

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.

Telephone: Commissioner Joe Ridl

Absent: None

1. PLEDGE OF ALLEGIANCE**Swearing in of Commissioner Russ Murphy**

City Administrator Dustin Dassinger swears in the newest Commissioner Russ Murphy. Commissioner Murphy took his seat on the Board of City Commission for a total of 5 votes.

2. ORDER OF BUSINESS

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

To approve the August 19, 2025 meeting as presented but removing the 5:00 p.m. time table.

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

3. CONSENT AGENDA

MOTION BY: Robert Baer

SECONDED BY: Joe Ridl

A. Approval of Meeting Minutes dated August 19, 2025**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. Official Results of Special Commission Election**

City Administrator Dustin Dassinger states the Canvas Board met earlier in the morning and the certified and final results of the special commission election are:

529 votes for Russ Murphy

175 votes for Mathew Rothstein

106 votes for Amanda Wanner

65 votes for Dean Kluver

1 write in vote.

Total votes casted were 876.

B. RFP for Appraisal Services for City Property

City Administrator Dustin Dassinger states the City has three parcels of land for sale. In order to ensure accurate valuation and transparency, staff recommend soliciting professional appraisal services for three identified parcels. The three parcels are Lot 1, Block 1, of the Prairie Meadows Subdivision. Parcel ID # 2999-0100-0100 (13.29 acres located west of the Dickinson Middle School). Lot 2, Block 1, of the Museum Center Addition. Parcel ID # 0791-0100-0200. 46 West Museum Drive (1.16 acres – Armory). Lot 1, Block 1, of the Museum Center Addition. Parcel ID # 0791-0100-0100. 66 West Museum Drive (3.93 acres – Land in which the Dickinson LEC exists). City Staff recommends approval in moving forward with the RFP for appraisal services.

MOTION BY: Robert Baer

SECONDED BY: Russ Murphy

To approve RFP for Appraisal Services for City Property

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

C. Public Safety Sales Tax Discussion

City Administrator Dustin Dassinger states that public safety is one of the most critical responsibilities of local government. The City of Dickinson in partnership with Stark County, provides police, fire, EMS, and emergency management services that are essential to the health, safety, and well-being of our residents and visitors. In recent years, the demand for public safety services has increased, while the costs of personnel, equipment, facilities, and technology have continued to rise. He states the current revenue sources are stretched and do not adequately address long-term operational and capital needs. To ensure sustainable funding for these essential services, staff is presenting for discussion a proposal to establish a dedicated 1 % Public Safety Sales and Use Tax. The revenue allocation would be: 80% to the City of Dickinson for public safety operations and infrastructure and 20% to Stark County for public safety operations and infrastructure.

President Scott Decker states if this resolution should pass it would be placed on the June primary ballot in 2026. He states it is ultimately up to the people to decide if this is the direction they want to go as a City. It is increasingly difficult to not only manning the individuals but to keep up with the equipment. The City is anticipating replacing another fire engineer for \$1.5 million dollars. These fire engines run for 30 years. President Decker states this is not getting any cheaper to do business. He does expect a hefty increase with the shopping at TJ Max.

Commissioner Jason Fridrich states that a new ambulance is about \$350,000.

Commissioner Robert Baer states there needs to be some clarification that this does not include when dispatch of an ambulance to a residence and then to the hospital.

City Administrator Dustin Dassinger states if a resident needs an ambulance, you are still going to be billed for the ambulance. This tax would bring in about \$7 million dollars.

President Scott Decker feels that in the future the City will be able to collect off of those passing through the City going to Medora. He states not only does Dickinson responded to a fire, ambulance and others also does Stark County. He states sales tax is not collected on a car sale.

Commissioner Jason Fridrich states that other municipalities have done this around the State and should bring to people and hopefully the City can get it passed and taken some of the pressure off of the budget.

City Administrator Dustin Dassinger states the agriculture, staple groceries, vehicles, medication and other would not be affected by this tax.

