

the total “out-the-door” price to \$241,788.65 from West Plains Inc. Director Waldo states \$245,000 was budgeted and approved for this purchase in the 2026 budget. The agreement was reviewed by the City Attorney, Public Works staff recommends approval and purchase of the unit.

MOTION BY: Joe Ridl

SECONDED BY: Russ Murphy

To approve the WRF Tractor Buyout.

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

B. Houston Engineering Annual Task Order

Interim Public Works Director presents an annual task order for Houston Engineering. He states this task order is between the City of Dickinson and Houston Engineering, Inc. to provide groundwater monitoring and reporting services, as well as Annual Survey, Volume Utilization Summary, Financial Assurance Estimates, and General Regulatory Reporting Support. This task order is refreshed annually with Houston Engineering, the total cost associated with this task order is \$67,250. The City Attorney reviewed the contract.

MOTION BY: Robert Baer

SECONDED BY: Joe Ridl

To approve the annual Task Order with Houston Engineering.

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

C. Kone Cranes Contract Renewal

Interim Public Works Director Jacob Waldo states Public Works Department entered into a 3-year agreement with Kone Cranes last year for safety and maintenance inspection services of various cranes and lifts throughout our operation. The text of this agreement requires an annual renewal. In the first year of the agreement, Kone Cranes faithfully executed their responsibilities and consistently met our standards for quality and communication. The total annual cost of this inspection service is \$13,061. The agreement has been reviewed by the City Attorney, Public Works staff recommends approval and continuation of this service agreement.

MOTION BY: Russ Murphy

SECONDED BY: Robert Baer

To approve the annual Kone Cranes Contract.

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

5. PUBLIC SAFETY

A. Fire

No Report

B. Police

No Report

6. COMMUNITY DEVELOPMENT SERVICES

A. MSA Update with Highlands Engineering

Engineer and Community Development Director Joshua Skluzacek presents a master service agreement with Highlands Engineering utilizing the Engineers Joint Contract Documents Committee form. This is an update to their existing MSA which was executed in January 2018 utilizing a prior version of the EJCDC form. Some of the key changes are updated/increased insurance limits, minor changes and updates to the standard language for the terms and conditions, and the use of documents. The benefits of having a MSA

versus providing individual project contracts are; consistent terms and conditions regardless of the project, clarity to the obligations and rights of both parties which reduces potential conflicts, and reduced review time by staff for future project contracts. The City Attorney has reviewed the document. The City Engineering staff recommends approval.

MOTION BY: Joe Ridl

SECONDED BY: Russ Murphy

To approve the MSA with Highlands Engineering.

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

B. Empire Road – 23rd Avenue West to 8th Avenue West Task Order Award to Highlands Engineering

Engineer and Community Development Director Joshua Skluzacek presents a task order with Highlands Engineering to perform engineering services for the City of Dickinson Project Empire Road from 23rd Avenue West to 8th Avenue West project for a time and materials fee as specified in the task order of \$181,192.00. Seven proposals were received. Highlands Engineering & Surveying, PLLC scored the highest score based on their proposal for the project. The City Attorney has reviewed this task order with no comments. Director Skluzacek visits about the scope of work included. The project was included on the 2026 Capital Improvement Plan budget. The City Engineering and Public Works staff recommends approval.

MOTION BY: Robert Baer

SECONDED BY: Russ Murphy

To approve 202610- Empire Road – 23rd Avenue W TO 8TH Avenue W. Project Task Order with Highlands Engineering.

