

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**2. ORDER OF BUSINESS**

MOTION BY: Robert Baer

SECONDED BY: John Odermann

To approve the May 2, 2023 Order of Business as presented.

DISPOSITION: Roll call vote...Aye 4, Nay 0, Absent 1
Motion declared duly passed

3. CONSENT AGENDA

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

A. Approval of meeting minutes dated April 18, 2023

B. Approval of Accounts Payable, Commerce Bank and Checkbook

C. Approval of Tobacco License for Black Clover, LLC DBA Town and Liquor

DISPOSITION: Roll call vote...Aye 4, Nay 0, Absent 1
Motion declared duly passed

4. ADMINISTRATION/FINANCE**A. Proclamations:****1. Building Safety Month Proclamation**

President Scott Decker read the Building Safety Month Proclamation.

MOTION BY: Jason Fridrich

SECONDED BY: John Odermann

To approve the Building Safety Month Proclamation.

DISPOSITION: Roll call vote...Aye 4, Nay 0, Absent 1
Motion declared duly passed

2. Drinking Water Week Proclamation

Manager/CEO Jen Murray states SW Water has been in business for 30+ years. Ms. Murray thanks the Commission and the City for their continued support and team work to treat and deliver quality drinking water. She appreciates the support.

President Scott Decker read the proclamation which states Drinking Water Week is May 7-13, 2023.

MOTION BY: John Odermann

SECONDED BY: Robert Baer

To approve the Drinking Water Week Proclamation.

DISPOSITION: Roll call vote...Aye 4, Nay 0, Absent 1
Motion declared duly passed

B. KLJ Task Order – Grant Writing Services

Deputy City Administrator Linda Carlson presents a task order for grant writing services that was generated through an RFP that went out in late fall of 2022. The award of the

services did not come to fruition until the City team of Community Development/Engineering, Public Works, Finance and IT got together and developed the CIP EDITOR, which is a module within the Time Keeping system, that consolidated all capital projects, the estimated costs, the funding sources, the timelines and are commission approved. City staff wanted to have a manageable product to supply KLJ with all the information they needed to have for planning and programing review. This process has been cost and time effective. KLJ has also included a three-tier sheet that explains the steps in which staff can work with on a project on a case by case. Ms. Carlson along with staff recommend approval of the KLJ Task Order NO. 2204-01360-1 for grant writing services.

MOTION BY: John Odermann

SECONDED BY: Jason Fridrich

To approve the KLJ Task Order for Grant Writing

DISPOSITION: Roll call vote...Aye 4, Nay 0, Absent 1

Motion declared duly passed

C. Job Descriptions:

1. Building and Grounds Operator

HR Director Shelly Nameniuk presents the Building and Grounds Operator Job Description. She states this is only a title change and will move from a Grade 11 to Grade 12.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve the Building and Grounds Operator Job Description

DISPOSITION: Roll call vote...Aye 4, Nay 0, Absent 1

Motion declared duly passed

2. Building and Grounds Operator II

HR Director Shelly Nameniuk presents the Building and Grounds Operator II Job Description. She states this is a new position which is achievable. This would be a Grade 13 and non-exempt position.

MOTION BY: John Odermann

SECONDED BY: Robert Baer

To approve the Building and Grounds Operator II Job Description

DISPOSITION: Roll call vote...Aye 4, Nay 0, Absent 1

Motion declared duly passed

3. Building and Grounds Foreman

HR Director Shelly Nameniuk presents the Building and Grounds Foreman Job Description. She states this is only a title change from Senior Facility Operator and will move from a Grade 13 to Grade 14.

MOTION BY: Jason Fridrich

SECONDED BY: John Odermann

To approve the Building and Grounds Foreman Job Description

DISPOSITION: Roll call vote...Aye 4, Nay 0, Absent 1

Motion declared duly passed

4. Building and Grounds Supervisor

HR Director Shelly Nameniuk presents the Building and Grounds Supervisor Job Description. She states this is only a title change and will move from a Grade 15 to Grade 16.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve the Building and Grounds Supervisor Job Description

RESOLUTION NO. 08-2023

**A RESOLUTION REGARDING THE
OFFICIAL NEWSPAPER OF THE CITY OF DICKINSON**

DISPOSITION: Roll call vote...Aye 4, Nay 0, Absent 1
Motion declared duly passed

E. Reports:

1. Work Session Discussion

City Administrator Dustin Dassinger states city staff would like to have a work informational session on May 15, 2023 at 9:00 a.m. to discuss storm water fees, mausoleum, Legacy Square, etc.

Commissioner John Odermann does appreciate the work session just because it allows for Commissioners to have longer discussions and ask clarifying questions. These meetings are open to the public. Commissioner Odermann feels staff should be respectful of the public's time that come and attend the meetings. He states if staff included all the things for the work session the Commission would be at the meetings until 9 or 10 p.m. He feels the City should be respectful of the public. He feels work sessions are definitely a larger time commitment but that is what the Commission had signed up for.

Commissioner Robert Baer likes work sessions as he can ask more questions and get into deeper discussion than rather at a regular meeting. He feels this is to learn more is better.

