

**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 Joe Ridl

Telephone: None

Absent: None

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

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve the May 20, 2025 meeting as presented.

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

**3. CONSENT AGENDA**

MOTION BY: Jason Fridrich

SECONDED BY: Joe Ridl

**A. Approval of Meeting Minutes dated May 6, 2025**

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

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

**4. ADMINISTRATION/FINANCE**

**A. Arbor Day Proclamation**

MOTION BY: Joe Ridl

SECONDED BY: Robert Baer

To approve the Arbor Day Proclamation.

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

**B. Gaming Site Authorization – Dickinson State University Heritage Foundation - All In Bar and Lounge; Final Final Bar and Lounge and Bernie’s Esquire Club**  
City Administrator Dustin Dassinger presents a Gaming Site Authorization for Dickinson State University Heritage Foundation. Administrator Dassinger lists the kinds of gaming each will be hosting from 7/1/2024-6/30/2025.

MOTION BY: Robert Baer

SECONDED BY: Joe Ridl

To approve the Gaming Site Authorization for Dickinson State University Heritage Foundation.

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

**C. Citizen Comment Policy Amendment**

City Administrator Dustin Dassinger states that on 4/30/2025 Governor Armstrong signed a policy for public comment based on time, current meeting’s agenda item or proceeding meetings. Adopted guideline to find a good balance. Amended version senate bill 2180. Administrator Dassinger reviews the guidelines.

Commissioner Robert Baer states he is okay with the majority of the changes. He does have a problem with 1.3 where the City is going to limit public comments identified on current agenda or proceeding agenda. Public comments have been issues to the city and

aren't items we have no control of. Situations where individuals within the city have other issues, they want to discuss that are not on the agendas. He does not like limiting people. This has not been an issue until recently. Hopefully things will return to a state of normal and we would be able to proceed with all city issues and no other items. As long as it pertains to city business. People should be able to come up before the commission and talk about anything. He states this new resolution is too strict.

City Attorney Christina Wenko states if you are going to open it up to that extent, obligation and other members of chair to determine is what is in your purview and what is going to be allowed. Question how to extend are we going to determine what it is city business. That opens the door to a lot of different things. That will be within your discretion. Issues are going to come up with that.

Commissioner Jason Fridrich states it is fine the way it is written. He does understand Dr. Bear's views and opinions. The City is not going to have pertinent information to make a decision right away anyway. If random topic we are not going to make an educated decision until we review the topic.

City Attorney Wenko states that other cities just take the information and take it to other city staff. That probably would not be an action item to make a decision. If tie vote, it would stay status quo. Currently there are no requirements and cities are not to allow for public comment. The City would keep this in place as we have right now. Concern of determine what is related to city business. Potential possibility of legality for the city.

Commissioner Joe Ridl states the less restriction the better. Talked to myself until blue in the face, same thought process as back then.

MOTION BY: Robert Baer  
SECONDDED BY: Jason Fridrich  
To keep the current Public Comment Resolution as is until a new board member is elected.

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

#### **D. Special Election Update**

City Administrator Dustin Dassinger states that since June 15, 2025 is considered a holiday with the State of North Dakota as it is a Sunday the candidate petitions will be due on Monday, June 16, 2025 at 4:00 p.m.

#### **E. Introduction of Marketing and Events Director**

City Administrator Dustin Dassinger introduces the new Marketing and Events Director Carter Fong.

Mr. Carter Fong thanks the Commissioners and the City for the trust and opportunity. He is eager to start on June 2, 2025. He enjoyed working at the Chamber for the past 4+ years there. I didn't have one bad day in that office. Part time and faith in young team there. Transparency and fiscal responsibly at the Legacy Square program. He is looking forward to working with Dickinson Youth Commission and presidential library. He states as a community it is our time to shine.

#### **F. Mid-Year Salary Increase**

City Administrator Dustin Dassinger states after the Commission work session he presents a COLA increase as of 7/11/2025 payroll. This increase would be for retention in the PD and PW. General scale 1%, fire scale 1%, PT FF 2% increase, Police with exempt staff 2%, PW 2% with exempt. A budget neutral for 2025 as there are many positions open. He is recommending approval of this mid-year increase.

MOTION BY: Robert Baer  
SECONDDED BY: Jason Fridrich  
To approve the Mid-Year Salary, Increase as presented.

