



REGULAR MEETING OF THE CITY COMMISSION AGENDA

Tuesday, December 03, 2024 at 4:30 PM
City Hall – 38 1st Street West Dickinson, ND 58601

Commissioners:

President: Scott Decker
Vice President: Robert Baer
Jason Fridrich
John Odermann
Joe Ridl

CALL TO ORDER

ROLL CALL

OPENING CEREMONIES: PLEDGE OF ALLEGIANCE

1. ORDER OF BUSINESS: CONSIDERATION FOR APPROVAL

A. Resolution No: 51-2024

Ordinance No: 1812

2. CONSENT AGENDA

A. Approval of Meeting Minutes dated November 19, 2024 (Enc.)

Presented by: President Decker

Consideration to approve

B. Approval of Accounts Payable, Commerce Bank and Checkbook (Enc.)

Presented by: President Decker

Consideration to approve

3. ADMINISTRATION / FINANCE

A. Legacy Square Bid Acceptance (Enc.)

Presented by: Administrator Dassinger

Consideration to approve

B. 2025 Tobacco License Renewal (Enc.)

Presented by: Administrator Dassinger

Consideration to approve

C. 2025 Alcohol License Renewals (Enc.)

Presented by: Administrator Dassinger

Consideration to approve

D. Recall Election Update

Presented by: Administrator Dassinger

E. System/Network Administrator Job Description (Enc.)

Presented by: IT Director Meyer

Consideration to approve

F. Multimedia and Computer Support Specialist Job Description (Enc.)

Presented by: IT Director Meyer

Consideration to approve

4. PUBLIC WORKS

5. PUBLIC SAFETY - FIRE

6. PUBLIC SAFETY - POLICE

7. COMMUNITY DEVELOPMENT

A. 202105- 4th Street E and 26th Avenue E Street Project Contract Amendment to Civil Science (Enc.)

Presented by: Engineer and Community Development Director Skluzacek

Consideration to approve contract

B. 2025 Watermain DWR Letter of Approval to Submit Grant Application (Enc.)

Presented by: Engineer and Community Development Director Skluzacek

Consideration to approve letter of approval

C. Dickinson High School DWR Letter of Approval to Submit Grant Application

Presented by: Engineer and Community Development Director Skluzacek

Consideration to approve letter of approval

D. Sims - 9th Street E to 2nd Street E DWR Letter of Approval to Submit Grant Application (Enc.)

Presented by: Engineer and Community Development Director Skluzacek

Consideration to approve letter of approval

8. PUBLIC HEARING AND PUBLIC COMMENTS NOT ON AGENDA – 5:00 PM

A. Abatement Hearing (Enc.)

Presented by: Assessor Hirschfeld

Consideration to approve

B. Public Hearing - Gate City Bank Revitalization Program

Presented by: City Planner Birchak

9. COMMISSION

10. ADJOURNMENT

Link for viewing City Commission Meeting:

<https://www.dickinsongov.com/meetings>

This link will not be live until approximately 4:30 am on December 3, 2024.

Teams Meeting: <https://tinyurl.com/CCM-12-03-2024-Teams>

Teas Meeting ID: 210 993 144 767

Meeting Passcode: QGXB3i

Teams Phone #: 1-701-506-0320

Phone Conference ID: 813 018 160#

Local Phone #: 701-456-7006

Persons who desire to be heard under Section 8 "Public Comments not on Agenda" may call in at (701) 456-7006 at 5:00 PM MT.

Persons desiring to attend the meeting who require special accommodations are asked to contact the City Administrator by the Friday preceding the meeting.

REGULAR MEETING DICKINSON CITY COMMISSION NOVEMBER 19, 2024

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, John Odermann and Joe Ridl

Telephone: None

Absent: None

1. PLEDGE OF ALLEGIANCE

2. ORDER OF BUSINESS

MOTION BY: Jason Fridrich SECONDED BY: Robert Baer
To approve the November 19, 2024 meeting as presented.

