

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, Joe Ridl and Russ Murphy.

Telephone: None

Absent: None

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

MOTION BY: Jason Fridrich

SECONDED BY: Russ Murphy

To approve the November 4, 2025 meeting as presented with the addition of 3F. Abatement Hearing date.

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

2. CONSENT AGENDA

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

A. Approval of the City Commission Meeting Minutes dated October 21, 2025

B. Approval of Accounts Payable, Commerce Bank and Checkbook

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

3. ADMINISTRATION/FINANCE**A. RFP Approval for Appraisal Services**

City Administrator Dustin Dassinger presents to the Commissioners a Request for Proposal for professional appraisal services for three City-owned parcels requiring valuation. The purpose of the appraisals is to determine current fair market values. Administrator Dassinger states the three parcels are: Lot 1, Block 1, Prairie Meadows Subdivision which is 13.29 acres located west of the Dickinson Middle School; Lot 2, Block 1, Museum Center Addition which is 46 West Museum Drive which is 1.16 acres, Armory site; and Lot 1, Block 1, Museum Center Addition located at 66 West Museum Drive which is 3.93 acres, land where the Dickinson Law Enforcement Center is located. Two proposals were received and after review by the scoring committee consisted of City Planner Natalie Birchak, Senior Engineer Kris Keller, and City Administrator Dustin Dassinger, Valbridge Appraisal Services received the highest overall evaluation. Valbridge demonstrated strong qualifications, relevant experience with municipal and institutional properties, and a clear understanding of the scope of work. The firm also maintains a field office in Fargo, North Dakota, allowing for efficient project coordination and completion. The total amount of \$14,500 for the appraisal of the three parcels.

MOTION BY: Joe Ridl

SECONDED BY: Jason Fridrich

To approve Valbidge Appraisal Services for appraisal services of the three identified parcels.

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

Motion declared duly passed

B. Finance Committee Bylaw Changes

Deputy City Administrator Linda Carlson states the City of Dickinson has had a Finance Committee for the past two years. Bylaws were set up at the beginning and now the City is proposing two revisions: The first revision would be to change the title from Finance Supervisor to Deputy Finance Director. The second change would be under Terms. This change of terms of the citizens would be from one being a one-year term and the other a two-year term both interested citizens on the committee would serve two-year terms, one would start in an odd year and the other in an even year, and alternating going forward.

MOTION BY: Joe Ridl

SECONDED BY: Jason Fridrich

To approve the change in the Finance Committee Bylaw Changes.

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

C. Chapter 36-25 – Blighted Structure Penalty

City Attorney Christina Wenko presents Chapter 36-25 Ordinance Amendment which pertains to blighted structure penalty. She states this amends and re-enacts Section 6-25 which clearly states the penalty for a violation for blighted structures and junk and adds the following language: Any violation of this section shall be a class B misdemeanor.

MOTION BY: Robert Baer

SECONDED BY: Russ Murphy

To approve second reading and final passage of Ordinance 1836.

ORDINANCE NO. 1836

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 36-25
DAKOTA, RELATING TO PENALTIES FOR VIOLATIONS FOR JUNK
STORAGE AND BLIGHTED STRUCTURES**

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

D. 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.

MOTION BY: Jason Fridrich

SECONDED BY: Joe Ridl

To approve second reading and final passage of Ordinance 1837.

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 5, Nay 0, Absent 0
Motion declared duly passed

E. 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

MOTION BY: Russ Murphy SECONDED BY: Jason Fridrich
To approve second reading and final passage of Ordinance 1838.

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

F. Abatement Hearings

4. PUBLIC WORKS

5. PUBLIC SAFETY

No Report

No Report

6. COMMUNITY DEVELOPMENT SERVICES

A. Chapter 16 – Environment

MOTION BY: Robert Baer SECONDED BY: Joe Ridl
To approve second reading and final passage of Ordinance 1835.

**AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 16,
RELATING TO OIL WELL ESTABLISHMENT, REQUIREMENTS, AND
APPROVAL PROCESS**

B. Baler Building Bank of North Dakota Loan

Senior Engineer Kris Keller presents a bond resolution for the City of Dickinson to execute the Solid Waste Revenue Bond, Series 2025 and associated agreement with the Bank of North Dakota for a loan from the Infrastructure Revolving Loan Fund. The total Bond and BND Infrastructure loan amount request is \$5,000,000. This would be a 20-years loan with a 2% interest. The proceeds of the loan will be used for the construction of the Baler Building. The City Engineering, Public Works, and Finance staff recommends approval.

MOTION BY: Jason Fridrich
To approve Resolution 49-2025.