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

### **G. Motor Vehicle Department**

City Administrator Dustin Dassinger visits in regards to the Motor Vehicle Department. He states the Motor Vehicle Department is closing soon. This is located in the T-Rex mall. This is running by private contractor. This department serves this community. He reviews forecasted budget. He states this would be a revenue for service fees. There are 5 staff members – 4 at grade 12 and 1 at grade 15. City Administrator Dassinger states the City is in the process of job descriptions, hiring staff and finalize MOU with state of ND and current contractor. The county had no interest in taking this over. Service that is vital to our community. If this department is not here people would have to take your title work to Beulah or Bismarck.

Commissioner Jason Fridrich would like to have seen the budget proposal in the packet.

MOTION BY: Jason Fridrich

SECONDED BY: Joe Ridl

To approve the take over of the Motor Vehicle Department and to start negotiations for the takeover.

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

### **H. Monthly Financial Report**

Deputy City Administrator Linda Carlson presents the monthly Financial Report. She reviews the comparisons from previous years to 2025 and there have been ups and downs.

President Scott Decker states that he has not received the breakdown in the packet for the Receivables and Payables. He would like to see the 91 and over breakdown. Also, would like to see the PowerPoint slides for the presentation.

### **I. HR Monthly Report**

HR Director Shelly Nameniuk updates the City Commissioners on the positions for the City that are open, in the process of hiring and those that have been hired.

## **5. PUBLIC WORKS**

### **A. Public Works Quarterly Report**

Deputy Public Works Director Jacob Waldo states it has been an interesting quarter as with the bitter cold snap and with water breaks. The City has been trying to get a lead on the quite a few pot holes this spring and take advantage of the nice weather. They have gotten some training in. Mr. Waldo explains the Forestry flexi-pave pilot projecting and is starting with a lot of great benefits. He states SW Water consumption has seen a spike in February but otherwise normal.

## **6. PUBLIC SAFETY**

### **A. Fire Department Quarterly Report**

None

### **B. Police**

#### **Police Department Quarterly Report**

Police Chief Joe Cianni states dispatch has had several calls per month. Average 2,269 calls for service higher than first quarter than the previous two years first quarter. There were 1,523 traffic stops; 702 citations; 227 accidents; arrests 472 total; trending higher on a lot of DUI, domestic and theft is a factor. Average 7 felonies a month. Criminal investigations have 50 new cases each month; carrying about 27 case caseloads. Call outs such as burglaries, thefts, an average 6 times per month for criminal investigations. There were 34 search warrants. The Police Department training had 512 hours of post hours. The Records Department had 98 fingerprints; 41 sex offenders processed and 37 search warrants processed. There were 263 animal shelter calls outs with 52 animals being impounded each month. Usually get adopted out or fostered. SRO at DSU had 12

investigative reports; DHS 57 reports and 4 juvenile summonses; Dickinson Middle School – 57 and elementary 50. Chief Cianni reviews community events. Congratulations to Jenny Baggatta as being the Senior Public Safety Telecommunicator. Chief's Award of Excellence Amanda Paulson. She is the Shelter Coordinator. 2024 Traffic Safety Officer Award of the Year is Anthony Mauser. Chief Cianni reviews the events that had happened such as the Heroes Ball, skate with a cop, daddy daughter dance. Chief Cianni and the Dickinson PD Thank the Commission for supporting them in the midyear salary increase.

7. **COMMUNITY DEVELOPMENT SERVICES**

**A. Museum Design Contract Amendment with GT Architecture**

Senior Engineer Kris Keller presents for consideration a contract amendment with GT Architecture to provide design services, construction bid documents, and procurement services for the Museum Expansion project. This contract will provide for a detailed design with construction documentation and assistance during the bidding phase. The amendment will be for \$527,000 on a "Not to Exceed". This work will be funded through the Local Sales Tax and the ND Dept. of Commerce Destination Development Grant program. The City Attorney has reviewed this contract amendment. City Engineering staff recommends approval. This work would not exceed the amount listed above unless there would be a change in the scope of work.

MOTION BY: Robert Baer

SECONDED BY: Joe Ridl

To approve the museum design contract Amendment with GT Architecture.

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

**B. Multi-County Hazard Mitigation Plan Survey Announcement**

City Planner Natalie Birchak presents a Multi-County Hazard Mitigation Plan Survey. She states this survey is primarily being held by Stark County. She states all counties are updating a multi-hazard plan survey. This is to reduce the long-term risks. The City of Dickinson is working closely with Stark County and this includes projects that may receive funding from FEMA. This is to alert citizens of this survey.