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

3. CONSENT AGENDA

A. MOTION BY: Joe Ridl SECONDED BY: Jason Fridrich

B. **Approval of Meeting Minutes dated November 5, 2024 with the change of
Medical Director Job Description Motion.**

C. **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. **Monthly Financial Report**

Deputy City Administrator Linda Carlson presents the monthly Financial Report to include the Treasurers Report which shows \$59 million dollars in working cash. She states the interest rate has dropped to 3.4%. The City has paid the SRF loans and Bonds on the annual basis. She states the 1% sales tax collection is \$238,000 dollars more than last year at this time. Hospitality Tax is \$22,561 dollars over 2023 and Occupancy Tax is about the same. Ms. Carlson reports oil impact is \$19,000 dollars short as compared to 2023. She reviews the revenue and expenses year to date.

MOTION BY: Robert Baer SECONDED BY: Joe Ridl
To approve the monthly financial report.

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

B. **HR Monthly Report**

HR Coordinator Shelly Nameniuk updates the Commissioners on the open positions as of date. Police Officers, there are four openings for officers; Fire Department has 9 openings for Firefighter Paramedics, 7 EMT openings and 5 PT Firefighters. She states Public Works has four openings and Community Development has two positions open.

5. PUBLIC WORKS

A. **Public Works Quarterly Report**

Public Works Director Aaron Praus reminds everyone of all the services provided by the Public Works Department. He reviews work order requests which were slightly higher this quarter, forestry was quite busy with the removal of 41 diseased trees and planted 19 new trees; Building and Grounds had completed their regular summer maintenance services and also had 70 reburials. Director Praus states the City has hired Chad Tormaschy at Fleet

Supervisor. He states the City had used around 5,000 gallons in gas and 4,500 in diesel per month. The 3rd quarter tonnages spiked, concrete, etc. He states the Street Department spent quite a bit of time durapatching. Water utilities had replaced 147 registers; 27 large meters. There was 772 million gallons of water from SW Water year to date with 54 million gallons sold for reuse and 163 million discharged into Heart River. He updates the Commissioners on the new hires.

Commissioner Robert Baer questions the elm tree injection process to see if they can save them. Also asks for an explanation of the work orders for solid waste which are typically high or average maintenance. Problems with the fleet as a high number of vehicles being services.

Public Works Direct Aaron Praus states solid waste units run 7 days a week and a lot of miles on. Solid waste has the most work orders such as tire rotation, oil changes, hoses leaking, etc. He states at this time the City has garbage trucks - 7 side load trucks; 3 front load trucks; 5 roll offs.

6. PUBLIC SAFETY

A. Fire

None

B. Police

1. Tobacco/Alcohol Compliance Update

Police Chief Joe Cianni states that on October 29, 2024 tobacco compliance checks were completed on 15 businesses. The failed tobacco compliance checks were Vapes on west Villard – 2nd violation; Pit Stop – 21st Street West – 2nd violation; Lucky Express on 12th Street – 1st violation; Hub on Villard – 1st and Loaf and Jug 1st violation. Chief Cianni states 10 alcohol compliance checks were completed on November 6, 2024 and the following businesses were in violation: Blue 42 on west Villard - 1st violation; Neighbors – 1st violation; Southside Saloon 1st violation and letters have not gone out prior to this information as they will go out later this week. New ownership at the Southside Saloon but the manager was the same.

7. COMMUNITY DEVELOPMENT SERVICES

A. SRF Consulting Contract Amendment

Senior Engineer Kris Keller presents a SRF Consulting Contract Amendment for 9th Street West and 5th Street West. This would be for the development of final design and plans, public improvement and other, modify intersection. The location is on the East side of Rocky Butte Park. This modification will improve the safety. The cost is \$215,223. And is in the 2024-2025 budget and will be paid for with Gross Production Tax. City Attorney Christina Wenko has reviewed contract.

MOTION BY: Jason Fridrich

SECONDED BY: John Odermann

To approve the SRF Consulting Contract Amendment for 9th Street West and 5th Street West.

