

**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: Commissioner Suzi Sobolik

Absent: None

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

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve the March 7, 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: Jason Fridrich

SECONDED BY: Robert Baer

**A. Approval of meeting minutes dated February 21, 2023**

**B. 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. Lot Sales 05-2023**

Deputy City Administrator Linda Carlson presented city lots for sale. She discussed each lot starting with Fisher East Side 2<sup>nd</sup>. There are two lots in this area and they are \$50,000 dollars each. Next are two lots in Hilliard and Manning 4<sup>th</sup> Addition and they are \$25,000 each. Springwood 2<sup>nd</sup> Addition has one lot for sale at \$30,000 and Surrey Heights Addition has a lot for sale at \$15,000.

Commissioner Jason Fridrich questioned whether the city has to create a resolution each time they want to sell lots. He was also concerned of the interior lot of \$15,000 as if they sell the outer lot there would be no access to the interior lot. He stated the city cannot sell a lot with no access. He stated the city can't legally sell a lot with no access.

City Attorney Christina Wenko stated the Century Code is silent on this topic. She stated once this resolution is approved and noticed then it is better for the public. She stated the city is selling the lots as is. There was a previous bidder for the larger parcel and there was concern that both lots were conjoined and the individual only wanted one of the lots. The thought process was to allow those two lots to be separated as the individual may put a bid on the larger lot. Ms. Wenko again stated the city is selling the lots as is.

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

Adopt Resolution No. 05-2023.

**RESOLUTION NO. 05-2023****A RESOLUTION AUTHORIZING THE SALE OF CERTAIN CITY LOTS**

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

**B. Notice of Grant Award – Cybersecurity - Illumio**

IT Director Aaron Meyer stated as the City explores methods to further harden our network and cybersecurity stance, the City of Dickinson IT Department is recommending the acceptance of the Cybersecurity Grant Award that would allow us to pay for the 1<sup>st</sup> year of the Illumio service. Illumio would be a yearly expense that we would have to budget for starting in 2024. As the United States Government looks to pursue advanced cybersecurity methods across the nation, they have created a multitude of grant programs that the city can apply for through the state of North Dakota in order to offset some of the costs associated with moving towards a network structure that would be designed around Zero. The anticipated yearly cost would be between \$25,000-\$30,000 to continue supporting this product year after year.

Commissioner Suzi Sobolik asked if this was a grant for 2023, and can we apply for this grant year after year.

IT Director Aaron Meyer stated this would be an operating expense year after year. He stated currently this is a 90/10 match but IT would pull the 10% out of network funds this year. The State will likely cover this match of \$3,500. He stated no money could be spent until the State knows they can get the funding. The Federal Government was not asking for any information from the City to install this software.

MOTION BY: Robert Baer

SECONDED BY: John Odermann

To approve the Cybersecurity – Illumio Grant Award

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

**C. Financials:**

**1. 2022 Year End Financial**

Accountant Robbie Morey presented the 2022 year-end financial report. He stated that 95% of the 2022 budget was spent and this is due to open positions. These are the funds that are making up the amount that the city is under budget in the general fund. He stated the city decreased the transfers for 2022. He reviewed the special revenue budget, debt service budget, enterprise fund and the WRCC revenue bond, along with the general capital lease fund.

MOTION BY: Jason Fridrich

SECONDED BY: John Odermann

To approve the 2022 Year End Financial Report.

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

**2. Amendments and Encumbrances**

Accountant Robbie Morey presented the Amendments and Encumbrances for 2022. He stated there were several items that were budgeted for in 2022 but could not receive the products in 2022. These funds from the year 2022 will be carried forward to purchase products and vehicles in 2023. Accountant Morey explained some of the items such as; the IT door controller, police training symposium, 2 pickups for water, jetter truck, vacuum truck, truck with roll off container, lift station #8, storm line repair, and other items.

Commissioner John Odermann questioned the delay for storm water projects.

Utility Manager Duane Zastoupil stated the delay in storm water projects was because the money from 2022 was not spent and now products have gotten more expensive, and it was a bigger project than expected. The project did require the city to get an engineer involved and that is why the project is costing more. The Vac truck for \$90,000 will be received at the end of April. The city is hoping to present it at the opening of the town square.

Solid Waste Recycling Manager Praus stated the museum storm drain is in the scope of work project. This is behind the pioneer machinery building and has a water issue. There

is water is running into the pioneer machinery building and the cost will be approximately \$30,000 to repair this. It was so late in the 2022 season that they were not able to continue with this project and will continue in the spring.

