

**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,  
Commissioners Jason Fridrich, Suzi Sobolik and Robert Baer

Telephone: None

Absent: None

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

MOTION BY: Suzi Sobolik

SECONDED BY: John Odermann

To approve the June 20, 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: Robert Baer

SECONDED BY: Jason Fridrich

**A. 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. Gaming Site Authorization – Dunn County Fair Association - Phat Fish**

City Administrator Dustin Dassinger presented a Gaming Site Authorization for Dunn County Fair Association. He reviewed the gaming they would like to have at Phat Fish.

MOTION BY: Jason Fridrich

SECONDED BY: Suzi Sobolik

To approve the Gaming Site Authorization for Dunn County Fair Association at Phat Fish.

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

**B. Deputy Public Works Position**

City Administrator Dustin Dassinger stated that at a previous commission meeting he had presented the Deputy Public Works position. He asked at this time to fill this position with Solid Waste Recycling Manager Aaron Praus for an interim position and then open the position up upon PW Director's retirement internally and externally. Administrator Dassinger stated this is not a budgeted item for 2023, but with the empty positions there are enough funds to fill this position. This will not impact the budget. Aaron Praus would be appointed to the Interim Deputy Public Works Director.

MOTION BY: Suzi Sobolik

SECONDED BY: John Odermann

To approve the appointment of Aaron Praus to the Interim Public Works Director.

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

**C. Reports:****1. Budget Workshop – June 28, 2023 from 1-5 p.m.**

City Administrator reminded the commissioners of the budget workshop on Wednesday, June 28, 2023 from 1-5 p.m.

**D. Monthly Financial Report**

Finance Supervisor Robbie Morey presented the monthly financial report. He stated not much has changed from the last report given. The interest rate has gone up slightly from 2.55 to 2.80. Investments have shown a decrease of 2% due to distributions; 1% sales tax is slightly higher than 2022; hospitality and occupancy tax are slightly higher; and oil impact has decreased slightly from 2022. The general revenue and expenses were discussed. Supervisor Morey will contact the State of ND to see why the revenue has decreased and what the exact figures are for the decrease.

MOTION BY: Robert Baer SECONDED BY: Suzi Sobolik  
To approve the Monthly Financial Report.

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

**E. 2023 Fee Schedule Amendment**

Finance Supervisor Robbie Morey presented a fee schedule amendment to include the 2023 Dickinson Legacy Square fee Schedule.

Marketing and Events Director Joel Walters stated he has contacted other local vendors for comparison and other similar venues for the fees they are charging. He stated the price for the full venue comes in under what you might see at the high end, and a bit above the hotels. He stated this fee is right on par without coming over and under. This is the first draft and we need to get this fee schedule in place for the summer. Director Walters stated he has been contacted for the venue for birthday parties. Director Walter stated that other venues do not have the amenities that the city of Dickinson has. He feels this is a fairly decent price for rental.

MOTION BY: John Odermann SECONDED BY: Jason Fridrich  
Adopt Resolution No. 12-2023.

**RESOLUTION NO. 12-2023**  
**A RESOLUTION AMENDING THE CITY OF DICKINSON FEE SCHEDULE REGARDING THE LEGACY TOWN SQUARE**

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

**F. Chapter 16 Code Amendment**

HR Director Shelly Nameniuk presented a change to Chapter 16 Code. She stated that in 2020 the section for emergency call out was changed. Unfortunately, it was not changed in the master code. She requested the change back from 2020. She is hoping that with the new Municode this will not be an issue in the future.

Commissioner Jason Fridrich pointed out that 16.6 should be struck out as there is no longer differential pay.

MOTION BY: Robert Baer SECONDED BY: John Odermann  
To approve first reading of Ordinance No. 1776.

**ORDINANCE NO. 1776**  
**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 29.08.04070 OF ARTICLE 29 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO THE ON-CALL PAY FOR EMPLOYEES**

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

**G. Chapter 18 Code Amendment**

HR Director Shelly Nameniuk updated the Chapter 18 sick leave bank to include the family of an employee that could be sick and need the additional time.

Commissioner John Odermann stated he is glad the ordinance now has changed from City Administrator to HR Director to oversee the process.

MOTION BY: John Odermann

SECONDED BY: Jason Fridrich

To approve first reading of Ordinance No. 1777.

