

**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 Robert Baer,  
Commissioners Jason Fridrich and Russ Murphy.

Telephone: None

Absent: Commissioner Joe Ridl

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

MOTION BY: Robert Baer

SECONDED BY: Russ Murphy

To approve the October 21, 2025 meeting as presented.

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

**2. CONSENT AGENDA**

MOTION BY: Russ Murphy

SECONDED BY: Jason Fridrich

**A. Approval of the City Commission Meeting Minutes dated October 7, 2025**

**B. Approval of Accounts Payable, Commerce Bank and Checkbook**

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

**3. ADMINISTRATION/FINANCE****A. 2025 AR Write Offs and Property Assessments**

Deputy City Administrator Linda Carlson presents the 2025 AR Write Offs and Property Assessments. She states the total write offs for accounts receivable are \$9,281.13 which includes accidents from 2023. The City has gone through a 2-year collection and now this has become bad debt. She states properties will be assessed and this is due to uncollected mowing and weed control.

Commissioner Jason Fridrich questions that the people in the accidents did not have insurance. This amount should have gotten reported to the credit report for collections. He does not understand how having insurance and the insurance is not paying the City.

Deputy City Administrator Linda Carlson states the City went through insurance company when reports come through the Police Department. She states Public Works puts up street signs and have to put up street poles and this is also a charge. The City does not get much information off of the reports but some of them have no insurance and it is on customer.

Commissioner Russ Murphy questions that there is no recourse against these individuals at all. He questions whether the City can do before this to get more information.

Deputy City Administrator Carlson states the collection effort is exhausted and last step is to give letter from attorney. We would get about 40% from a collection agency and

they would have to do the skip trace and efforts used before we have not gotten anything back. They do the same thing we do. Called insurance company and don't wait for customer. Collections is a very small amount and usually accidents on street poles.

City Attorney Christina Wenko states an agreement signed by city to accept payment from insurance company. Declaratory judgement against insurance for not full payment. Every situation fact dependent. You may get a judgment but collecting on judgement is very difficult. They have no assets, cannot be located, and then try a challenge to do anything at this point.

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

To approve the 2025 Account Receivable, Write Offs and Property Assessments.

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

### **B. Monthly Financial Report**

Deputy Finance Director Katie Greenwood presents the monthly financial report to include the increased general fund to \$11.7 million dollars. She states the one percent sales tax shows an increase overall over 2024. Hospitality tax down compared to last year. Oil impact is \$1.9 million collection which is the largest payment that we have had in the past 7 years in one month. General fund ahead on revenue and under expenses; enterprise fund is ahead on revenue and right on track for expenses. October payment we are back down to \$1.2 million dollars for oil impact will come in under for the year. She states the City will be close to \$15 million which is the City's projection. The City is hoping to see some revenue from TJ Maxx and Hobby Lobby.

### **C. HR Monthly Report**

HR Director Shelly Nameniuk presents the monthly HR Report to include, Police Officer have five openings; Public Safety Telecommunicator have two open positions. Fire Department has three Paramedics, two part time Paramedics and 2 parttime Fire Fighters. She states are several positions open in the Public Works Department to include the Street Department, Solid Waste Operators, Solid Waste Foreman, Scale, Utility Operator and others. The Library has one open position. City Assessor one position open. The Motor Vehicle Department Branch Manager position has been filled. There is one Finance Senior Account position open.

Deputy Police Chief Matt Hanson states there are five Police Officer positions open and 2 in background. He states that all five people did not show up for the testing.

## **4. PUBLIC WORKS**

**No Report**

## **5. PUBLIC SAFETY**

### **A. Fire**

**No Report**

### **B. Police – Police Department Quarterly Report**

Deputy Police Chief Matt Hanson presents the quarterly Police Report which has been the three busiest months. There were 546 citations, 695 warnings, 1618 traffic stops with 1 fatality on the Sunday of Labor Day. This was an ATV accident which took a life. There were 11 injury accidents with 6 resulted in arrests. There was a total of 510 arrests which is a slight increase. Mr. Hanson reports there were 49 callouts; 300 behavioral health, training 636 post hours; 249 non post and total of 885 total hours. Records Division had 66 fingerprints; 59 sex offender, 140 warrants; 485 calls for service animal control; 251