City Attorney Christina Wenko will bring a resolution forward at the next commission meeting.

D. ABM Contract Renewals

IT Director Aaron Meyer states this contract serves as a lease renewal for 3 Savin Printers located at the Public Safety Center. This would be for records, fire administration and criminal investigations. This contract is similar to the previous

contracts and it will reduce the overall monthly contract cost by \$7.47 or \$89.64 Annually.

MOTION BY: Jason Fridrich

SECONDED BY: Russ Murphy

To approve the ABM Contract Renewals

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

E. RFP Bid Award for Immutable Backup Storage

IT Director Aaron Meyer states in the fall of 2024 the City submitted a Grant application to the State of ND to secure federal funding for an immutable backup server storage project. In June 2025 we received notification that we were awarded this project which will receive up to \$98,000 of federal funding based on a 70% Federal / 30% Local split. The City went through the RFP process and received 6 bids with 8 different options ranging from \$55,813.64 to \$625,525.73. The bids were reviewed and one was rejected due to not meeting all the requirements. TrueNAS – Option 2 came in at \$113,824.40, which splits to \$79,677.08 as Grant Funded with a Local Match of \$34,147.32. This is a one-time hardware purchase and 5-year contract.

MOTION BY: Robert Baer

SECONDED BY: Joe Ridl

To approve the award of the bid to TrueNas for Immutable Backup Storage.

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

5. PUBLIC WORKS

A. Water Reclamation Facility Manager Job Description

Deputy Public Works Director Jacob Waldo presents a job description for a Water Reclamation Facility Manager position. The role of this position is to provide direct oversight to facility staff and to facilitate the ongoing development of a comprehensive preventative maintenance program to ensure facility equipment and grounds are maintained to the highest standard into the future. He states this position has been vacant for 3 years. It is the recommendation of Public Works staff to return this position to our organization to ensure the continued success of our Water Reclamation Facility.

Commissioner Russ Murphy asks if there are applicants out there for this position.

Director Waldo states someone is going to jump right out and this will be the particular caliber we are looking for. There is no way for accurately speculate the new hire. Getting the individual into this position is going to be very choosey. The internal hiring is minimal.

MOTION BY: Russ Murphy

SECONDED BY: Robert Baer

To approve the Water Reclamation Facility Manager Job Description.

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

6. PUBLIC SAFETY

A. Fire

No Report

B. Police

No Report

7. **COMMUNITY DEVELOPMENT SERVICES**

A. 10th Avenue East – Museum Drive to 21st Street East DWR Letter of Support

Engineer and Community Development Director Joshua Skluzacek states the City is in support of the North Dakota Department of Water Resources grant application regarding the 10th Ave. E – Museum Dr. to 21st ST E Project. The project is anticipated to replace approximately 700-lineal feet of 14-inch Asbestos Cement watermain with new 14-inch PVC watermain. The Asbestos Cement watermain have been the second most frequent watermain to break within the City of Dickinson which is why this segment is a priority for the project. The City does plan to submit for a NDDOT Flex Fund.

MOTION BY: Jason Fridrich

SECONDED BY: Russ Murphy

To approve the 10th Avenue East – Museum Drive to 21st Street East DWR Letter of Support.

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

B. 5th Street SE Watermain Extension DWR Letter of Support

Engineer and Community Development Director Joshua Skluzacek presents letter of support to the North Dakota Department of Water Resources grant application regarding the 5th St. SE – HWY 22 to 6th Ave. SE Project. The project is anticipated to extend approximately 670-lineal feet of new 8-inch PVC watermain. By extending the infrastructure to connect to 6th Ave. SE, it is our goal to promote new development in the area and to loop our existing watermain infrastructure.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve the 10th Avenue East – Museum Drive to 21st Street East DWR Letter of Support.