**ORDINANCE NO. 1777**

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 29.08.04080 – 18.17 OF CHAPTER 18 OF THE MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO THE SICK LEAVE BANK**

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

**H. Reports:**

**1. Monthly Hiring Journal**

HR Director Shelly Nameniuk updated the commission on the monthly hiring journal. She stated they have been getting more and more applicants for positions at this time, and they are very excited about this opportunity. Director Nameniuk discussed the open positions and the positions that have been filled.

**5. PUBLIC WORKS**

**A. Chapter 9 Code Amendments**

Solid Waste Recycling Manager Praus presented Chapter 9 code amendments which pertain to the cemeteries, mausoleums, etc. He stated a committee got together and visited through some changes, and recommendations are coming from the committee. The updated code would not allow live plantings. There will be secured floral arrangements that can be attached to the covers. The maintenance will be performed by the city and authorized personnel only. He reviewed other changes as noted in the code amendment. There are high water tables in the south cemetery so double depth casket burials will not be allowed. Term years will be changed for 80 to 60 for unused burial spaces.

City Attorney Christina Wenko stated the City will sign a contract with each independent grave digger and then the City will know who is in the City's cemeteries. This would be no changes to the code but to work with a separate document.

MOTION BY: John Odermann

SECONDED BY: Suzi Sobolik

To approve first reading of Ordinance No. 1777.

**ORDINANCE NO. 1777**

**AN ORDINANCE AMENDING AND REENACTING CHAPTER 9 OF THE MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO CEMETERIES AND MAUSOLEUMS**

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

**B. Fee Schedule Amendment**

Solid Waste Recycling Manager Praus presented a fee schedule amendment to include the south cemetery lots which would be sold for \$900 for city residents and for non-city residents the lots would be sold for \$1,000 each. These lot sales would have a revenue of \$615,600. Manager Praus stated the project for the asphalt for the cemetery is \$406,378 and this does not include the land value, lighting, signage, irrigation or fencing. The mausoleum would have 160 crypts; 368 niches and urn spaces of 192.

MOTION BY: Robert Baer  
Adopt Resolution No. 14-2023.

SECONDED BY: Jason Fridrich

**RESOLUTION NO. 14-2023**  
**A RESOLUTION AMENDING THE CITY OF DICKINSON FEE  
SCHEDULE REGARDING CEMETERY RATES**

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

**C. Bid Opening for Waste Handler Wheel Loader**

Solid Waste Recycling Manager Praus stated the bid opening for the waste handler wheel loader was held and there were three bids. Manager Praus recommended the purchase of the 962 Cat loader from Butler Machinery for \$312,750 dollars. He stated this new piece of equipment would replace the 950K. This purchase is budgeted in the 2023 budget.

MOTION BY: John Odermann  
SECONDED BY: Suzi Sobolik  
To approve the Waste Handler Wheel Loader purchase from Butler Machinery.

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

**D. Public Works Monthly Report**

Public Works Director Gary Zuroff thanked Breanna Schmaltz for working so hard on the PowerPoint. He stated it is difficult for her to gather the information for the PowerPoint. He reviewed the capital project mausoleum and gave a final update on the construction. He reviewed special events which include on June 29<sup>th</sup> Family Fun Day. Director Zuroff reviewed service requests, mowing and weed eating, fuel usage, solid waste tonnage spike, and others. He stated the Backyard Buckets Program is a great program. Director Zuroff updated the commissioners on the open positions to include Building and Grounds, Fleet Department, Solid Waste, and others. Public Works Director Zuroff discussed the drop site at Broadway, and stated there is some contamination but not much. He feels keeping the public informed is working well.

President Scott Decker suggested that staff could possibly look at boxes with screens on them to allow for grass only.

**6. PUBLIC SAFETY**

**A. Fire Department**

**Reports:**

None

**B. Police Department**

**1. MOU – City of Dickinson/DSU Campus Resource Officer**

Chief Joe Cianni presented an MOU with the City of Dickinson and DSU for a Campus Resource Officer. This is the first of its kind of MOU, and they have been working on this project for six months. Chief Cianni stated there is an educational component with allowing 12 credit hours for the Dickinson Police Department Hours, for up to 120 hours. He feels the college component will be good for recruitment.