animal impounds; school started off at end of August high school 48 IR's 1 adult; 8 juvenile arrests; middle school had 21 IR's; elementary 32 IR's; DSU 3 IR's. He states community events had lots of coaching and training and safety presentation for Officer Fridrich. Deputy Police Chief states the safe exchange zone is a very good thing – child custody exchange and other items. Vice President JD Vance along with his team worked with detail when he came through over the 4<sup>th</sup> of July. The 125<sup>th</sup> birthday celebration of the Police Department was celebrated on July 31<sup>st</sup> actual anniversary here in Dickinson. Brought back 5 police chiefs from 1992; brought retirees back. Pretty successful. National night out at Legacy Square at beginning of August. The Police Department had 500 hot dogs and ran out. NDPO Annual Conference was hosted with a four-man pistol team trophy. Dickinson won the trophy which Dickinson has not had it for 15 years. President Scott Decker congratulates the Police Department on all their events this year. He states the safe zone was a great idea. President Decker states they are doing a great job as all of city employees are. He questions how adopting at the animal shelter locate the program.

Chief Hanson states there is a link on the Police Departments website. Easiest as possible to move those animals to new homes.

**6. COMMUNITY DEVELOPMENT SERVICES**

**A. MSA Amendment and Order Form Eagleview Letter of Support**

Engineer and Community Development Director Joshua Skluzacek presents for the Commission consideration is an amendment to the master service agreement signed in 2021, and an order form with Pictometry International Corp. DBA EagleView. The benefits of having a MSA versus providing a contract for each change to our system are; consistent terms and conditions regardless of the type of change to the contract. Upgraded imagery acquisition equipment will allow us to get higher resolution imagery (1” vs 3”) for our next scheduled flight in 2026 at the same price as previously agreed upon. Adding another flight to the order for 2029, extends the savings to that flight as well. The City Engineering staff recommends approval.

MOTION BY: Jason Fridrich

SECONDED BY: Russ Murphy

To approve MSA Amendment and Order Form Eagleview Letter of Support.

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

**B. Rezoning Request – Stockert First Rezone**

City Planner Natalie Birchak presents an applicant requesting a final plat for the Stockert Third Addition Major Subdivision Plat. The proposed subdivision is a replat of Lots 1-3 of Block 2 of Stockert's First Subdivision, and all of Stockert's Second Subdivision, located in W1/2 of Section 22, Township 139 North, Range 96 West, of the 5<sup>th</sup> Principal Meridian, within the City of Dickinson's Extra-Territorial Zone. The proposed subdivision is +/- 8.27 acres. According to the applicant, the purpose of this subdivision is to combine the existing commercial lots in order to construct an additional commercial building. The property is a replat of Lots 1-3 of Block 2 of Stockert's First Subdivision and all of Stockert's Second Subdivision, located within the W1/2 of Section 22, Township 139 North, Range 96 West, of the 5<sup>th</sup> Principal Meridian, Stark County, North Dakota, located within the City of Dickinson's Extra-Territorial Zone. Staff have not received any comments and recommends approval dependent on contingency of approving the final plat.

MOTION BY: Russ Murphy

SECONDED BY: Robert Baer

To approve second reading and final passage of Ordinance 1832.

**ORDINANCE NO. 1832**

**AN ORDINANCE AMENDING THE DISTRICT ZONING MAP FOR REZONING AND RECLASSIFYING DESIGNATED LOTS, BLOCKS OR TRACTS OF LAND WITHIN THE ZONING JURISDICTION OF THE CITY OF DICKINSON, NORTH DAKOTA.**

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

**C. Final Plat – Stockert 3<sup>rd</sup> Final Subdivision**

City Planner Natalie Birchak presents a request to approve of a zoning map amendment from Low Density Residential (R1) to General Commercial (GC) for Lot 3 of Block 2 of the Stockert’s First Addition Subdivision, located within the City of Dickinson’s Extra-Territorial Zone. The purpose of this rezoning is to conform with the zoning pattern of the properties to the west prior to replatting the property into one lot. Staff recommends approval of this rezoning request contingent upon final approval of the Stockert’s 3<sup>rd</sup> Addition Subdivision. The property is legally described as Lot 3, Block 2, of Stockert’s First Addition Subdivision, located within the W1/2 of Section 22, Township 139 North, Range 96 West, of the 5<sup>th</sup> Principal Meridian, Stark County, North Dakota, located within the City of Dickinson’s Extra-Territorial Zone.

MOTION BY: Jason Fridrich  
To approve Resolution 43-2025.