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

C. Clarifier Gear Box Improvements

Senior Engineer Kris Keller presents a proposal from ClearStream Environmental to provide material & installation for the Drive Gearbox, Safety Stairway, and access plating for both Final Clarifiers located at the Water Reclamation Facility. Engineer Keller states while on-site, the representative was asked to conduct additional inspections on the drive mechanism (Gearbox) for the clarifier arms. The representative indicated the gearbox was in need of a mid-life overhaul. Two options were identified: refurbishment or replacement during the clarifier arm project, as conducting the gearbox maintenance required removal of the dome roof and re-work on the arms. The public works & engineering departments determined that replacement is the preferred alternative due to a material upgrade, improved reliability and project timing. The representative also indicated that improved access for gearbox maintenance was possible with the proposed deck grating. Also, the representative noted the access method the WRF staff used to inspect the clarifier. The representative stated that a significantly safer method was available. The method is a retractable staircase and is included in the proposal. The current method involves the use of a man-basket with a portable crane. While this is an accepted industrial practice, the staircase provides a significant safety improvement over the crane/basket. The proposal includes equipment drawings, operational & maintenance manuals, material, logistics, and installation with coordinated support from WRF staff. The gearbox expected lifetime is 30+ years with suggested maintenance with a mid-life overhaul based on inspection. The contract is for \$186,625 on a fixed price basis. This funding for this project will be from Cash on Hand. The City Attorney has reviewed the contract. The City Engineering staff recommends approval.

Commissioner Joe Ridl asks what the difference would be new versus refurbished

Engineer Keller states there would be no warranty on the refurbished one and the new one does have a warranty for craftsmanship and installation as the company will be doing this themselves.

MOTION BY: Joe Ridl

SECONDED BY: Russ Murphy

To approve the ClearStream Environmental contract for the clarifier gear box improvement.

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

D. Library Expansion – Construction Geotech

Senior Engineer Kris Keller presents to the Commission for their consideration a contract with Braun Intertec to provide construction geotechnical services for library expansion. The geotechnical services include: soil observation & testing, concrete testing, structural steel observations, helical pier/pile observation & testing. These services are essential for verification of proper foundation and structural installation. The amendment will be for \$32,827.50 on a time & material basis. This work budgeted and will be funded through private donations and local sales tax. The City Attorney has reviewed this contract. The City Engineering staff recommends approval.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve the Library Expansion contract with Braun Intertec.

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

E. Sanitary Manhole Repairs Construction Award

Senior Engineer Kris Keller provides the Commission for their consideration a construction contract with Flatland Excavating, LLC to provide material and construction services for the Sanitary Sewer Manhole Repair for a fixed price of \$1,192,437. The bid opening was coordinated electronically by Moore Engineering and took place on August 14, 2025. The engineer's opinion of cost was \$1,376,650, representing 13.4% decrease. The net decrease in pricing is the material cost and sanitary system by-pass pumping. The bid award is contingent upon contractor acceptance of terms and condition changes requested by the City Attorney, as attached in the commissioner's packet.

MOTION BY: Joe Ridl

SECONDED BY: Jason Fridrich

To approve the Sanitary Manhole Repairs Construction Award to Flatland Excavating, LLC.

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

F. Water Reclamation Facility Task Order to Apex Engineering

Senior Engineer Kris Keller presents for consideration an engineering service task order with APEX Engineering, Inc. to perform engineering design, bidding assistance, and construction phase services. WRF IFAS Improvements, WRF Preliminary Treatment Improvements, WRF Biosolids Holding Tank, and Clarifier Improvements. The contract cost is \$450,250. This task order falls under the current Master Service Agreement with APEX Engineering, dated January 1, 2018. The city engineering staff recommends approving this proposal.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve the Water Reclamation Facility Task Order with Apex Engineering.