SECONDED BY: Russ Murphy

RESOLUTION NO: 49 - 2025
\$5,000,000
CITY OF DICKINSON, NORTH DAKOTA
SOLID WASTE REVENUE BOND, SERIES 2025
(INFRASTRUCTURE REVOLVING LOAN FUND)
BALER BUILDING EXPANSION

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

C. Engineering and Community Development Coordinator Job Description

Engineer and Community Development Director Joshua Skluzacek presents for consideration is a job description for the Engineering & Community Development Coordinator. The pay grade change for this position was approved with the 2026 budget from a G-11 to a G-12. This position prepares and organizes all building permits for the City of Dickinson which is a large number of individual transactions, and the total amount of the transactions is significant, handles the sales of the City owned cemetery plots and Mausoleum crypts and niches and handles large amounts of data entry which requires consistency and accuracy for quality data integrity. The Engineering & Community Development staff recommends approval.

MOTION BY: Robert Baer
To approve the Engineering and Community Development Coordinator Job Description.

SECONDED BY: Joe Ridl

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

D. Engineering Technician Job Description

Engineer and Community Development Director Joshua Skluzacek presents for consideration is a job description for the Engineering Technician. The pay grade change for this position was approved with the 2026 budget from a G-12 to a G-14. Key attributes to support the need for the pay grade increase are: Completes utility and concrete inspections, completes North Dakota One Call Ticket utility locates, miss marks or no marks of underground infrastructure are a significant risk to the City of Dickinson, completes pavement management planning and forecasting utilizing the City of Dickinson Pavement Management Plan, this is a significant annual cost savings compared to when this scope of work was outsourced. Also completes GIS drafting and data entry of utilities which reduces the time required for future North Dakota One Call Tickets and staff time across multiple departments to utilize the mapped data without having to sort through individual records. Director Skluzacek state the Engineering & Community Development staff recommends approval.

MOTION BY: Robert Baer
To approve the Engineering Technician Job Description.

SECONDED BY: Joe Ridl

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

E. GIS Technician Job Description

Engineer and Community Development Director Joshua Skluzacek presents a job description for the GIS Technician. This is a new position for the engineering department. This position was approved with the 2026 budget with a paygrade G-14. This position would be responsible for Creating and maintaining geospatial data, Ability to assist with completing North Dakota One Call Ticket utility locates,

capable of writing script in Python and Arcade, and develop maps for multiple departments to use to increase their efficiency. Director Skluzacek states Engineering & Community Development staff recommends approval.

MOTION BY: Robert Baer
To approve the GIS Technician Job Description.

SECONDED BY: Joe Ridl

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

F. Sims – 2nd Street E to 9th Street E SRF Loan for Approval
Engineer and Community Development Director Joshua Skluzacek presents for the bond resolution for the City of Dickinson to execute the Drinking Water State Revolving Fund and Clean Water State Revolving Fund Loan through the North Dakota Department of Environmental Quality. The loan details are listed below. He states the total DWSRF loan amount request is of \$1,000,000 and CWSRF loan amount requested is of \$1,000,000. The loan is intended to be used for the approximate 2,150 lineal fee of cast iron watermain and service line replacements within the project and the storm sewer upsizing and extension from 2nd St E to 5th 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, Public Works, and Finance staff recommends approval. He states the bond shows an interest rate of 1.5% plus a .5% administrative fee.

MOTION BY: Jason Fridrich
To approve Resolution 50-2025.

SECONDED BY: Russ Murphy

RESOLUTION NO: 50-2025
CITY OF DICKINSON, NORTH DAKOTA

\$1,000,000 SALES TAX REVENUE BOND, SERIES 2025B (DW)
\$1,000,000 SALES TAX REVENUE BOND, SERIES 2025C (CW)

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

7. **PUBLIC HEARING – 5:00 P.M.**
A. Swearing in of Youth Commission

Marketing Director Carter Fong proudly presents the 2025-2026 Youth Commission. He states that in 2021 the Youth Commission group was created and in 2025 it has renewed energy. He is former civic teacher and enjoys these other duties as assigned. He states the following students are in grades 9, 10, and 11 and are from Dickinson High School and Dickinson Catholic Schools. The students are looking forward to working with the Commissioners.

President Scott Decker swears in the following Youth Commission. Alena Anderson, Ghieanaliyah Ayuyu, Cooper Bren, Noah Eilts, Lorelei Emter, Adele Fox, Jordan Ham, Holden Kopari, Hetta Skaare, Ellie Spradling, and Hensley Strain.

The Students introduce themselves, their grade in school and the school they are from.

President Scott Decker states the Commission is looking forward to the next year with these students and thank them for their events that have happened already.

B.Public Hearing – Chapter 6 Ordinance Amendment
City Attorney Christina Wenko presents a Chapter 6 amendment and re-enacts Section 6-81 which clarifies additional language in the code. The language of the raising and keeping of domestic fowl or livestock is hereby prohibited, except as permitted in the zoning

Scott Decker, President
Board of City Commissioners

Date: November 18, 2025