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

B. 2025 Road Improvement Project SID 202501-1

Engineer and Community Development Director Joshua Skluzacek presents the resolution to protest for 2025-01-1 district established 38-2024. Protest period ended 10/25/24. Total protest 45% of overall district. Benefits for this project are street, curb, gutter and sidewalks. The total cost of the project is \$1,910,680.10. During a work session it was discussed to reduce the total assessment and the City of Dickinson would pay 100% for the curb and gutter at a reduced interest rate. The average 10-year tenure treasure note of 3.7%, that is being proposal. Duration for the special improvement district would be 10 years as otherwise noted. Director Skluzacek states if the resolution is approved engineering staff

will proceed. The City will cover 100% of curb and gutter and sidewalks will be specialized to the property owner. The sidewalk would need to be in prior to the City coming in and doing the road. Director Skluzacek states sidewalks do require a permit.

Commissioner John Odermann gives a lot of credit to Mr. Skluzacek and his staff as they are always super professional. Engage in public in professional manner and throughout process actively trying to find solution that can work for the City and property owners to make sure this work gets done and Commissioner Odermann does really appreciate it personally as he has been talking about interest rate for 4.5 years. This is a much better solution than what it would have been if the City ran it through. Thanks for putting the work into this.

Mr. Paul Bartholomew questions if the property owners will we have a window to get the sidewalk done and can his contractor meet with the staff. Can we go ahead with the sidewalk this year? Mr. Bartholomew thanks Mr. Skluzacek and his staff.

Mr. and Mrs. Tom and Joann Sahr state since last meeting people have come to meet with us. The project was discussed worked things out and rather than 500’ of new sidewalk we got down to 280 ‘and didn’t have to put a sidewalk into nowhere. Thank you for working with the people.

Commissioner Robert Baer discussed Shinagle and Garfield and the plowing of right on corner. He noticed damage because of the plows hitting it. He feels this is from the melting and freezing that the sidewalk is damaged. Come up with a plan to move snow somewhere else.

Public Works Director Aaron Praus states the snow is rolled up against curb as close as it can and once it is spring try to get it out. People are doing some of their own snow removal and pushing it up and gets to be a stock pile.

Commissioner Jason Fridrich is concerned about setting the interest rate today as it might be going down. He questions if they should set the interest rate today or when it is going to be certify. Do time of certification as it will be the most current rate.

City Attorney Christina Wenko states what if the rate goes up. Property owner needs to know what it is. Everyone is aware. Not changing the rules down the road.

MOTION BY: John Odermann
Adopt Resolution No. 47-2024.

SECONDED BY: Jason Fridrich

RESOLUTION NO. 47-2024

A RESOLUTION DETERMINING WRITTEN PROTESTS TO THE 2025 ROAD MAINTENANCE PROJECT SPECIAL IMPROVEMENT DISTRICT NO. 202501-1 DIRECTING THE FILING OF AN ENGINEER’S REPORT REGARDING THE SAME, AND DECLARING THAT IT IS NECESSARY TO MAKE THE IMPROVEMENTS DESCRIBED THEREIN.

DISPOSITION: Roll call vote...Aye 4, Nay 1 (Ridl), Absent 0
Motion declared duly passed

Commissioner Joe Ridl states even though we have come together the terms his vote will still be No.

C. 2025 Watermain Project SID 202503-1
Engineer and Community Development Director Joshua Skluzacek presents the 2025 watermain project SID 202503-1. He states the protest period ended 10/25/2024 with an overall protest is 5%. Street curb and gutter are need of repairs. Several sidewalks are not

ADA compliant. Extend life expectancy of the street. Total projected cost of the project is \$4.69 million which is funded through SID, possibly a State Water Grant and the revolving fund. Total assessment \$911,242.60. This assessment amount will be paid for 10 years at 3.7%. The curb and gutter will not be included in special assessment as the City will be paying for curb and gutter.

Mr. Dan Roller speaks on behalf Hilda Lamprecht. Mr. Roller appreciates all the City staff time and thank you for taking the time to look at the project.

MOTION BY: John Odermann
Adopt Resolution No. 48-2024.

SECONDED BY: Robert Baer

RESOLUTION NO. 48-2024

A RESOLUTION DETERMINING WRITTEN PROTESTS TO THE 2025 WATERMAIN AND LEAD SERVICE LINE REPLACEMENT PROJECT SPECIAL IMPROVEMENT DISTRICT NO. 202503-1 DIRECTING THE FILING OF AN ENGINEER’S REPORT REGARDING THE SAME, AND DECLARING THAT IT IS NECESSARY TO MAKE THE IMPROVEMENTS DESCRIBED THEREIN.