SECONDED BY: Russ Murphy

**RESOLUTION NO: 43 - 2025**

**A RESOLUTION APPROVING FINAL PLAT ENTITLED  
STOCKERT’S THIRD SUBDIVISION  
STARK COUNTY, NORTH DAKOTA**

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

**D. Transportation Master Plan and Comprehensive Plan Presentation**

City Planner Natalie Birchak presents the transportation master plan and comprehensive plan that the City has been working on since 2023. This was previously presented on the October 7, 2025 commission meeting. The City is now looking for a resolution to accept this document to move forward. This plan will be used to include in ordinances in the future.

MOTION BY: Robert Baer  
To approve Resolution 44-2025.

SECONDED BY: Russ Murphy

**RESOLUTION NO: 44 - 2025**

**A RESOLUTION OF THE DICKINSON BOARD OF CITY  
COMMISSIONERS ADOPTING THE COMPREHENSIVE  
PLAN AND MASTER TRANSPORTATION PLAN**

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

**E. Chapter 52 – Zoning Text Amendment – Lot Modification Requirements**

City Planner Natalie Birchak states the Community Development staff is requesting approval of a zoning text amendment to Section 52-1. – Definitions, and Section 52-4. – Procedure, in Chapter 52-Subdivision of the Dickinson Municipal Code, to include a requirement that implements a maximum lot size for lot combinations, prevents the administrative lot modification process from being utilized in conjunction with a rezone request, and requires the City Planner signature for any lot modification. The intent of this

amendment is to prevent the administrative lot modification process from significantly altering the characteristics of surrounding areas.

MOTION BY: Jason Fridrich

SECONDED BY: Russ Murphy

To approve second reading and final passage of Ordinance 1833 with moving the time to six months.

**ORDINANCE NO. 1833**

**AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 52, RELATING TO LOT MODIFICATION DEFINITIONS AND PROCEDURE**

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

**F. Chapter 62 – Zoning Text Amendment – Vehicle Storage and Auto Services**

City Planner Natalie Birchak states the Community Development staff is requesting approval of a zoning text amendment to Section 62-10 - Definitions, Table 62-162-2. Permitted Uses by Zoning Districts in Section 62-162 – Development Regulations, and Section 62-462 - Commercial uses in Chapter 62-Zoning of the Dickinson Municipal Code, to clarify the classification and design standards of outdoor storage and vehicle storage in relation to the auto services use. The intention of this amendment is to clearly define the standards the City of Dickinson utilizes regarding vehicles related to the auto services use. Staff recommends approval of this text amendment. Ms. Birchak states they did receive 11 phone calls of what the amendment changes or what it does. There were 2 calls opposed to the change of the amendment.

MOTION BY: Jason Fridrich

SECONDED BY: Russ Murphy

To approve second reading and final passage of Ordinance 1834.

**ORDINANCE NO. 1834**

**AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 62, RELATING TO AUTO SERVICES SCREENING REQUIREMENTS, AND OUTDOOR AND VEHICLE STORAGE DEFINITIONS**

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

**G. 2025 Watermain Replacement SRF Loan Resolution for Authorized Representative**

Engineer and Community Development Director Joshua Skluzacek presents for the Commissioners consideration is resolution to authorize Katie Greenwood – Deputy Finance Director as an authorized individual on behalf of the City of Dickinson to execute the Drinking Water State Revolving Fund (DWSRF) State Revolving Fund (CWSRF) Loan through the North Dakota Department of Environmental Quality. The total DWSRF loan amount request is of **\$1,591,00**. The DWSRF loan is intended to be used for the cast iron watermain and service line replacements within the project. The remaining loan balance carries an interest rate of 2.0%.

MOTION BY: Russ Murphy

SECONDED BY: Robert Baer

To approve Resolution 45-2025.

**RESOLUTION NO: 45 - 2025**

**Resolution authorizing filing of application with the North Dakota Department of Environmental Quality for a loan under the Clean Water Act and/or the Safe Drinking Water Act.**

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

Motion declared duly passed

**H. Lead Service Line Replacement SRF Loan Resolution for Authorized Representative.**

Engineer and Community Development Director Joshua Skluzacek presents a resolution to authorize Katie Greenwood – Deputy Finance Director as an authorized individual on behalf of the City of Dickinson to execute the Drinking Water State Revolving Fund (DWSRF) Loan through the North Dakota Department of Environmental Quality. The loan details are listed below. The total DWSRF loan amount requested is of **\$2,000,000** which is intended to be used for the water main replacements for the project. The remaining loan balance carries an interest rate of 0.5%. The loan includes 75% loan forgiveness for lead service line replacements only. The City Engineering and Public Works staff recommends approval.