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

C. Fairway Street – State Avenue to 13th Avenue West Task Order to Highlands Engineering

Engineer and Community Development Director Joshua Skluzacek presents a task order with Highlands Engineering & Surveying, PLLC to perform engineering services for the City of Dickinson Project Number 202611, the Fairway Street from State Avenue to 13th Avenue West project for a time and materials fee as specified in the task order of \$106,866.00. This task order is in reference to the proposal received through a request for proposal where seven proposals were received. Highlands Engineering & Surveying, PLLC scored the highest score based on their proposal for the project. The City Attorney has reviewed this task order with no comments. The scope of work included in this task order are; preliminary engineering and field survey/data collection, environmental documents to meet North Dakota Department of Transportation (NDDOT) requirements, public involvement with key stakeholders identified, traffic operations study in collaboration with City Project Number 202614 – Various Intersection Analysis, and the construction plans, specifications, and estimates for the mill and overlay and street lighting. The proposed schedule shows an early December 2026 project bid ready date to be submitted to the NDDOT. The fee estimate includes a full scope of work for the environmental documents. The City of Dickinson and Highlands Engineering & Surveying, PLLC staff will work in collaboration with the NDDOT to try to reduce the scope of work to a more simplified version of the environmental documents which is more similar to a checklist. If this is accepted by the NDDOT, we anticipate a substantial cost and time savings for this scope of work. The project was included on the 2026 Capital Improvement Plan budget. The City Engineering and Public Works staff recommends approval.

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

To approve 202611- Fairway Street- State Avenue to 13th Avenue W Project Task Order with Highlands Engineering.

MOTION BY: Russ Murphy

SECONDED BY: Robert Baer

To approve 5th Street SE – Main to 6th Avenue SE – NDDOT Cost Participation and Maintenance Contract.

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

H. EAPC Design Services – Library Roof Water Issues

Senior Engineer Kris Keller presents for the Commission consideration is a contract with EAPC to evaluate roof options for the Dickinson Area Public Library. The contract is for \$25,000 on a time and material basis. The funds for this portion of the project will be Cash on Hand. He states the library has experienced a number of water infiltration episodes in recent years. The primary source of the infiltration has been determined to be from roofing leaks. The leaks are caused by ice dams due to drainage issues from frozen gutters and down-spouts. Additionally, a number of architectural features are prone to ice dams, such as the valleys and cornice portions of the roof. Once water leaks into the building, it can “run” along beams and interior structures until noticed. The contract will include identifying specific locations of water infiltration, document extent of water travel, evaluate insulation gaps, and provide options for roof drainage to prevent ice dams. A legal review of this contract has been completed and as of the date of this memo. EAPC is in the process of updating the contract to incorporate the requested legal changes. The City Engineering staff recommends approval.

MOTION BY: Robert Baer

SECONDED BY: Russ Murphy

To approve EAPC Design Services contract.

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

7. PUBLIC HEARING – 5:00 P.M.

A. Public Hearing – 675 10th Avenue SE Vacation of Easement

City Planner Natalie Birchak presents an easement vacation for 675 10th Avenue SE. This parcel is 27.83 acres and is in SW ¼ of Section 11, Range 96W. It is located in the ETZ. They would be reducing the 50’ to 10’ easement which would allow 20’ from each side. The purpose of the easement is that it interferes with future structures and planting a tree line. Staff received no comments and recommends approval of this easement vacation.

President Scott Decker opens the public hearing at 5:03 p.m. Hearing no public comments, the public hearing is closed at 5:04 p.m. and the following motion is made.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve Resolution 02-2026.

RESOLUTION NO: 02-2026

A RESOLUTION APPROVING VACATION OF A PORTION OF A UTILITY EASEMENT ON A 27.83 ACRE IN THE SW1/4 OF SECTION 11, TOWNSHIP 139 NORTH, RANGE 96 WEST, STARK COUNTY, NORTH DAKOTA

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

B. Public Hearing – Chapter 62 – Industrial Off-Street Parking Standards

City Planner Natalie Birchak states Community Development staff is requesting approval of a zoning text amendment to Section 62-592 - Off-street parking design standards, in Chapter 62-Zoning of the Dickinson Municipal Code, to prevent scoria and dirt from being considered finished surfacing within City limits and to add a requirement for a 50-foot minimum paved area from the right-of-way for any unpaved parking areas. The intention of this amendment is to limit dust generation, track out, and erosion from industrial parking areas and to prevent maintenance issues from tracking debris into the rights-of-way or stormwater drains.

President Scott Decker opens the public hearing at 5:06 p.m. Hearing no public comments, the public hearing is closed at 5:07 p.m. and the following motion is made.

MOTION BY: Russ Murphy

SECONDED BY: Robert Baer

To approve first reading of Ordinance 1846.

