

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: Robert Baer

To approve the October 7, 2025 meeting as presented.

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

2. CONSENT AGENDA

MOTION BY: Robert Baer

SECONDED BY: Joe Ridl

A. Approval of the City Commission Meeting Minutes dated September 16, 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. Library Board Appointment – Susan Josephson**

Deputy City Administrator Linda Carlson states on September 10, 2025 Library Appointment Luke Hurt resigned. Interviews were held in July for a new board member. The library board decided to nominate the next candidate in line to fill the vacant position for one year term. Deputy City Administrator Carlson along with the Library Board would like to appoint Susan Josephson.

Ms. Susan Josephson states she is honored to serve. She states her mother was a librarian and she has been a patron of the library since she has been five years old and beginning with Dr. Suess. She states the library in Dickinson is a treasure for every community and of all ages. She loves the library in Dickinson as it has a variety of items to offer and the programming involves the community.

MOTION BY: Russ Murphy

SECONDED BY: Robert Baer

To approve the appointment of Susan Josephson to the Dickinson Library Board for a one-year term.

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

B. Fire Prevention Week Proclamation

Deputy Fire Chief Mark Selle states this is Nationwide Fire Prevention Week from October 5-11, 2025 and the Fire Department has been in the schools already for a couple of days.

He states the Community Breakfast the Fire Department put on brought in 500 to 600 people.

President Scott Decker reads the proclamation which states Fire Prevention Week is from October 5th to October 11, 2025. President Scott Decker thanks everyone who has worked so hard.

MOTION BY: Jason Fridrich
To approve the Fire Prevention Week Proclamation.

SECONDED BY: Joe Ridl

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

C. City Commission Board Assignments

President Scott Decker presents the City Commission Board Assignments to include changes to the Joachim Museum Board, Stark Historical Society. He asks for discussion and receiving no discussion the following motion was made.

MOTION BY: Robert Baer
To approve the City Commission Board Assignments as presented.

SECONDED BY: Russ Murphy

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

D. 2026 Proposed Budget

Deputy Finance Director Katie Greenwood presents the 2026 budget. She states this is the second reading. There have been no public comments on the 2026 budget nor any changes brought forward since the first reading. She states the general fund shows an increase of 7.79% due to a 3% general inflation, salaries include a 2% merit, 3% COLA and 15% health insurance. The general fund is anticipated in receiving \$12 million in revenue, transfer from \$17.4 million, usually large transfer from oil impact and this year can transfer from general of \$3.7 million. The City will most likely come under budget with expenditures. Cash balance is about \$7.3 million for general fund estimate. Director Greenwood reviewed all city funds – overall increase of city funds 8.36%; general inflation of 3%; use cash on hand on some infrastructure. Financial software replacement – start looking for a new software so put money in budget for that; phone system upgrade and 4 police cars – capital requests. Proposed subsidy amounts are similar to last year. She states the ARPA funding needs to be used by 12/31/26 and remaining will be used for EMS.

MOTION BY: Russ Murphy
To approve second reading and final passage of Ordinance 1830.

SECONDED BY: Joe Ridl

ORDINANCE NO. 1830

ANNUAL APPROPRIATION AND TAX LEVY

AN ORDINANCE ENTITLED “THE 2026 ANNUAL APPROPRIATION AND TAX LEVY” APPROPRIATING THE SUM OF MONEY NECESSARY TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF DICKINSON, NORTH DAKOTA, AND MAKING THE ANNUAL TAX LEVY FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026, INCLUSIVE.

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

E. 2026 Fee Schedule

Deputy Finance Director Katie Greenwood presents the 2026 Fee Schedule. She states the new schedule sewer rates match the water rates; camera inspections, etc. She states the new fee schedule will go into effect on January 1, 2026.

Commissioner Jason Fridrich thanks Ms. Greenwood and staff for a good process and the 2026 budget went really smooth.

MOTION BY: Robert Baer
To approve Resolution 42-2025.