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

Motion declared duly passed

G. Monthly Report

Engineer and Community Development Director Joshua Skluzacek presents the monthly report for the department. He states there were 27 development applications, 8 final plats, 17 lot modifications, 6 application for Dickinson Revitalization Program, 35 development meetings and not all of them came to fruition but most of them do. He states in the Building and Codes Department they are mostly ahead in the year as compared to last. He reviewed several projects. He states in the GIS Department he is working with EagleView to utilize recently approved system upgrades and planning for the future, 2026 imagery flight with 1" pixel sizing. This should be amazing.

Commissioner Robert Baer states this is worth repeating as sometimes the public does not hear everything but it has to do with Highway 22 and 3rd Avenue signal light replacement.

Engineer Josh Skluzacek states the traffic lights currently being suspended are temporary signals similar to permanent traffic signals. The project is awaiting on actual poles to be delivered and they are still in manufacturing. The contractor was asked to restrict activity during morning peak and afternoon peak hours.

President Scott Decker asks about the LiDAR that went over the City and Patterson Lake fly over and is wondering if the recording is available to the public.

Engineer Skluzacek states this is available to the public by request.

8. PUBLIC HEARING – 5:00 P.M.

A. Public Hearing – Scout Energy Well Recommendation

Removed from agenda.

B. Public Hearing – Amendment to Chapter 4

City Administrator Dustin Dassinger presents an amendment to Chapter 4 which is in reference to the bidding deadline for Legacy Square. Currently the bidding deadline is 10/1 and the amendment would move the bidding deadline to 11/15. This would be in order to solidify the dates for the events for the following year.

President Scott Decker opens the public hearing at 5:04 p.m. Hearing no public comments, the public hearing is closed at 5:05 p.m. and the following motion is made.

MOTION BY: Robert Baer
To approve the first reading of Ordinance 1826.

SECONDED BY: Russ Murphy

ORDINANCE NO. 1826

AN ORDINANCE AMENDING AND REENACTING ARTICLE 4-48 OF THE MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO ALCOHOL LICENSES

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

C. Public Hearing – Amendment to Chapter 6

City Attorney Christina Wenko states the amendment to Chapter 6 clearly states the fine for running at large for a fine of \$50. City staff had discovered the code wording was presented in different sections and now it will be easily accessible and easier to follow when reading the code.

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: Jason Fridrich

To approve the first reading of Ordinance 1827.

ORDINANCE NO. 1827

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 6-39
DAKOTA, RELATING TO ANIMAL NUISANCES**

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

D. Public Hearing – Amendment to Chapter 58

City Attorney Christina Wenko presents an amendment to Chapter 58. Some of the terminology has changed in the City's Code section and staff would like to revert it back to what the staff is used to. She states Issuance to Warrant back to Failure to Comply is the wording the staff would like to revert back to. There is no code language change, title of code section only.

President Scott Decker opens the public hearing at 5:09 p.m. Hearing no public comments, the public hearing is closed at 5:10 p.m. and the following motion is made.

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

To approve the first reading of Ordinance 1828.

ORDINANCE NO. 1828

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 58-4
DAKOTA, RELATING TO ISSUANCE OF WARRANTS AND FAILURE
TO COMPLY NOTICES**

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

E. Public Hearing – Amendment to Chapter 58-100

City Attorney Christina Wenko states HB1298 adjusted the fines for speeding violations. This chapter 58-100 change would remove prior fine system and replace it with the current state fine system. Ms. Wenko explains the new current fine system for public knowledge.

President Scott Decker opens the public hearing at 5:13 p.m. Hearing no public comments, the public hearing is closed at 5:14 p.m. and the following motion is made.

MOTION BY: Joe Ridl

SECONDED BY: Russ Murphy

To approve the first reading of Ordinance 1829

ORDINANCE NO. 1829

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 58-100 OF
THE MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH
DAKOTA, RELATING TO STATUTORY FEES FOR TRAFFIC
VIOLATIONS**

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

9. PUBLIC COMMENTS NOT ON AGENDA

None

10. COMMISSION COMMENTS

None

11. ADJOURNMENT

MOTION BY: Joe Ridl

SECONDED BY: Jason Fridrich

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: September 16, 2025