. PUBLIC WORKS

A. Permanent Utility Easement

Public Works Directory Gary Zuroff presents a permanent utility easement for northeast of Camp on the Heart off 2nd Street SW. He states the city has been working on this project for the past couple of years. At this time the city did get a signed easement from the Fisher Group. He states originally there was an area for drainage but after time this has moved and the drainage needs to be changed therefore the easements needed to be signed.

MOTION BY: Robert Baer
To approve the Permanent Utility Easement.

SECONDED BY: John Odermann

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

B. Temporary Construction Easement

Public Works Director Gary Zuroff states the city needs additional footage on each side of the permeant easement to get down to work on the drainage and to move equipment in this area, therefore needed a temporary construction easement.

MOTION BY: John Odermann
To approve the Temporary Construction Easement

SECONDED BY: Robert Baer

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

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

A. Public Comments not on Agenda

None.

10. COMMISSION

Commissioner Robert Baer states that often times attendees at events will ask him for his city commissioner card. He has ordered business cards. He is wondering about ordering shirts from the city to wear at events such as the NDLC or other events. The commissioner did get name badges to wear and are now interested in ordering logo shirts and jackets. The commissioners will be invited to review clothing items when the staff order.

Commissioner John Odermann states the commissioner could get a once a year selection of items to purchase.

ADJOURNMENT

MOTION BY: Suzi Sobolik

SECONDED BY: Jason Fridrich

Adjournment of the meeting 5:25 A.M.

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:

Dustin Dassinger, Interim City Administrator

Scott Decker, President
Board of City Commissioners

Date: October 18, 2022