MOTION BY: Jason Fridrich  
Adopt Resolution No. 04-2023

SECONDED BY: John Odermann

**RESOLUTION NO. 04-2023**  
**2022 BUDGET AMENDMENTS AND EXPENDITURES**

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

**3. Accounts Receivable Write Offs**

Accountant Robbie Morey presented the city's write offs of \$7,482.18. He stated city staff have been reaching out to the outstanding debt people but some people are hard to find or no longer in this area. Accountant Morey stated there are a few larger outstanding receivables but they are continuing to make payments, therefore the city will continue to work with these individuals.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve the write off of \$7,482.18 for the receivables for the city of Dickinson.

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

**C. Job Descriptions:**

HR Director Shelly Nameniuk stated the City is asking for job description approval for the Utility Operator II, Utility Foreman, Utility Supervisor, Water Reclamation Facility Operator II, Water Reclamation Facility Foreman, as well as the Classification Request Forms for Utility Operator II and Water Reclamation Facility Operator II. These positions were all approved with the 2023 budget. The Operator II positions are achievable positions and the Reclassification Forms outline what those achievements are. The Foreman and Supervisor positions are a title change and a grade change. City Staff recommended approval. Director Nameniuk updated the Commissioners on the duties for each job description along with their pay grade.

**1. Utility Operator II**

MOTION BY: John Odermann

SECONDED BY: Robert Baer

To approve the Utility Operator II job description.

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

**2. Utility Foreman**

Commissioner John Odermann questioned whether we would like to wait for the wage study to be completed prior to approving these job descriptions.

MOTION BY: Jason Fridrich

SECONDED BY: John Odermann

To approve the Utility Foreman job description.

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

**3. Utility Supervisor**

MOTION BY: Robert Baer

SECONDED BY: John Odermann

To approve the Utility Supervisor job description.

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

Motion declared duly passed

**4. Water Reclamation Facility Operator II**

MOTION BY: John Odermann

SECONDED BY: Robert Baer

To approve the Water Reclamation Operator II job description.

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

Motion declared duly passed

**5. Water Reclamation Facility Foreman**

MOTION BY: John Odermann

SECONDED BY: Jason Fridrich

To approve the Water Reclamation Facility Foreman job description.

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

Motion declared duly passed

**D. Reports:**

**1. Monthly HR Report**

HR Director Shelly Nameniuk presented the monthly HR report with the updated open positions for the city. She stated there are several positions open along with several seasonal positions open.

Commissioner Robert Baer wondered about possibly having a seasonal winter position for people with CDL's.

HR Director Shelly Nameniuk stated the city has tried this position this winter with no applicants.

Commissioner John Odermann stated possibly have PRN or on call positions in the winter.

HR Director Nameniuk stated this was the city's intent for seasonal snow plow operators, and those people need to know how to run the city's equipment. Possibly marketing for these positions or maybe try something different.

Commissioner Jason Fridrich stated he looked through the job descriptions and noticed some of the descriptions have not been looked at since 2013. He questioned the process the city has for reviewing job descriptions. He stated the city has looked at some of the descriptions 2 to 3 times in the last 2 years and others haven't been looked at for years.

HR Director Shelly Nameniuk stated some of them should be updated more frequently. Some of the positions were put on hold during the survey.

Commissioner Robert Baer asked if the city has ever used AmeriCorps workers. He stated other states have run into this problem and they have brought AmeriCorps workers into the community and do work. These individuals do any type of work. The only thing the city would need to do for them is to pay for their room and board and they pay for the rest. Possibly the city could use AmeriCorps.

HR Director Nameniuk stated there have been 2 to 3 applicants for the Planner position, but most were out of state and did not have any degrees or experience in planning. These individuals would be starting from scratch in this position. She stated the city will contact some of the colleges that have these degrees for people that might be interested in these positions.

**5. PUBLIC WORKS**

**A. Land Lease – Randy Hondl**

Utility Manager Duane Zastoupil presented a land lease with Randy Hondl for 111 acres which is by the fire training center. He stated this lease is for \$40 per acre.

MOTION BY: John Odermann

SECONDED BY: Jason Fridrich

To approve the land lease with Randy Hondl for \$40 per acre.

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

**B. Land Lease – Randy Hondl**

Utility Manager Zastoupil presented a land lease for \$40 per acre for 177 acres. This is by the water reclamation facility. This land is rotated yearly and the city applies sludge onto it.