SECONDED BY: Joe Ridl

RESOLUTION NO: 42 - 2025
A RESOLUTION AMENDING CITY OF DICKINSON FEE SCHEDULE

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

F. Dickinson Theodore Roosevelt Regional Airport Budget

Airport Manager Kelly Braun presents the 2026 airport budget. He reviews the expense summary page and income summary pages. He states there is nothing particularly attention grabbing in the column. Most of the increases due to increases of services. He states nothing really stands out in the increased funding for cost center. Airport Manager Braun states this is the tightest budget he has had in the past 18 years. They looked at the budget very keenly this past year as funds is previous and few. He didn't want to see the tax payers having to pay for increased taxes for the airport.

MOTION BY: Robert Baer
To approve the 2026 Dickinson Theodore Roosevelt Airport Budget.

SECONDED BY: Joe Ridl

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

President Scott Decker states he had flown out of Dickinson last week and the transition was smooth and nice and easy.

Manager Braun states bids were open this afternoon for the new airport. There were 50 bidders to participate in the project. There is no bid tabulation as of yet. JE Dunn will go through the bids and make sure everything is covered and then they should have the final number in the next week or so.

4. PUBLIC WORKS

No Report

5. PUBLIC SAFETY

A. Fire

No Report

B. Police

No Report

6. COMMUNITY DEVELOPMENT SERVICES

A. Chapter 16 and Chapter 62 Code Amendments – Oil Well Requirement

City Planner Natalie Birchak states the Development staff is requesting approval of a zoning text amendment to Section 16-166 - Conditional use permit, site plan, and Section 16-167 – Inspections, in Chapter 16-Environment, as well as Table 62-162-2. Permitted

MOTION BY: Russ Murphy SECONDED BY: Jason Fridrich
To approve second reading and final passage of Ordinance 1831.

**AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 16 &
CHAPTER 62, RELATING TO OIL WELL ESTABLISHMENT,
REQUIREMENTS, AND APPROVAL PROCESS**

Senior Engineer Kris Keller presents a task order with Bartlett & West Engineering to provide design, specifications, a QA/QC plan, and bidding assistance for the removal of the existing interior coating and installation of new coating on the East Water Tank. Bartlett & West was selected through a competitive Request for Proposal process. The firm's experience on similar projects for the Southwest Water Authority and having key personnel located in-state are the stand-out evaluation criteria for selection. The task order for this work is \$30,000 on a time & material, not-to-exceed basis. The Master Service Agreement and Task Order were reviewed by the City Attorney. The project will be funded by the GPT. The City Engineering staff recommends approval.

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

Engineer and Community Development Director Joshua Skluzacek presents a task order with Apex Engineering Group, Inc. to perform engineering services for the project number 202521 – Downtown Drainage Improvements project for a time and materials amount as specified in the task order of \$206,500.00. The City Attorney has reviewed this task order which will fall under the Apex Engineering Group, Inc. Master Service Agreement. The project was approved with the 2025 capital improvement project budget, and the engineering scope of work is to be paid for using Storm Water Fund as Cash on Hand. Director Skluzacek reviews the scope of work and key attributes. The city engineering staff recommends approval.

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

D. Demolition Bids for 22 S 10th Ave W, Dickinson, ND 58601

Code Enforcement Officer II Tiffany Stewart states in May, 2025 the City Commission had voted to move forward with the demolition of 22 S 10th Avenue West, Dickinson, ND 58601 – Lots 3-5, Block 26, Young’s 5th Addition Plus Portion Vacated Street - was approved by the City of Dickinson Commission on May 28, 2025. Following the approval, the Building & Codes Department requested bids for the demolition of the property. Officer Stewart presents the bids for proposal of the demolition:

- BG Excavation – did not return proposal
- Total Control Inc - \$39,800
- Edward H Schwartz Construction - \$119,829.42
- Prairie Paving and Maintenance - \$28,000

Ms. Stewart states the cost of the demolition along with the landfill costs will be assessed directly to the property. The City of Dickinson Building & Codes Department recommends moving forward with the bid from Prairie Paving and Maintenance of \$28,000.

MOTION BY: Russ Murphy

SECONDED BY: Joe Ridl

To approve the bid from Prairie Paving and Maintenance of \$28,000 dollars to demolish 22 S 10th Avenue West.