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

To approve Resolution 46-2025.

**RESOLUTION NO: 46- 2025**

**Resolution authorizing filing of application with the North Dakota Department of Environmental Quality for a loan under the Clean Water Act and/or the Safe Drinking Water Act.**

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

Motion declared duly passed

**I. Sims – 2<sup>nd</sup> Street East to 9<sup>th</sup> Street East RF Loan Resolution for Authorized Representative.**

Engineer and Community Development Director Joshua Skluzacek presents a resolution to authorize Katie Greenwood – Deputy Finance Director as an authorized individual on behalf of the City of Dickinson to execute the Drinking Water State Revolving Fund (DWSRF) and Clean Water State Revolving Fund (CWSRF) Loan through the North Dakota Department of Environmental Quality. The loan details are listed below. The total DWSRF loan amount request is of **\$1,000,00** and CWSRF loan amount requested is of **\$1,000,000**. The DWSRF loan is intended to be used for the approximate 2,150 lineal feet of cast iron watermain and service line replacements within the project. The CWSRF loan is intended to be used for the storm sewer upsizing and extension from 2<sup>nd</sup> St E to 5<sup>th</sup> St E and the three sanitary sewer spot repairs and approximate 2,535 lineal feet of sanitary sewer main re-lining within the project. The remaining loan balance carries an interest rate of 2.0%. The City Engineering and Public Works staff recommends approval.

MOTION BY: Russ Murphy

SECONDED BY: Jason Fridrich

To approve Resolution 47-2025.

**RESOLUTION NO: 47- 2025**

**Resolution authorizing filing of application with the North Dakota Department of Environmental Quality for a loan under the Clean Water Act and/or the Safe Drinking Water Act.**

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

Motion declared duly passed

**7. PUBLIC HEARING – 5:00 P.M.**

**A. Dickinson State University Update**

DSU President Scott Molander states he is the 14<sup>th</sup> President of Dickinson State University and he is on his 120<sup>th</sup> day of his position. He states this is his first presentation and hopefully not the last. He states the fall enrollment is down at 1,374. He states the indoor



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

**D. Public Hearing – Chapter 62-65 – Permit Penalty**

City Attorney Christina Wenko presents a Chapter 62-65 amendment which amends and re-enacts Section 62-65 which clearly states the penalty for a violation of permit regulations and adds the following language: Any violation of this section shall be a class B misdemeanor. Attorney Wenko states staff recommend approval.

President Scott Decker opens the public hearing at 5:17 p.m. Hearing no public comments, the hearing is closed at 5:18 p.m. and the following motion is made.

MOTION BY: Russ Murphy  
To approve first reading of Ordinance 1837.

SECONDED BY: Jason Fridrich

**ORDINANCE NO. 1837**

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 62-65  
DAKOTA, RELATING TO PENALTIES FOR VIOLATIONS FOR PERMIT  
VIOLATIONS**

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

**E. Public Hearing – Chapter 8 – International Property Maintenance Code Penalty**

City Attorney Christina Wenko presents a Chapter 8 International Property Maintenance Code Penalty ordinance change which amends and re-enacts Section 8-195. This clearly states the penalty for a violation of the International Property Maintenance Code and adds the following language: Any violation of any provision of the International Property Maintenance Code shall be a class B misdemeanor.

President Scott Decker opens the public hearing at 5:19p.m. Hearing no public comments, the hearing is closed at 5:20 p.m. and the following motion is made.

MOTION BY: Robert Baer  
To approve first reading of Ordinance 1838.

SECONDED BY: Russ Murphy

**ORDINANCE NO. 1838**

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 8-195  
DAKOTA, RELATING TO PENALTIES FOR VIOLATIONS OF THE  
INTERNATIONAL PROPERTY MAINTENANCE CODE**

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

**9. PUBLIC COMMENTS NOT ON AGENDA**

None

**10. COMMISSION COMMENTS**

None

**11. ADJOURNMENT**

MOTION BY: Jason Fridrich  
Adjournment of the meeting was at 5:40 P.M.

SECONDED BY: Robert Baer

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

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, City Administrator

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Scott Decker, President  
Board of City Commissioners

Date: November 4, 2025