DISPOSITION: Roll call vote...Aye 4, Nay 1 (Ridl), Absent 0
Motion declared duly passed

D. Final Plat – West Ridge 4th Subdivision
City Planner Natalie Birchak presents an application requesting the approval of the West Ridge 4th Addition Subdivision being the Replat of Lots 13-15, Block 6 of the Replat of West Ridge 1st Addition, Block 1, Lots 1 & 17-21, located in the SW1/4 of Section 31, Township 140 North, Range 96 West, of the 5th Principal Meridian, City of Dickinson, Stark County, North Dakota. According to the applicant, the purpose of the proposed subdivision is to construct nine units, with seven townhomes on individual lots and two units on one duplex lot. The seven townhome units on individual lots will be sold to the occupants, and the duplex units will be rented out by the developer. The site is currently zoned Medium-Density Residential (R-2), and the proposed subdivision is +/- 1.51 acres.

MOTION BY: Jason Fridrich
Adopt Resolution No. 49-2024.

SECONDED BY: Robert Baer

RESOLUTION NO. 49-2024

A RESOLUTION APPROVING FINAL PLAT ENTITLED WEST RIDGE 4TH ADDITION STARK COUNTY, NORTH DAKOTA

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

E. Final Plat – Dvirnak Subdivision
City Planner Natalie Birchak presents a request for approval of a Minor Subdivision Plat for the Dvirnak Subdivision, being a replat of Lots 5A, 5B, and 6 in Block 3 of the Country Oaks Estates Second Addition, located within the SW1/4 of Section 28, Township 140 North, Range 96 West, of the 5th Principal Meridian, in the City of Dickinson, Stark County, North Dakota. According to the applicant, the purpose of the proposed subdivision is to divide Lot 5B and combine the south 58 feet with Lot 6 to construct a detached garage. The lot is currently zoned Medium-Density Residential (R-2), and the proposed subdivision is +/- 0.72 acres. Staff recommends approval of the Dvirnak Subdivision.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

Adopt Resolution No. 50-2024.

RESOLUTION NO. 50-2024
A RESOLUTION APPROVING FINAL PLAT ENTITLED
DVIRNAK FIRST ADDITION
STARK COUNTY, NORTH DAKOTA

DISPOSITION: Roll call vote...Aye 5, Nay 1, Absent 0
Motion declared duly passed

F. Pavement Management Plan Update Contract Amendment at MDST

Senior Engineer Kris Keller presents for consideration a contract amendment to perform additional pavement management study activities. The activities include: work history update, map update, 5-yr rehabilitation plan update, results report, and general consultation. The intent of the update is to extend the timeframe for completion of a new full Pavement Management Plan. The contract for services is for **\$5,830** on a Time & Material Not-to-Exceed basis. The City Attorney has reviewed the contract. The City Engineering staff recommend approving this contract.

MOTION BY: John Odermann SECONDED BY: Jason Fridrich
To approve the Pavement Management Plan Update Contract Amendment at MDST.

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

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

A. Seth Helgeson

Mr. Seth Helgeson questions who is the City Auditor: Dustin Dassinger. He states the recall petition was filed on 8/1/2024 as Dickinson does not have a City Auditor. He states they were told that they needed 25% of voters to sign the petitions. He reviews Home Rule Charter and he states that it states they only needed 15% need number of recalls. Reviews century code. Opinion in Home Rule Charter is 15%. Mr. Helgeson states the City is not following ND Constitution, ND Century Code, and not the Home Rule Charter. He questions what is the Commissioners following at this time.

President Scott Decker states that the City is abiding by the Attorney General ruling.

Resident Seth Helgeson calls to discuss the Century Code and Home Rule Charter discussion of voting. He is trying to understand of what the Commission have to obey.