**C. 2025 Lead Line Replacement Project Bid Award**

Engineer and Community Development Director Joshua Skluzacek states that two bids were received for the 2025 Lead Service Line Replacement. The engineer's opinion or probable cost of \$335,650 and the total \$310,240. This approval is contingent upon the final review and approval from the North Dakota Department of Environmental Quality. Key attributes to the project include: 29 lead service lines which are all anticipated to be from the curb stop to the water meter. This project will conclude the known inventory of lead service lines that are not all the way from the watermain to the water meter. The entire project is funded through the Drinking Water State Revolving Fund loan which includes 75% loan forgiveness for lead service line replacement. The city engineering staff recommends approval.

MOTION BY: Jason Fridrich

SECONDED BY: Joe Ridl

To approve the 2025 Lead Line Replacement Project Bid Award

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

**D. North Industries Street and Storm Contract Amendment to Highlands Engineering.**

Engineer and Community Development Director Joshua Skluzacek presents a task order amendment for approval for construction engineering services for the street and storm water reconstruction to Highlands Engineering and Surveying, PLLC. The task order amendment is for a time and materials estimate not to exceed the amount of \$71,626.00. A

legal review of this task order has been completed. The city engineering staff recommends approval.

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

To approve the North Industries Street and Storm Contract Amendment to Highlands Engineering.

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

**E. DHS Watermain Extension Contract for Construction Engineering to Lowry Engineering**

Engineer and Community Development Director Joshua Skluzacek presents a contract for approval for construction engineering services for the DHS Watermain Extension to Lowry Engineering PLLC. The contract is for a time and materials estimate not to exceed the amount of \$20,000.00. A legal review of this contract has been completed. This would include looping the new watermain from Fairway Street to Empire Road. The Department of Water Resources grant has been approved for the project at the State Water Commission meeting on April 10; the 60% grant was approved for \$236,691 which includes construction engineering as eligible costs. The city engineering staff recommends approval.

MOTION BY: Robert Baer

SECONDED BY: Joe Ridl

To approve the DHS Watermain Extension Contract for Construction Engineering to Lowry Engineering.

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

**F. Lead Service Line Replacement Task Order to Apex Engineering**

Engineer and Community Development Director Joshua Skluzacek presents a task order with Apex Engineering to perform engineering services for the project 2025 Lead Service Line Replacement project for an hourly not to exceed amount as specified in the contract of \$67,000.00. The City Attorney has reviewed this contract. The project was approved with the 2025 capital improvement project budget, and the engineering scope of work is to be paid for using the Drinking Water State Revolving Fund loan which includes 75% loan forgiveness for lead service line replacement. There will be 29 lead service lines which are all anticipated to be from the curb stop to the water meter.

MOTION BY: Joe Ridl

SECONDED BY: Jason Fridrich

To approve the Lead Service Line Replacement Task Order to Apex Engineering.

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

**G. Sidewalk Program Bid**

Engineer and Community Development Director Joshua Skluzacek presents the 2025 Sidewalk Program project the Commissioners consideration. The bid opening took place at City Hall on Thursday May 15, 2025 where three bids were received. The engineer's opinion of probable cost was \$413,841.66, and the total bid was \$365,070.00 – a difference of approximately -12 percent. This bid is based off of anticipated or approximate quantities for each unit due to not have a set quantity for the project being the project is intended to support citizen requests for concrete work on an as needed and voluntary basis. The construction is planned to be completed during the 2025 construction season. The project was budget in the 2025 capital improvement project plan. The city engineering staff recommends approval.

MOTION BY: Jason Fridrich

SECONDED BY: Joe Ridl

To approve the 2025 Sidewalk Program Bid.

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

Motion declared duly passed

#### **H. Monthly Report**

Engineer and Community Development Director Joshua Skluzacek presents the monthly report. He states there were 20 preapplication meetings with 3 new applications. There were 3 applications for Dickinson revitalization program submitted and sent over to Gate City. There were 2 zoning text amendments that have been drafted and there is continued progress on finalizing the Comp and Transportation Plan. He states Building and Codes had a pretty good success in permits. He reviews engineering projects and the percentage that projects have been completed. GIS is working on editing some attribute data and features. He has been working with the GIS to get the utility permits concluded and new utility installations while they are occurring to get this information out as soon as possible. The City has requested the entrance signs are to be put into the middle of the roundabouts once they are completed. The City has not heard from NDDOT if this is possible. The north and east entrance signs are going out to bid soon.