Commissioner Jason Fridrich has had past hesitations. He states that if these work sessions do not turn into commission meetings he would be okay with having them. He does not want them every 2 weeks and to last 4 hours long and talk about things and get a general feel from commission on which is basically approving the item prior to the commission meeting. He does not want it to seem like another commission meeting. If information is only provided he would be okay with having these sessions.

President Scott Decker states he does not want another commission meeting. He wants the public to feel that everything that is being discussed is open to them and sometimes work sessions are not open. He feels as long as it is informational purposes only he is okay with it.

Commissioner John Odermann does not feel the city needs to have a work session every two weeks or every month. Just make sure that a work session is needed prior to having one.

5. PUBLIC WORKS

A. Reports:

1. None

6. PUBLIC SAFETY

A. Fire Department

Reports:

1. Monthly Report

Fire Chief Jeremy Presnell provides to the Commissions the April Fire Department Report. He reviews the types of calls, EMS is at the highest with 78 calls, 6 false alarms, 6 good intent and no fires for April. Station #1 has 60% of the overall calls. There has been a lot of apartments and high density area with the most fires. Chief Presnell states there is a minute shaved off of the response times. The highest calls are received on Sunday, Tuesday and Wednesday. He also discusses training and fire presentations.

President Scott Decker thanks Chief Presnell along with the Police Department, County, and Highway Patrol officers in helping with the funeral procession.

B. Police Department

Reports:

1. Monthly Report

None

7. COMMUNITY DEVELOPMENT SERVICES

A. Sundance Coves SID

Engineering and Community Development Director Josh Skluzacek present the Special Improvement District for Sundance Coves. He states all properties were allocated the same amount of dollars. \$150,000 will be paid by the developer. There will be 7 individual single family homes. The average cost for each owner would be approximately \$1,566.20.

City Attorney Christina Wenko states the reality is that Sundance Coves has a contractual obligation to the city that is occurring. This will come before the tax commissioner if they are still owning anything for these properties. She states contractors normally put bonds in place but the agreement has no bond applied to this particular part of the project. She states therefore the city has no bond to enforce. Since this time the city has changed its practice.

Engineering and Community Development Director Skluzacek states this will be a 10 year assessment at 3.25% interest.

MOTION BY: Jason Fridrich
Adopt Resolution No. 09-2023.

SECONDED BY: Robert Baer

RESOLUTION NO. 09-2023

A RESOLUTION CREATING THE SUNDANCE COVES LIGHTING SPECIAL IMPROVEMENT DISTRICT NO. 202301-1, 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 4, Nay 0, Absent 1
Motion declared duly passed

B. 2023 Sidewalk Program

Engineering and Community Development Director Josh Skluzacek presents the 2023 Sidewalk Program. He states this is an annual program and the city has had it for quite a few years. He states the mechanism for this program is to make improvements to curb, sidewalk and gutters and have it assessed to the property. The is a volunteer program. He is trying to be proactive and communicate this program to residents and citizens.

Commissioner Jason Fridrich states this has been a good program for the city in the past.

MOTION BY: Jason Fridrich
Adopt Resolution No. 10-2023.

SECONDED BY: Robert Baer

RESOLUTION NO. 10-2023

A RESOLUTION CREATING SIDEWALK IMPROVEMENT DISTRICT 202307-1 OF THE CITY OF DICKINSON AND AUTHORIZING THE IMPROVEMENTS AND ASSESSMENTS

DISPOSITION: Roll call vote...Aye 4, Nay 0, Absent 1
Motion declared duly passed

C.Highlands Engineering Task Order – 15th Street West

Engineering and Community Development Director Josh Skluzacek presents a Highlands Engineering Task Order to extend 15th Street West. This is part of the District. The

help quite a bit. He states in 2022 there were 122 cases in the area. They have been short staffed in 2022 but hoping to have a full staff in 2023. He states they have touched base with hotel managers to look out for drugs. He states the largest drug is methamphetamines which they have seen more in the last year. They have confiscated 3,185 grams of meth last year. The large drug that is overtaking the community is Fentanyl. There is more and more of Fentanyl coming into Dickinson. This year he states 15,590 dosage unites were seized in Dickinson. Each dosage can kill an individual. Mr. Kimmerle states this is a huge issue for the area and it keeps growing. Marijuana is also a huge problem in this area. They had seized some marijuana and it was illicit marijuana and also included other drugs, 26,038 grams. There were 29 overdoses in 2022 with 4 being fatal. Mr. Kimmerle thanks the Commission and the City of Dickinson for the support. He states the ranges for drugs at this time are from age 14 and higher and into the early 60 year old. The school does have proactive educational programs but the smaller schools do not have SRO officers and there seems to be a lot of drugs in those schools. Mr. Kimmerle states normally the usage starts out at post-surgical recovery use and then when they are cut off of the drugs the individuals seek out other meds.

B. Public Comments not on Agenda

None

9. COMMISSION

City Administrator Dustin Dassinger states City staff will be walking through and updating the Commission on the Municode at the work session in May.

ADJOURNMENT

MOTION BY: Jason Fridrich

SECONDED BY: John Odermann

Adjournment of the meeting was at 6:05 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