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

E. Demolition Bids for 219 5th Street East, Dickinson, ND 58601

Code Enforcement Officer II Tiffany Stewart presents bids for the demolition of 219 5th Street East, Dickinson, ND 58601 – E60’ Lot 7, Block 37, Original Plat - was approved by the City of Dickinson Commission on June 17, 2025. Following the approval, the Building & Codes Department requested bids for the demolition of the property. Officer Stewart presents the bids for proposal of the demolition:

- BG Excavation – did not return proposal
- Total Control Inc - \$8,800
- Edward H Schwartz Construction - \$21,158.82
- Prairie Paving and Maintenance - \$10,000

Ms. Stewart states the bids also include the removal of miscellaneous junk items at the property. Vehicles at the property will be tagged & removed by the City of Dickinson Police Department prior to beginning the demolition. The cost of the demolition along with the landfill costs will be assessed directly to the property. The City of Dickinson Building & Codes Department recommends moving forward with the bid from Total Control Inc of \$8,800.

MOTION BY: Robert Baer

SECONDED BY: Joe Ridl

To approve the bid from Total Control of \$8,800 dollars to demolish 219 5th Street East.

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

F.Monthly Report

Engineer and Community Development Director Joshua Skluzacek updates the Commissioners and public on the monthly report. They have received 27 individual application to include 8 plats, 3 Renaissance Zone, 1 future land use and 5 zoning text amend. There were 17 lot modification this year and 6 revitalization program applications. He states this is good to see that new program. There were 34 preapplication meetings. He states there was a weed board meeting – and this information was provided to the state for 807 weed and grass violations this year. Engineering – projects under construction are listed greater percentage complete to the least percentage complete. Highway 22 traffic signal poles did get into early November. He reviews the 2025 road maintenance projects – carrying into 2026 construction season

with storm sewer and watermain being area where storm sewer is extended. There are minimum expectations prior to shut down for the winter. Shinagle area is the big hinge in this area. They are monitoring the weather closely and daytime temperatures. Director Skluzacek states GIS has completed the Enterprise Software upgrades and this is a nice task to have behind them. They are also working with Eagle View to get a 1” pixel imagery for the next year flight.

7. **PUBLIC HEARING – 5:00 P.M.**

A. Public Hearing – Transportation Master Plan and Comprehensive Plan Presentation

City Planner Natalie Birchak states that since the year 2023 the City has been working with KLJ to update plan. The original was in 2013.

Mr. Wade Kline from Kadrmas, Lee and Jackson present the direction 2050 – maintenance and preservation. He states the city had an explosive growth. There were public engagements and they felt like listened to community to integrate some of what the community had. Looked at growth for casting to drive infrastructure planning. Looked specifically at housing, single family, did projection for future housing. He states they looked at existing and up through 2022 and back to the past and making forecast of future housing need both of income renter and owner housing. Future area land use pulls back from a very robust of land use plan of 2013. Areas around Dickinson – future land use – a lot of details in the plan. Community development includes parks and rec, natural history, cultural resources. He reviews the existing traffic and presents a 2050 traffic model and with growth that points out future a little more congestion on west business loop, segments of State or ND Highway 22. There are also 66 total projects – 13 planned; 14 short range 20 medium range 20, 19 long range plans. Project identification and refined priorities from Dickinson CIP. Mr. Klein thanks the Commission and Staff for the opportunity to work on this project

President Scott Decker thanks KLJ for all the work and City staff and the community. He states this is a great plan.

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

B. Public Haring – Rezoning Request – Stockert First Rezone

City Planner Natalie Birchak presents an application for requesting the approval 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 replating the property into one lot. The associated Stockert Third Addition Preliminary Major Subdivision Plat, listed as PLP-003-2025, was previously heard at the August 13th, 2025 Planning and Zoning Commission. Staff recommends approval of this rezoning request contingent upon final approval of the Stockert’s 3rd 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 5th Principal Meridian, Stark County, North Dakota, located within the City of Dickinson’s Extra-Territorial Zone.

President Scott Decker opens the public hearing at 5:15 p.m. Hearing no public comment, the public hearing was closed at 5:16 p.m. and the following motion was made.

