

I. CALL TO ORDER

President Scott Decker called the meeting to order at 4:30 PM.

II. ROLL CALL

Present were: President Scott Decker, Commissioners Nikki Wolla, Carson Steiner and Sarah Trustem.

Absent: Commissioner Jason Fridrich via telephone.

1. ORDER OF BUSINESS

MOTION BY: Sarah Trustem

SECONDED BY: Carson Steiner

To approve the August 20, 2019 Order of Business as presented with the addition of A under Public Works of Highlands Engineering Change Order for Mill and Overlay.

DISPOSITION: Motion carried unanimously.

2. CONSENT AGENDA

MOTION BY: Carson Steiner

SECONDED BY: Nicole Wolla

A. Approval of meeting minutes dated August 1, 2019 and July 16, 2019.

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

C. Approval of Tracker Management Recycling Contract.

D. Approval of MDU Natural Gas Capacity Contracts.

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

3. ADMINISTRATION/FINANCE**A. Quarterly Financial Report**

Accountant Robbie Morey updates the City Commissioners on the Quarterly Financial Report. Accountant Morey states the report is consistent with the Treasurers Report. The investment account has no major changes. The 1% sales tax shows a 7% increase with a projected finish for the year of \$5.8 million dollars which is more than expected. The Hospitality Tax is expected to finish the year out higher than expected. Occupancy tax at this time is 12% higher than 2018. Accountant Morey states oil impact revenue is projected to finish just under \$13 million which a little bit ahead of the projection. He does state the aged trial balance does show some outstanding collection of 91+days overdue.

Commissioner Carson Steiner would like to have a five year comparison report on the sales tax revenue and the oil impact revenue.

Deputy City Administrator Linda Carlson states the City has implemented a collection policy and is working with DCI for the collections. She states at the end of 2019 the City will have a policy to write off some balances.

MOTION BY: Carson Steiner

SECONDED BY: Sarah Trustem

To approve the Quarterly Financial Report as presented.

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

B. Special Assessment Commission Appointment

City Administrator Joe Gaa presents a Citizen Interest Form for Cassia Austreim whom would like to be on the Special Assessment Commission. Administrator Gaa states the

City does have three openings for this Board. Staff does recommend approval of Cassia Austreim for Special Assessment Commission.

MOTION BY: Carson Steiner SECONDED BY: Sarah Trustem
To approve the appointment of Cassia Austreim to the Special Assessment Board.

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

C. Job Description – Records Clerk

HR Coordinator Shelly Nameniuk presents a Records Clerk Job Description. Ms. Nameniuk states staff have reviewed, updated and rescored the job description to more accurately reflect the duties of the position. The areas of the job description that changed in scoring were “Relations to Others” scored a 3D rather than a 2D. She states there is a great deal of communication with the public as they are the first point of contact at the Public Safety Center and respond to customer requests and issues daily by telephone, email and mail. The other area that increased is the experience requirement from a 2D to a 3D. We are asking that they have one to three years’ experience in a customer service, record keeping, administrative or office position to be eligible for this position. After rescoring this position, it scored at 425 points, and falls in Class II, Grade 2. City staff recommend approval. Ms. Nameniuk states there are two people in the department that this will affect. Originally the City is looking to comparable with dispatcher and now these duties really fall in line with Administrative Assistant and Utility Billing. Nothing has really changed as far as duties as I do not believe we were scoring them properly.

Commissioner Carson Steiner – this fits exactly of what we are trying to do. This is nice to see this grade upgrade.

MOTION BY: Carson Steiner
To approve the Job Description for Records Clerk.

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

D. Reports:

1. Introduction of new DDA Director

City Administrator Joe Gaa introduces the new DDA Director LoAnn Wegh.

Ms. LoAnn Wegh states she has taken on this position for the past two weeks and is honored to have been chosen. She states she would like for Dickinson to grow as this is a wonderful place. Ms. Wegh discusses the upcoming events and looks forward to working with the community.

2. Downtown Art Update – 128 1st Street West

City Administrator Joe Gaa update the Commissioners on the painting on 128 1st Street West.

Citizen Mark Billings states he has received a ND grant of \$5,000 for a community project. Mr. Billings presents a mural to be painted on the Todd Otto building which is located at 128 1st Street West.

3. Special Commission Meeting – 8/28/19 at 8:00 a.m.

This is a reminder of a Special Commission Meeting on August 28, 2019 at 8:00 a.m.

4. 2019 Star Library Award

Library Director Rita Ennen states the Dickinson Library has been awarded for the third year in a row the 2019 ND Star Library award. Ms. Ennen states this award is for outstanding service to the community. She states the top three libraries are compared for

similar library circulation, program attendance, WI-FI uses and other items. Ms. Ennen is happy to share this award with the City Commissioners.

5. Hiring Journal

HR Coordinator Shelly Nameniuk updates the Commissioner on the Hiring Journal which has one Police Officer position open, Design Engineer, Collections Route Operator, PT weekend Scale Operator, FT Scale Rep, and Inter Library Loan Librarian.

