

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, and Robert Baer

Telephone: None

Absent: Commissioner Suzi Sobolik

1. PLEDGE OF ALLEGIANCE

Vice Commander Rich Brauhn from the American Legion Post Matthew Brew Post 3, stated the Legion started in 1919 by the U.S. Congress. He stated the first post in Dickinson was in 1919. There are 2 million members. They are responsible for creating the Boys State Organization, US flag code, American Legion Baseball, and others. The group meets at the Veterans Pavilion monthly. Last year they handed out 4,000 mini flags at the parade. The Veterans distributed 3,000 lbs. of bison for free to Veterans in Dickinson. Mr. Brauhn reviewed the gaming donations for the American Legion Matthew Brew Post 3. The Pledge of Allegiance was led by Vice Commander Rich Brauhn and staff.

2. ORDER OF BUSINESS

MOTION BY: John Odermann

SECONDED BY: Jason Fridrich

To approve the May 16, 2023 Order of Business as presented.

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

3. CONSENT AGENDA

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

A. Approval of Accounts Payable, Commerce Bank and Checkbook

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

4. ADMINISTRATION/FINANCE**A. National Public Works Proclamation**

Public Works Director Gary Zuroff stated National Public Works Week is May 21-27, 2023. The theme this year is Connecting the World, connecting through infrastructure and service to the community. He stated internally public works will be celebrating next week. There will be a celebration on June 29, 2023 in the Legacy Square. PW Director Zuroff stated the city has received a grant to hold the event.

President Scott Decker read the National Public Works Proclamation.

MOTION BY: Suzi Sobolik

SECONDED BY: Robert Baer

To approve the National Public Works Proclamation.

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

B. Gaming Site Authorizations**1. Dickinson Youth Activities**

City Administrator Dustin Dassinger provided the six applications for Dickinson Youth Activities to include Grand Dakota Lodge, Elks Lodge 1137, Spur Bar, Neighbors Bar, Army's West Sports Bar, and Mavericks Saloon.

4. Mechanic II

HR Director Shelly Nameniuk presented a Mechanic II position. It will be a Grade 15, and a non-exempt position.

Commissioner John Odermann discussed the need for a high school diploma and/or a GED. He feels that we may be passing up employees that do not have a GED or high school diploma, and may be missing good potential candidates.

HR Director Shelly Nameniuk stated the PW Director feels strongly about someone having a GED when it comes to hiring employees. She stated they have discussed this in length, and there have been some good and bad arguments, on both ways to require GED/diploma for this position.

Commissioner John Odermann stated there is justification and it sounds like the city has talked about this at length.

President Scott Decker stated if the city had a plethora of non-GED or non-diploma applicants, and for some reason still couldn't hire, it would be addressed at that time.

MOTION BY: John Odermann
To approve the Mechanic II position.

SECONDED BY: Suzi Sobolik

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

5. HR Monthly Report

HR Director Shelly Nameniuk presented the monthly HR Report. Ms. Nameniuk stated there are still many positions open. She does want to commend Lee Skabo, from Building and Sites, for doing a great job in recruiting the college students to get the seasonal positions filled. She stated there was an applicant, and an offer made, for the mechanic, and the applicant did mention the pay was not too great. The city does have many other benefits like holidays, etc.

E. Reports:

1. Finance Committee Update

Deputy City Administrator Linda Carlson let the public know the city is looking for citizens with an interest in serving on the Finance Committee. She reviewed the purpose of the committee. The city is looking for 2 citizens to serve on this committee. These individuals would assist the city in the city's financial management and resources.

2. Senior Citizen Grants

Deputy City Administrator Linda Carlson presented the 2023 Senior Grant Awardees. She listed the recipients for the grant. Ms. Carlson stated a portion of the 1% sales tax is approved for Senior Center Grant programs which consists of the 8 counties. The total given is \$50,000.

5. PUBLIC WORKS

A. Apex Task Order – Water Reclamation Facility SCADA Upgrades

Utility Manager Zastoupil presented an Apex Task Order for the water reclamation facility SCADA upgrades. He stated this project is replacing the SCADA hosting computer and upgrade the equipment. This task order is not to exceed \$25,000.

MOTION BY: John Odermann

SECONDED BY: Jason Fridrich

To approve the KLJ Task Order for Water Reclamation Facility SCADA upgrades.

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

B. Sewer Jetter Bid

Utility Manager Zastoupil stated two bids for the 2023 jetter truck were received. ABM Equipment met all the specifications, and Normont did not meet the specifications. Manager Zastoupil, along with staff, recommend ABM Equipment for the purchase of the sewer jetter truck. The cost will be \$349,707 after the trade in. The truck would not be received until 2024.