B. Swearing in of Policer Officers

President Scott Decker swore in the following Dickinson Police Department Police Officers: Officer Jaidynn Claxton, Officer Matthew Schagunn, Officer Robert Kleinholz, and Officer Russell Priewe

C. Transportation Master Plan and Comprehensive Plan Update Presentation by KLJ Engineering.

City Planner Natalie Birchak presents the KLJ Comprehensive Plan update. KLJ was not able to send out because of weather. Planner Birchak states the City is in the middle stages of development existing conditions are established in the plan. She states the study area is focused on downtown Dickinson. Transportation plan extends into ETZ. She states the population is a focus, population trend more realistic in how it is going to grow. The first step is to focus on establishing a connection with the community. Housing and economic opportunities along with parks and rec. were the focus to see in Comp Plan. Vehicle complaints were a top priority when navigating the City. Future plans deemed as the stop light map and infield development shown. The transportation aspects of where bypass and trucks will be to keep out of center of City. Also, where 15th street connection to 30th.

Engineer and Community Development Director Joshua Skluzacek states there was a discussion last week and the City initiated discussion with Dickinson Public Schools and NDSU to have an initial discussion on where they lie on right away dedication and concerns.

President Scott Decker opens public hearing 5:27 p.m. Hearing no public comment, the public hearing was closed at 5:28 p.m.

G. Public Comments on Agenda

Mr. Dean Kluver who has been a resident since 2016 whom is a father, painter and etc. asks everyone to reach under seat and grab nothing. Nothing is something that we have in surplus. Excess is a sin. When someone does nothing it reminds him of the 7 deadly sins. These sins are to spur others. Change the dialog that have been going on. He states since it is Thanksgiving, he would like to share what he is thankful for. He is thankful for is to share that tradition with the Council. Mr. Kluver states Dr. Baer you stand taller than anyone in the room as you do so much for those in need. Commissioner John Odermann he is thankful for your dialog, lift the veil of uncertainty and bring clarity. President Scott Decker, Mr. Kluver is grateful for honest conversation. When Mr. Kluver was running for City Commission, not always did President and Mr. Kluver see eye to eye but still have open dialog. Commissioner Jason Fridrich thank you for giving me the work, thank you for your hard work and dedication in decisions, embody quality of true leader and upcoming support in election; Commissioner Joe Ridl thank you for the fellowship, leadership, Shepard all the sheep that have gone astray. Administrator Dustin Dassinger for your life long service; contribution resonate for generations. Mr. Kluver states for City Attorney Christina Wenko, truly Ms. Wenko you scare the hell out of me. Ms. Wenko ability to navigate complexity of law and confidence as a whole. She is sharp, master of craft and role model across the state. Mr. Kluver is hoping his daughter has someone to look up to. Mr. Kluver would like to thank the incredible community as words cannot fully capture all that you mean to me.

Mr. David Steinbach reviews the last commission meeting in regards to the special assessments on street improvement repairs. He questions why should all of those of us now be subject to pay special assessments. Some people got special treatment on this. He states he is 3' inside of the boulevard.

President Scott Decker states when the City did bare minimum for specials it was no fault of the City. At that time the City didn't have the ability to participate that the City is covering the road section. They did not have the ability so in the past they chose to go through property tax and other means to pay for small repairs. It fell upon this Commission that we are falling far behind. The roads are worn more in disrepair and the City had to proceed and in 2019 we started SID.

Mr. Jim Jensen is curious about transparency. He would like to see all from both sides of what is going on. On the bids I never seen a bid that there is possible of 40% more. A bid is a competition

Mr. Kenny Kostelecky discusses the project on the Shinagle Addition, to replace curbing which is cracked. The cracking is from the street coming into the curbing. If you replace curving with concrete the crack is coming back. Now to replace curbing are you going to guarantee it is not going to crack. I cannot afford \$14,000. Come in and seal the cracks so they flex.

Mr. Paul Bartholomew appreciates the due diligence and looking over Washington 4th. He states Josh was very professional and he didn't get results hoping for from the City. Mr. Odermann, I apologize as I didn't have much time to reponed. Commissioner Ridl, thank you for your time. Commissioner Baer, thank you for your time. Commissioner Fridrich,

thank you for the knowledge. Appreciate professionalism from Josh. Appreciate your help.

9. COMMISSION

A. Home Rule Charter

Commissioner Robert Baer states in light of everything that has been happening he questions if this would be a good time to have the Home Rule Charter updated. He feels this is old information and needs to be updated.