MOTION BY: Robert Baer  
SECONDED BY: Suzi Sobolik  
To approve the MOU between the City of Dickinson and DSU Campus Resource Officer.

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

**2. 2022 Dickinson Police Department Annual Report**

Lt. Mike Hanel presented the 2022 Annual Report for the Dickinson Police Department. He stated they have put a lot of time and effort into the year-end report and did a fantastic report. Chief Joe Cianni has built strong partnerships for a long time with the community. Lt. Hanel stated there are 73 fulltime employee positions for 2023; 49 sworn officers and the remaining unsworn staff. He stated the budget for the Police Department is \$7.11 million. Lt. Hanel, along with the staff, appreciate the support given to them from the Commissioners. He reviewed calls for service, crash data, parking enforcement, top citations of speeding, and other statistics. He stated crime statistics are trending downward, especially crimes against property. He reviewed training, which he is very proud of the training in the Police Dept. He updated the Commissioners on the K-9 unit, drug related offenses, and 144 canine sniffs. He stated the Badlands Crime Stoppers is a great program. There were 10,197 communication center calls. He discussed the podcast program. Lt. Hanel stated the department thanks them for all the support.

President Scott Decker thanked the department for doing a great job as he has heard nothing but positive things about the PD and Emergency Services. They do a lot for the community and it is appreciated.

**7. COMMUNITY DEVELOPMENT SERVICES**

**A. Sundance Coves Lighting**

Combined with Public Hearing.

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

**A. Elder Care Presentation**

Executive Director Colleen Rodakowski presented Elder Care and Public Transit annual report. Director Rodakowski thanked the Commissioners and the City of Dickinson for the continued support. Director Rodakowski introduced Rose Drake and Erin Humphrey. She stated Public Transit has increased ridership; top transits in 2022 are work and medical, and then shopping, etc. In 2022, there were 24,909 trips. She stated this service needs to sustain. They need to maintain/increase funding, and continue relationships with major partners. The income is \$2.6 million and expenses were \$2.8 million. She stated this shows a loss because of less funding, capital projects and repairs, less local match, and increased food costs. She stated the prediction is for 1,400 more meals this year. She stated Mr. Brian Kopp has received the Friend of Transit Award for the State of ND. Director Rodakowski reviewed their goals, which are financial stability, shopping, shuttle, etc. Again, Ms. Rodakowski thanked the Commissioners for all their support and service.

President Scott Decker stated Ms. Rodakowski and her staff do a great job.

**B. Public Hearing – Sundance Coves Lighting Special Improvement District**

Engineering and Community Development Director Skluzacek presented the Sundance Coves lighting project which is a special improvement district. He stated the protest period has now ended and the City had received 15 out of 189 properties protesting. He stated this is 7.9% of the property owners protesting. The project will begin design review next week, and get out to bid soon. This is definitely reasonable for a probability project for 2024.

President Scott Decker opened the public hearing at 5:16 p.m. Hearing no public comments, the public hearing was closed at 5:18 p.m. and the following motion was made.

MOTION BY: Suzi Sobolik  
Adopt Resolution No. 13-2023.

SECONDED BY: Robert Baer

**RESOLUTION NO. 13-2023**

**A RESOLUTION DETERMINING THE PROTESTS OF THE SUNDANCE COVES LIGHTING SPECIAL IMPROVEMENT DISTRICT NO. 202301-1 AND DIRECTION TO ADVERTISE FOR BIDS.**

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

Motion declared duly passed

**C. Public Comments not on Agenda**

Mr. Jeff Ficek from the SW Patriots stated on Mother's Day his son was struck on his bike by Villard and Sims and sustained major injuries. He stated both he and his wife thank and commend the Dickinson Police Department. Mr. Ficek stated Officer Danika and Lieutenant Hanel were quick to respond in handling this situation. He also thanked the Dickinson Fire Department and EMT's for their experience in emergency services in Dickinson and has nothing but good to say. He would like to thank the community, but this cannot be enough with all the prayers and thoughts for a horrible situation that turned out the best it could.

**9. COMMISSION**

No comments

**ADJOURNMENT**

MOTION BY: John Odermann

SECONDED BY: Jason Fridrich

Adjournment of the meeting was at 6:30 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: \_\_\_\_\_ July 18, 2023