ORDINANCE NO. 1846

**AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 62,
RELATING TO INDUSTRIAL OFF-STREET PARKING AND TRAFFIC
CIRCULATION AREA STANDARDS AND SPECIFICATIONS**

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

C. Public Hearing – 2026 Road Maintenance Resolution to Determine Protests of SID

Engineer and Community Development Director Joshua Skluzacek presents a resolution to determine the protests for the 2026 Road Maintenance project Special Improvement District (SID) number 202601-1. The resolution to establish the SID was approved at the December 16, 2025 City Commission meeting. The SID and paving portion of the project will be paid for with the road maintenance project funds which are included in the 2026 capital improvement project budget. The interest rate is proposed to be 4.1% which was the average daily 10-year Treasury Yield interest rate for the month of September 2025. The protest period for the project, as required by North Dakota Century Code, ended at 8:00 AM Mountain Time on Tuesday January 20, 2026. A total number and overall percental of the protests are provided below. These protests did not meet the statutory requirement to bar the City of Dickinson from proceeding with the special improvement project. The project benefits are listed below: • The streets, curb and gutter, and sidewalks need repairs. Several of the sidewalks are not ADA compliant. These improvements will ensure safe pedestrian walkability and access throughout the neighborhood. The street improvements will extend the life expectancy of the roadways and will reduce maintenance costs for the City of Dickinson. Further explanation of the benefits of the project are noted in the PER. Construction for this project is scheduled for the summer of 2026, with the bid opening anticipated for February 2026. The preliminary opinion of construction cost for the street improvement portion of the project that will be included in the Special Improvement District is \$630,309.16 as specified in the PER vs. the total project cost estimate for this scope of work being \$4.25 million. The assessment amount for each property will be included in property taxes and paid back over 10 years at an interest rate of 4.1%. Those who pay their assessments in full by October 1, 2027, will not be charged interest or penalties. If this resolution is approved by the City Commission, engineering staff will proceed with finalizing the project plans and specification, and the project will be put out to bid. The City Engineering staff recommends approval.

President Scott Decker opens the public hearing at 5:10 p.m. Hearing no public comments, the public hearing is closed at 5:12 p.m. and the following motion is made.

MOTION BY: Robert baer
To approve Resolution 03-2026.

SECONDED BY: Russ Murphy

RESOLUTION NO: 03-206

A RESOLUTION DETERMINING WRITTEN PROTESTS TO THE 2026 ROAD MAINTENANCE PROJECT SPECIAL IMPROVEMENT DISTRICT NO. 202601-1 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 1 (Ridl), Absent 0
Motion declared duly passed

D. Public Hearing – 1. Utility and Street Resolution to Determine Protests of SID.

Engineer and Community Development Director Joshua Skluzacek presents resolution to determine the protests for the 2026 Utility and Street Improvement project (City Project Number 202605) Special Improvement District (SID) number 202605-1. The resolution to establish the SID was approved at the December 16, 2025 City Commission meeting. The SID, watermain replacement, and paving portion of the project will be paid for with several different funds which are included in the 2026 capital improvement project budget. The interest rate is proposed to be 4.1% which was the average daily 10-year Treasury Yield interest rate for the month of September 2025. The protest period for the project, as required by North Dakota Century Code, ended at 8:00 AM Mountain Time on Tuesday January 20, 2026. A total number and overall percental of the protests are provided below. These protests did not meet the statutory requirement to bar the City of Dickinson from proceeding with the special improvement project. The project benefits are listed below:

- The streets, curb and gutter, and sidewalks need repairs. Several of the sidewalks are not ADA compliant. These improvements will ensure safe pedestrian walkability and access throughout the neighborhood. The street improvements will extend the life expectancy of the roadways and will reduce maintenance costs for the City of Dickinson. Further explanation of the benefits of the project are noted in the PER.
- Approximately 11 blocks of watermains are 6-inch cast iron and one block is 6-inch asbestos concrete watermain. These mains are the most frequent material to break. The mains are often corroded, filled with mineral deposits, cause water color issues, and lack sufficient flow to meet fire flow requirements.
- There are multiple lead services lines that will be replaced from the watermain all the way to the meter in the building and will be paid for 100% by the City of Dickinson. The lead service lines replacements will ensure safe drinking water. Construction for this project is scheduled for the summer of 2026, with the bid opening anticipated for February 2026. The preliminary opinion of construction cost for the street improvement portion of the project that will be included in the Special Improvement District is \$1,115,467.00 as specified in the PER vs. the total project cost estimate for this scope of work being \$9.11 million. The assessment amount for each property will be included in property taxes and paid back over 10 years at an interest rate of 4.1%. Those who pay their assessments in full by October 1, 2027, will not be charged interest or penalties. If this resolution is approved by the City Commission, engineering staff will proceed with finalizing the project plans and specification, and the project will be put out to bid. The City Engineering staff recommends approval.