4. PUBLIC SAFETY

A. Fire Department

Reports:

1. None

B. Police Department

Reports:

1. School Resource Officer

Police Chief Dustin Dassinger states since the school year has started the School Resource Officer Program has been looking on expanding and making a better program. The SRO has a good working relationship with the Dickinson Public Schools.

Sergeant Brandon Stockie is a full time officer for Dickinson High School and Officer Tiffany Whinery is a full time officer at the middle school and the two of them split their time with the seven grade schools. Sergeant Stockie states last year there were 400 incidents with 196 at DHS; 102 at middle school and 4 at SW Community School. There were 70 vaping citations, 25 disorderly conduct, 22 unruly, 13 drugs and 9 assaults. Sergeant Stockie states programs offered such as bike safety, watch dog dads, text-a-tip, career fair, DARE, adopt-a-cop, athletic events, and others. The trends that officers are seeing are mental health issues at a younger age, vaping and tobacco use, assaults, disorderly conduct, unruly acts and marijuana use. Stockie states students are getting access to vapes as four retailers in Dickinson have sold to minors also you can purchase vapes on the internet and it can be sent to your house.

Police Chief Dustin Dassinger updates the Commissioners on the Annual Police Officers Convention that the Dickinson Police Department got 2nd in the Canine Division; 1st place in the Foot Race Pursuit with a four person team, also placed in the gun competition. Chief Dassinger states overall the Dickinson Police Department did very well.

5. ENGINEERING

A. Reports

1. None

6. PUBLIC WORKS

A. Highlands Engineering Change Order for Mill and Overlay.

Public Works Director Gary Zuroff presents a Highlands Engineering Change Order for the City project of mill and overlay which is located on Fairway Street. This area also includes 5th Street, 5th Avenue and Hillside area. This mill and overlay would include curb, gutter and ADA. Director Zuroff states while the work was being done they had come upon spongy soft ground and soft cuts were recommended. Zuroff did check with the City Engineer and decided areas in the base were soft and needed to be removed and replaced. He states not all water values needed to be dug out so some money was saved by not digging them out but there was an increase of \$117,000 to dig the sub cuts and do the paving.

MOTION BY: Carson Steiner

SECONDED BY: Sarah Trustem

To approve Highlands Engineering Change Order for Mill and Overlay.

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

7. PLANNING

A. Reports

1. None

8. BUILDING

A. Reports:

1. None

9. TIMETABLE AGENDA

5:00 p.m. – Public Hearings

1. State Avenue and 8th Street SW Striping

City Engineer Craig Kubas states the City is holding a public hearing to discuss the restriping of S. State Ave. and eighth Street south west. The streets were last striped in the 80's. Both State Avenue and 8th St., Southwest are four-lane streets that staff recommends a road diet be implemented reducing them to three lanes of traffic. A 3 Lane Rd. section can handle up to 17,500 vehicles per day. These streets are around 5000 vpd. We have three new layouts to discuss with the restriping, most of the difference is at the State/8th intersection. The fourth option would be to re-stripe as the existing 4 Lane street. Engineer Kubas states in general State Avenue, south of the railroad bridge will taper from a five lane section to a three lane section. Eighth Street west of State Avenue will taper from a two lane section to a three lane section. 8th street Near Highway 22 will also taper from a two lane section to a three lane section. Staff would recommend that with the additional pavement width available, bike lanes would be installed on both sides of each street. The existing raised median at that intersection makes it cumbersome to transition through traffic at the intersection. There is a suggestion of removing the island which would cost \$25,000 and this would be replaced with concrete. The total project needs to be a bid process. Staff would recommend the removal of this raised median

Commissioner Carson Steiner would like to see bike lanes. Commissioner Steiner feels the concrete island needs to be removed. Steiner does not see grain trucks backed up onto the street.

City Engineer Craig Kubas states just between river and railroad tracks, and 2nd street south trucks are parking on street when there are too many people at the elevator. Trail committee usage of south side of trail would be bikers. With the addition of the loop this would be beneficial to the bikers.

President Scott Decker feels removal of the concrete would be better for public works. President Decker's concern ultimately is the build out of State Avenue if it extends as there may be a project with park and rec. President Decker feels this project could be held off until next year.

Commissioner Sarah Trustem feels this project could be held off with potential changes in that area and see if that development will happen. She does feel safety is important.

President Scott Decker opens the public hearing at 5:20 p.m.

Resident Rick Beaudoin whom lives in Heart River subdivision. He feels State Avenue is a truck route and there are a lot of trucks. He feels if the City is going to spend the money they could do the same on 10th avenue east. Mr. Beaudoin feels not very many people walk on 8th Street North. Mr. Beaudoin has seen a lot of trucks cruising on that stretch and backed up onto 8th street to turn left when they hit head south where island is. Mr. Beaudoin suggests the sidewalk could be widened 2' instead of making a bike lane. He does feel the restriping would improve traffic flow. He feels everyone is in a hurry.

MOTION BY: Carson Steiner

SECONDED BY: Nikki Wolla

To approve Highlands Engineering Change Order.

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

2. Criminal Codes Updates Chapter 23

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:

Joe Gaa, City Administrator

Scott Decker, President
Board of City Commissioners

Date: September 3, 2019