MOTION BY: Robert Baer  
To approve the land lease with Randy Hondl for \$40 per acre.

SECONDED BY: John Odermann

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

**6. PUBLIC SAFETY**

**A. Fire Department**

**Reports:**

**1. Monthly Report**

Fire Chief Jeremy Presnell updated the Commissioners on the monthly report which includes 154 calls for service, which is a little bit lower this month. EMS calls were down quite a bit due to a change in ambulance services. He stated that the ambulance has been canceling the Fire Department when they are not needed. The Fire Department is going to implement a new procedure. Chief Presnell stated the new procedure will send 2 EMT trained staff in a half ton pickup to EMS calls instead of the fire trucks. The City purchased a ½ ton pickup and reimbursement will be used from 2021. He stated false alarms/false calls are up due to pipes leaking in the cold weather. Chief Presnell stated Station 1 responded 68% of the time to calls. The Deputy Fire Chief Mark Selle has been working with apartment complexes to decrease calls as this is where most of the calls are coming from. The response times are coming down and a lot of delays are due to traffic and road conditions. He stated Fridays are the busiest days for calls. Chief Presnell is confident with the team at the Fire Department, and that this will definitely make a difference with EMS calls.

**B. Police Department**

**Reports:**

**1. None**

**7. COMMUNITY DEVELOPMENT SERVICES**

**A. Engineering**

**1. Apex Task Order – State Avenue Improvements**

Engineering and Community Development Director Josh Skluzacek presented a Task Order Amendment for the State Avenue Urban Roads project from Villard to 15<sup>th</sup> St W. This amendment with Apex Engineering Group is for construction administration services related to the project. The original Task Order amount was \$110,895. The prior amendments were in the amount of \$114,200 and this amendment is in the amount of \$258,000. This brings the total adjusted Task Order Amount to \$483,095.

MOTION BY: John Odermann  
To approve the Apex Task Order State Avenue Improvements, 2021-1.

SECONDED BY: Robert Baer

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

**2. Reports:**

**1. Monthly Report**

Engineering and Community Development Director Josh Skluzacek presented the monthly report. He stated it has been a busy month for the team. He updated the commissioners on the building permits. He stated it has been a tough winter, and with the conditions, there are no differences in 2023. Engineer Skluzacek stated Planning and Zoning have implemented a new preapplication meeting. The Planner position has been reposted. He stated Administrator Dassinger has approved a moving cost incentive for the Planner position as this position will more than likely require moving. Engineer Skluzacek stated the city is not the only one in this situation, there are a lot of Planner positions open in the State. He stated the Engineering Tech position is posted, and he is hoping to fill that soon. There are challenges with that position also. Engineer Skluzacek updated the Commissioners on the following projects: Holiday Gas Station, Legacy Square, watermain and lead service replacement, and 2022 mill and overlay which was not able to be completed on 2022. There is about 30% of the project still left to complete on the mill and overlay. The Dickinson south cemetery and north industries projects were also discussed. Commissioner Jason Fridrich stated this will be a busy year for construction. The season will be coming soon.

**B. Planning**

**Reports:**

- 1. None

**C. Building/Code Enforcement**

**Reports:**

- 1. None

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

**A. Swearing in of Police Officers**

Police Chief Joe Cianni introduced three of the newest officers for the Dickinson Police Department. With a supporting co-worker team standing behind Chief Cianni, he introduced Danika Brost, Dane Haugen, and Keagan Jacobson.

President Scott Decker swore the officers in, and the newest officers introduced themselves to the Commission and the public. President Decker stated it is a good day when you get to swear in three new officers. He gave kudos to law enforcement in this community for the knowledge that the Dickinson Police Department has brought forth by recruiting from within the department and the city, and hopes they will eventually work through the ranks. He stated the Police Department is doing a great job, and he echoed this for the city commission. The commission and staff are proud of what the officers do.

**B. Public Comments not on Agenda**

None

**9. COMMISSION**

None

**ADJOURNMENT**

MOTION BY: Jason Fridrich

SECONDED BY: John Odermann

Adjournment of the meeting 6:05 P.M.

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

OFFICIAL MINUTES PREPARED BY:

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Rita Binstock, Assistant to City Administrator

APPROVED BY:

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Dustin Dassinger, Interim City Administrator

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Scott Decker, President  
Board of City Commissioners

Date: March 21, 2023