President Scott Decker opens the public hearing at 5:16 p.m. Hearing no public comments, the public hearing is closed at 5:17 p.m. and the following motion is made.

MOTION BY: Jason Fridrich
To approve Resolution 04-2026.

SECONDED BY: Russ Murphy

RESOLUTION NO: 04-2026

A RESOLUTION DETERMINING WRITTEN PROTESTS TO THE 2026 UTILITY & STREET IMPROVEMENT PROJECT SPECIAL IMPROVEMENT DISTRICT NO. 202605-1 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 1 (Ridl), Absent 0
Motion declared duly passed

E. Public Hearing – 2. Utility and Street Resolution to Determine Protests of SID.

Engineer and Community Development Director Joshua a resolution to determine the protests for the 2026 Utility and Street Improvement project (City Project Number 202605) Special Improvement District (SID) number 202605-2. The resolution to establish the SID was approved at the December 16, 2025 City Commission meeting. The SID, watermain replacement, and paving portion of the project will be paid for with several different funds which are included in the 2026 capital improvement project budget. The interest rate is proposed to be 4.1% which was the average daily 10-year Treasury Yield interest rate for the month of September 2025. The protest period for the project, as required by North Dakota Century Code, ended at 8:00 AM Mountain Time on Tuesday January 20, 2026. A total number and overall percental of the protests are provided below. These protests did not meet the statutory requirement to bar the City of Dickinson from proceeding with the special improvement project. The project benefits are listed below: • The streets, curb and gutter, and sidewalks need repairs. Several of the sidewalks are not ADA compliant. These improvements will ensure safe pedestrian walkability and access throughout the neighborhood. The street improvements will extend the life expectancy of the roadways and will reduce maintenance costs for the City of Dickinson. Further explanation of the benefits of the project are noted in the PER. • Approximately 11 blocks of watermains are 6-inch cast iron and one block is 6-inch asbestos concrete watermain. These mains are the most frequent material to break. The mains are often corroded, filled with mineral deposits, cause water color issues, and lack sufficient flow to meet fire flow requirements. • There are multiple lead services lines that will be replaced from the watermain all the way to the meter in the building and will be paid for 100% by the City of Dickinson. The lead service lines replacements will ensure safe drinking water. Construction for this project is scheduled for the summer of 2026, with the bid opening anticipated for February 2026. The preliminary opinion of construction cost for the street improvement portion of the project that will be included in the Special Improvement District is \$261,141.00 as specified in the PER vs. the total project cost estimate for this scope of work being \$9.11 million. The assessment amount for each property will be included in property taxes and paid back over 10 years at an interest rate of 4.1%. Those who pay their assessments in full by October 1, 2027, will not be charged interest or penalties. If this resolution is approved by the City Commission, engineering staff will proceed with finalizing the project plans and specification, and the project will be put out to bid. The City Engineering staff recommends approval.

President Scott Decker opens the public hearing at 5:21 p.m. Hearing no public comments, the public hearing is closed at 5:22 p.m. and the following motion is made.

MOTION BY: Jason Fridrich
To approve Resolution 05-2026.

SECONDED BY: Russ Murphy

RESOLUTION NO: 05-2026

A RESOLUTION DETERMINING WRITTEN PROTESTS TO THE 2026 UTILITY & STREET IMPROVEMENT PROJECT SPECIAL IMPROVEMENT DISTRICT NO. 202605-2 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 1 (Ridl), Absent 0
Motion declared duly passed

9. PUBLIC COMMENTS NOT ON AGENDA
None

10. COMMISSION COMMENTS
None

11. ADJOURNMENT

MOTION BY: Russ Murphy

SECONDED BY: Robert Baer

Adjournment of the meeting was at 5:35 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: February 3, 2026