#### **8. PUBLIC HEARING – 5:00 P.M.**

##### **A. Elder Care Presentation**

Executive Director Colleen Rodakowski updates the Commission on the Dickinson Public Transit which operates transit and elder care and provides senior meals for 60 and over. Ms. Rodakowski introduces some of her staff. She states people can download app and schedule a ride, cancel a ride and most important can see where the driver is at. Their largest number of rides is to work, medical, shopping, social creation, education. They are open all days of year. They provide one-way trips for \$4; Bismarck \$75 round trip; Bismarck 2 days a week. Riders can pay with cash, credit, debit card and check. There is a brand-new app where people can add to a digital balance. Trip classification comparison passenger trips – 2023 and 2024 last two years continuing to go up. Growing with public transit rides. Rides to work is at 46.6%. Medical and shopping about 17% each. This program is critical in the needs for funding. Challenges are the costs, funding, hiring and retaining staff and expansion. Safety and customer service is Public Transits mission. Elder care served over 80,000 meals last year. She states they have had to fund raise the last couple of years. This is the first time they had to reduce meals as the funding is running short. They had to close our meal site in Killdeer and in Dunn Center. Can't find meal deliverer. We are struggling with meal delivers and cooks.

City Commissioners thanks Ms. Rodakowski for all she is doing.

##### **B. Public Hearing – Rezoning Request – Wahl and Koch Rezoning**

City Planner Natalie Birchak presents a rezone request for an applicant for the approval of a zoning map amendment from Low Density Residential (R1) to Medium Density Residential (R2) for Lots 2, 3, and 4 of Block 14 of the Koch's Meadow Hills Fourth Addition Subdivision, located within the City of Dickinson. The purpose of this rezoning is to allow the applicant to develop the properties with single-family attached residences. The applicant has submitted an associated irregular plat that will be considered if the proposed zoning map amendment is approved. Planner Birchak along with staff recommends approval of this rezone.

President Scott Decker opens the public hearing at 5:22 p.m. Hearing no comments the public hearing is closed at 5:23.

MOTION BY: Jason Fridrich  
To approve the first reading of Ordinance 1818.

SECONDED BY: Robert Baer

#### **ORDINANCE NO. 1818**

**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 0  
Motion declared duly passed

**C. Public Hearing – Corridor Overlay District Boundaries**

City Planner Natalie Birchak states an applicant is requesting the approval of a zoning text amendment to Division 5-Corridor Overlay District, as found in Chapter 62-Zoning of the Dickinson Municipal Code, to include Fairway Street in Section 62-318-Boundaries of the Corridor Overlay District. This addition will require future commercial and public site developments along Fairway Street to abide by the development standards and regulations of the Corridor Overlay District. Staff recommends approval of this text amendment. The Corridor Overlay District was initially included in the Municipal Code in 1993, and it was expanded in 2012. This district applies to nearly all urban minor arterial roads in the City of Dickinson and most urban collector streets. It also applies to portions of those corridors within the City's Extra Territorial Zone.

President Scott Decker opens the public hearing at 5:24 p.m. Hearing no comments the public hearing is closed at 5:25.

MOTION BY: Robert Baer  
To approve the first reading of Ordinance 1819.

SECONDED BY: Jason Fridrich

**ORDINANCE NO. 1819**

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 62-318 OF  
CHAPTER 62, RELATING TO CORRIDOR OVERLAY DISTRICT  
BOUNDARIES.**

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

**9. PUBLIC COMMENTS NOT ON AGENDA**

1. Mr. Dave Beaudoin discusses pot holes as he is concerned about the procedures and functions of how the city takes care of the streets. He states this is a high level of concern and uneasiness of residents. He discusses the main expenses and the repairs of concrete and asphalt. He questions on how to make concrete lasts during weather changes. Concern has been for the money we spend on concrete and asphalt. Mr. Beaudoin also discusses the 75 mph.

2. Mr. Ryan Messano visits about the first amendment and to ensure that the government does not take power from the public. He asks the Commissioners to repeal the public comment resolution. He feels that not allowing the public to comment is opposing his first amendment. He reminds the Commissioners of what the Constitution states.

**10. COMMISSION COMMENTS**

**A. None**

**11. ADJOURNMENT**

MOTION BY: Joe Ridl

SECONDED BY: Robert Baer

Adjournment of the meeting was at 6:35 P.M.

DISPOSITION: Roll call vote... Aye 4, 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, City Administrator

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Scott Decker, President  
Board of City Commissioners

Date:       June 3, 2025