

Memo

To: City Commissioners
From: City Staff
Date: 7/13/2023
Re: Order of Business for July 18, 2023 Commission Meeting

1. Order of Business

Consent Agenda

- A. Approval of Commission Meeting Minutes dated June 6, 2023, June 15, 2023, June 20, 2023 and June 28, 2023 (Enc.)**
- B. Approval of Accounts Payable, Commerce Bank and Checkbook (Enc.)**

3. Non-Timetable Agenda

Administration/Finance

- A. Monthly Financial Report (Enc.)**
- B. Reports:**
 - 1. Monthly Hiring Journal (Enc.)**

4. Public Works

A. ND Dept. of Environmental Quality Loan Application (Enc.)

It is a resolution that authorizes the filing of an application to the ND Dept. of Environmental Quality for a loan under the Clean Water Act. This in regards to the Clean Water SRF loan for the Cell 3-B 5 Landfill project.

B. Apex Engineering Task Order for Water Reclamation Facility (WRF) Facility Plan (Enc.)

The City of Dickinson Water Reclamation Facility (WRF) has been in operation for approximately 10 years of the 20-year design life. Although the facility has been operating well, analysis of various components are required to proactively plan for future operational and equipment needs: capacity, solids handling, electrical, controls and reuse supply. This Facility Plan will allow the City to budget capital improvements needed in the future and will satisfy the requirements for State Revolving Fund (SRF) funding.

C. Farm Lease – Tracy Heiser (Enc.)

5. Public Safety

A. Fire Department

Reports:

- 1. None**

B. Police Department

Reports:

- 1. None**

6. Community Development

A. Special Use Permit – 3936 6th Avenue East (Enc.)

A request for a Special Use Permit for a Home-Based Business/Home Occupation to be located at 3936 6th Avenue East in the City of Dickinson's Extra-Territorial Zone. Both the Planning and Zoning Commission and Development staff recommend approval subject to conditions.

B. Special Use Permit – 990 3rd Avenue West (Enc.)

A request for a Special Use Permit to expand an existing group day care located at 990 3rd Avenue West in Dickinson, North Dakota. Both the Planning and Zoning Commission and Development staff recommend approval subject to conditions.

C. Final Plat – Duchscher Subdivision (Enc.)

A request for a Preliminary/Final Plat for the Duchscher Subdivision a Replat of Lot 3, Block 1 of Braun Third Subdivision located in the SE ¼ of Section 34, Township 140N, Range 96W located in the City of Dickinson. The site consists of +/- 2.127 acres. Both the Planning and Zoning Commission and Development staff recommend approval.

D. Final Plat – North Lake Subdivision (Enc.)

A request for a Preliminary/Final Plat for the North Lake Subdivision located in the NW ¼ of Section 8, Township 139N, Range 96W located within the City of Dickinson’s Extra Territorial Zone. The site consists of +/- 11.65 acres. Both the Planning and Zoning Commission and Development staff recommend approval.

E. Highlands Engineering Task Order – North Industries Utilities Construction (Enc.)

F. Patterson Lake Imagery and LIDAR Proposal (Enc.)

G. KLJ Task Order – 2024 Road Maintenance (Enc.)

Included in your packed is Task Order 2304-01041, which outlines the proposed agreement with KLJ Engineering for the 2024 Road Maintenance Project (City of Dickinson project number 202401). This agreement is for the professional services consisting of Preliminary and Final Engineering Services associated with the 2024 Road Maintenance project.

The 2024 Road Maintenance Project will follow a process similar to previous years mill and overlay projects. We plan to present to the commission on potential areas to include in the project, considering factors such as need, future work planned for those areas, and budget considerations. Additionally, we propose the creation of a Special Improvement District (SID) to address assessments related to necessary concrete work. This approach aligns with the guidelines established with previous years road maintenance projects. The implementation of the SID will impact the project timing as we navigate the public notification process.

The task order will be billed at hourly rates with a not to exceed amount of \$19,200.

The city engineering staff recommends approval.

Motion

“Motion to (approve/deny) the KLJ Task Order Agreement for the 2024 Road Maintenance project.”

H. Transportation Master Plan and Comprehensive Plan Staff Report (Enc.)

I. Monthly Engineering Report (Enc.)

7. Public Hearing and Public Comments not on Agenda

A. SW Art Gallery and Science Center

B. Public Hearing – Chapter 29 Code Amendment (Enc.)

C. Public Hearing – Chapter 29 Code Amendment (Enc.)

D. Public Hearing – Chapter 9 Code Amendment (Enc.)

E. Public Hearing – Chapter 11 Code Amendment (Enc.)

F. Public Hearing – Rezoning Request – Riverview Addition Subdivision (Enc.)

A request for a Zoning Map Amendment from R2 to PUD for properties legally described as Lots 20-24, Block 1 of the Replat of Riverview Addition Subdivision and Lots 15-20, Block 2 of Fischer’s Addition Subdivision located in the NE ¼ of Section 9, Township 139N, Range 96W located within the City of Dickinson. The site consists of

+/- 2.08 acres. Both the Planning and Zoning Commission and Development staff recommend approval subject to conditions. This is the first reading. Note-a time certain public hearing is required.

G. Public Hearing – Rezoning Request – District Addition Subdivision (Enc.)

A request for a Zoning Map Amendment from CC to PUD for a property legally described as Lot 4, Block 1 of the District Addition Subdivision located in the NE ¼ of Section 32, Township 140N, Range 96W located within the City of Dickinson. The site consists of +/- 5.47 acres. Both the Planning and Zoning Commission and Development staff recommend approval subject to conditions. This is the first reading. Note-a time certain public hearing is required.

H. Special Events Permits

I. Public Comments not on Agenda

8. Commission