MOTION BY: Robert Baer

SECONDED BY: Russ Murphy

To approve first reading 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 5, Nay 0, Absent 0
Motion declared duly passed

**C. Public Hearing – 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 while circumventing the typical subdivision process. Staff recommends approval of this text amendment. Ms. Birchak gives a little background. The North Dakota Century Code allows for the creation and recording of the irregular plats involved in the City of Dickinson's administrative lot modification process within NDCC Section 57-02-39: Irregularities of land to be platted into lots if required. As of now, the process requires a signature from the City Engineer with input from the City Planning Director or designee.

President Scott Decker asks if the City feels the one year would prevent avoidance. I was a little confused with Mr. Schrank comments.

Planner Birchak states this is what the City is trying to avoid from rezoning from R1 to R2 to implement duplex and could bring this bid and not telling full picture of that this can be a duplex or others. It is clearer immediately what the replace is going to look like.

Commissioner Jason Fridrich states he has no major concerns from the Planning and Zoning board. He is trying to understand about the year thing. If you can combine after year, why can't we combine it right away. No reason to go from R1 to R2 if you are building a house.

City Planner Birchak states we are trying not to be abused. An R1 to R2 applicant to rezone to R2 but not going to change to single family attached and then change it and would not have the people to comment on the change. Avoid rezone and pull rug out and say they are doing one thing and then when it gets rezone, they are changing their mind.

Community Development Director Josh Skluzacek states is not clear intentions of what is being done when the rezone is doing. Either lot split or lot combination. Especially going to higher densities, is there anything else that would create a conflict in that area. Intention to show transparency to P&Z and city commission to see what is intended.

President Decker states he is more comfortable with six months period of wait.

President Scott Decker opens the public comments up at 5:31 p.m. Hearing no public comments, he closes the public hearing at 5:32 p.m. and the following motion is made. This ordinance would be amended to six months.

MOTION BY: Jason Fridrich

SECONDED BY: Russ Murphy

To approve first reading 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 5, Nay 0, Absent 0
Motion declared duly passed

Commissioner Jason Fridrich questions if the City does have a lot of this happening. If this was happening then we would know of their intentions. He does not understand the combining or splitting part. What is going to be the difference.

Community Development Director Josh Skluzacek states that does sometimes change as that is not part of the discussion. Lot modification and we don't have any information of what that lot split/lot combination is until we see the document. If this is not in the best interest of the commission then it can be changed. Intent was to build transparency.

D. Public Hearing – 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. Historically, the City of Dickinson has considered outdoor storage and vehicle storage as two separate uses. The proposed zoning text amendment clears up the distinction, making application unambiguous. Ms. Birchak states this relation is to the auto services abuse. Motor vehicles shall not be subject to the parameters of this section of the primary use of the site. Screening of these vehicles not needed to screen until over 21 days of storage. Intent to clarify of how the city has been previously been enforcing this ordinance. Sent over 500 letters w/in 300' of any storage facilities. 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.

President Scott Decker opens the public hearing at 5:44 p.m. Hearing no public comments, the public hearing is closed at 5:45 p.m. and the following motion is made.

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

To approve first reading 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 1 (Ridl), Absent 0

Motion declared duly passed

9. **PUBLIC COMMENTS NOT ON AGENDA**
None

10. **COMMISSION COMMENTS**

Commissioner Robert Baer thanks Public Works Director Aaron Praus and Deputy Public Works Director Jacob Waldo for giving a tour to Commissioner Baer and his wife. He states there are a lot of things that go on behind the scenes. He said this was a good tour and especially that Commissioner Baer was given the remote-control mower a run for its money. Thank you.

Commissioner Robert Baer states the Commissioners are aware of the NDLC and the webinars on updates to the open records and open meetings law and information that Commissioners need to be aware of when people are contacting them and the Commissioners were within the law in regards to open meetings.

Commissioner Robert Baer states city staff approves certain projects. He feels that sometimes the general public gets confused as they think the entire city staff is giving their approval of the certain projects. He feels it would be better if each department state that their own staff recommend approval instead of the entire city approves of the project. He feels this would cut down on some of the confusion when the public hears this and knowing that it is not the entire city that is approving an item. He feels there is some confusion and that the employee and department should be more specific.

11. **ADJOURNMENT**

MOTION BY: Joe Ridl

SECONDED BY: Jason Fridrich

Adjournment of the meeting was at 6:05 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: October 21, 2025