MOTION BY: Robert Baer

SECONDED BY: Suzi Sobolik

To approve the purchase of the sewer jetter truck from ABM Equipment.

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

C. Reports:

1. Monthly Report

Solid Waste Recycling Manager Praus provided the monthly Public Works report for April, 2023. He reviewed the progress of the mausoleum, which includes all granite installed, roofs, metal panels on roof, etc. There was damage to the niche liners, but they are being replaced. The completion date is the end of June, 2023. Manager Praus reviewed the special events, trainings, and Opwork requests. He is excited to announce that Building and Grounds is fully staffed. The plan for operations this year are to dedicate 3 to 4 individuals to the cemetery ground upkeep, 3 people to vector and weed control, and 3 or 4 people to the Legacy Square upkeep. There are 59 work orders for fleet, and there is a staff shortage for them. He discussed the drop site on Broadway where there are concerns of the use of the tree boxes and grass boxes. Manager Praus encouraged citizens to please utilize the boxes for what they are intended to be used for. He discussed SW water usage, street department crack sealing, and stated the sweepers are out, and he stated they are using water but the water cannot get to the bottom of the debris in the gutters therefore there is a lot of dust. He reviewed the new staff that was hired at Public Works. Manager Praus discussed baler operations for the summer months, and to allocate other staff in other duties due to vacations.

Commissioner John Odermann stated it is great and important that the work is ongoing for the community. He would like to have the city clean and presentable. Commissioner Odermann is excited about being fully staffed and it can't be overstated. Commissioner Odermann wondered if the city would consider, since there are a lot of positions open, to review the positions from a compensation standpoint. He stated this issue can only be kicked down the road a certain period of time before the city will have to cut services. He stated Operators do deserve a vacation.

Solid Waste Manager Aaron Praus stated yes, the city is going through the wage study. He has high hopes that something positive will come out of the study. He stated all Public Works positions need CDL's, and there is a limited amount of people with CDL's. Manager Praus stated people are interested in working for the city until you get to the conversation of pay, and then the individual chuckles. He stated the highest step 3 is just over \$20. He stated most of them are expecting \$25-30 an hour. The city does see applicants, but not an abundance of them. He stated the unique thing about the city is that they do offer a good benefit package.

6. PUBLIC SAFETY

A. Fire Department

Reports:

1. None

B. Police Department

Reports:

1. Monthly Report

Lieutenant Mike Hanel gave the April, 2023 Monthly Police Report. He stated the calls for service showed a downtrend in the first four months of 2023. He stated there are a lot of officers at training. There were 301 traffic stops with 59 total accidents. There were 164 arrests, and criminal investigation was called out 11 times. Their caseload is at 86 cases. There were 74 calls for behavioral health. Lt. Hanel discussed training, animal shelter, and SRO calls in the schools. He stated the Police Department held the first ever First Responder Symposium of its kind. He stated Administrator Dustin Dassinger was the brain child of this symposium. There were several “top of the industry” speakers at the symposium. Lt. Hanel, along with the staff, would like to thank Marketing Director Joel Walters for helping design the graphics for the symposium. Lt. Hanel is proud of what Mr. Walters could do for the Police Department, and for the city. Det. Sgt. Travis Leintz received the Dakota Child Advocacy Center Hero for the Month award. Lt. Hanel stated there were 932 attendees for the Daddy/Daughter dance which was held for 3 days due to the number of attendees. He thanked the dispatchers, as they have a great group of dispatchers. He also thanked the administrative staff for a job well done. He reported the SIREN project, both for the Police Department and Fire Department, went online and is running. At this time there have been no dead areas. The system is very stable, and the next step is to get the ambulance on board, along with the public works staff.

7. COMMUNITY DEVELOPMENT SERVICES

A. KLJ Task Order – Dickinson South Cemetery

Engineering and Community Development Director Josh Skluzacek presented a task order for Dickinson South Cemetery. This task order is for construction engineering services, and the amendment is not to exceed \$68,800. There is no schedule from the contractor as of yet. The project bid opening date is May 24, 2023.

MOTION BY: Suzi Sobolik

SECONDED BY: Jason Fridrich

To approve the KLJ Task Order for Dickinson South Cemetery

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

B. KLJ Task Order – Legacy Square Parking Lot

Engineering and Community Development Director Josh Skluzacek provided a task order from KLJ for the Legacy Square Parking Lot. This task order is for construction engineering services, and is not to exceed \$58,600. The bid opening is May 24, 2023.

MOTION BY: John Odermann

SECONDED BY: Robert Baer

To approve the KLJ Task Order for Legacy Square Parking Lot

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

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

A. Chapter 4 Amendment

City Administrator Dustin Dassinger presented a Chapter 4 Amendment to include the Legacy Square Project as a new city liquor license, as they are excited to move forward with the programming. If the Commission desires to have alcoholic beverages at Legacy Square, Chapter 4 would need amendments. The city has met with Class A liquor license holders, and Commissioners. A separate concession liquor license was created for Legacy Square and this would be an annual license which would be bid. This license would be restricted to Class A – On/Off liquor license holders, and Lodges and Clubs. This is a non-transferable license. This would include all city sponsored, and private, events. It would include liquor, wine, and beer in cans, with no bottles. The security would fall back onto the liquor license holder that bid the license. There will be a designated area where any type of alcohol would be consumed. This would mirror the ND Century Code. The corridor would include 1st Avenue West and 2nd Street West. There would be an annual license fee through bidding, and the city would receive 20% of sales and the wrist bands of \$5. These

events would be free to the public, except to consume alcohol the individual would have to purchase a \$5 wrist band.

President Scott Decker questioned why restaurants were not included in the offer to bid.

Commissioner John Odermann stated being able to staff the security, and having experience with special events, the city went with Class A and lodges/clubs.

Deputy City Administrator will look at receipts in order to see what the liquor license holder would turn back over to the city from profits.

City Administrator Dustin Dassinger stated the first year will be a learning year. The bidder should know how much they have put toward the event. The \$5 wrist band fee would return to the city.

Commissioner Suzi Sobolik questioned how the city will know how much was collected in revenue.

City Administrator Dustin Dassinger feels it would be difficult to know if one event will bring more and other events will bring less. Obviously the first year the city will learn a lot in trying to get something on the table. He feels there should be a minimum bid.

Commissioner Jason Fridrich stated possibly a \$500 or \$1,000 bid. He questioned the security.

City Administrator Dustin Dassinger stated with Class A license holders, the city has worked with them in the past. He stated bona fide security requirements have loosened over the years. The license holder would work with the Police Department and their expectations. The city will still have law enforcement downtown during events.

Commissioner Robert Baer stated certain bands will need more security than others.

City Attorney Christina Wenko reviewed all the entertainment contracts and there is only one contract that the city would have to provide security, and she had that removed from the contract. That was Tiger Lily, and the rest of the bands did not have this requirement.

President Scott Decker opened the public hearing up at 5:20 p.m.

Max Marsh wondered about the fighting and whose issue would this be, the bar or the Police Department? He wondered if it is the bar's responsibility if there is a fight. He stated the city is easy to work with to get security.

Commissioner John Odermann stated the license holder would need to make sure all of those consuming alcohol are over 21.

President Scott Decker stated the city will be acting as in the past. There are good acts this year.

City Administrator Dustin Dassinger stated there will be no changes from the past First on First events.

President Scott Decker closed the public hearing at 5:25 p.m.

City Attorney Christina Wenko stated if the commission moves forward and choses to submit a bid, and the city will get the process going, this will all need to take place at the next meeting. Also, facility fees and rental feels will need to be decided on at the next commission meeting. The conversation needs to happen sooner rather than later.

MOTION BY: John Odermann

SECONDED BY: Robert Baer

To approve first reading of Ordinance No. 1775.

ORDINANCE NO. 1775

AN ORDINANCE AMENDING AND REENACTING ARTICLE 4.08 OF THE MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO ALCOHOL LICENSES

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

B. Public Comments not on Agenda

None

9. COMMISSION

Commissioner John Odermann congratulated Suzi Sobolik, and her family, for becoming the Prairie Family Business of the Year.

Commissioner Suzi Sobolik visited about the history of the company, and the kind of company that was started in Dickinson, and has grown.

Commissioner Jason Fridrich questioned how the Graves Wage Study is coming along.

City Administrator Dustin Dassinger stated the city has taken a look at it already. The city has provided some updates. The study will be brought during the budget process, and will bring some different options.

Commissioner Jason Fridrich would like to see a draft of the study prior to the budget process.

ADJOURNMENT

MOTION BY: John Odermann

SECONDED BY: Suzi Sobolik

Adjournment of the meeting was at 6:25 P.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, City Administrator

Scott Decker, President
Board of City Commissioners

Date: _____ June 6, 2023