City Attorney Christina Wenko states this is has to be a specific process and this would require a vote of the people. She can certainly review. In light of Attorney General's opinion, it is pretty clear of the direction we are going. The Home Rule Charter is 30 some years old.

Commissioner Robert Baer will not be present at next commission meeting which will be the first meeting of December.

B. Youth Commission

Commissioner John Odermann updates the Commission on the excitement with the Youth Commission. He states the Youth Commission has really hit the ground running this year and this group has a real energy to it and they have servant hearts. They are working on putting together a group of youth to help shovel for elderly. If you are watching or listening, please reach out to Commissioner Odermann. He states there are 45 kids signed up that want to volunteer to remove snow. Service project huge impact on the community. If interested and need help moving snow. Putting list together.

ADJOURNMENT

MOTION BY: Robert Baer

SECONDED BY: John Odermann

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: December 3, 2024

Please Approve the following Manual Checks		
CK#129373	DOMESTIC VILENCE & RAPE CENTER	4221.15
CK#129374	FLORIDA STATE DISBURSEMENT UNIT	161.54
CK#129375	MONTANA DAKOTA UTILITES	45027.48
CK#129376	WI SCTF	244
CK#129377	UNITED STATES TREASURY	300
CK#129378	REVOLVING FUNDS	1625
CK#129504	PRINCIPAL LIFE INSURANCE COMPANY	17100.1
CK#129505	CONSOLIDATED COMM NETWORKS	3197.27



Commerce Bank®
Member FDIC

Challenge Accepted.®

Section 2. Item B.

Visa Purchasing

Billing Period: 11/12/2024 - 11/25/2024
Account Number: XXXX-XXXX-XXXX-

Page 1 of 6

Account Summary

Previous Balance	\$33,149.12
Purchases & Other Charges	\$39,809.82
Cash Advances	\$0.00
Cash Advance Fees	\$0.00
Late Charges	\$0.00
Finance Charges	\$0.00
Credits	\$393.85
Payments	\$33,149.12
New Balance	\$39,415.97
Credit Limit	\$120,000.00
Cash Limit	\$120,000.00
Available Credit	\$80,584.03
Disputed Amount	\$0.00
Statement Closing Date	November 25, 2024
Days in Billing Cycle	14

Payment Information

New Balance	\$39,415.97
Minimum Payment Due	\$39,415.97
Payment Due Date	December 02, 2024

Contact Us

For Customer Service Call:	1-800-892-7104
Outside The U.S. Call:	1-402-691-7800

Send Billing Inquiries To: COMMERCE BANK
PO BOX 414084
KANSAS CITY MO 64141

Important Messages

AS A REMINDER, YOUR NEXT AUTOPAY WILL BE PROCESSED ON YOUR PAYMENT DUE DATE. IF YOU HAVE ANY QUESTIONS, PLEASE GIVE US A CALL AT 1-800-892-7104.

Corporate Account Activity

Tran Date	Post Date	Reference Number	Transaction Description	Amount
11/18	11/18		AUTO PAYMENT - THANK YOU!	\$33,149.12 CR

PLEASE DETACH COUPON AND RETURN WITH YOUR PAYMENT.

COMMERCE BANK - COMMERCIAL CARDS
PO BOX 414084
KANSAS CITY MO 64141-4084

CITY OF DICKINSON
LINDA CARLSON
38 1ST ST W
DICKINSON ND 58601-5106

Account ID:
Account Number: XXXX-XXXX-XXXX-
Payment Due Date: December 02, 2024
New Balance: \$39,415.97
Minimum Payment Due: \$39,415.97

AMOUNT ENCLOSED

Use enclosed envelope and make check payable to:
COMMERCE BANK

COMMERCE BANK - COMMERCIAL CARDS
PO BOX 846451
KANSAS CITY MO 64184-6451

800000188386IIII 003941597003941597



Cardholder Account Activity

Tran Date	Post Date	Reference Number	Transaction Description	Amount
LEONARD SCHWINDT 0000-				
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits
Credit Limit: \$3,500.00			\$924.68	\$0.00
				Total Activity
				\$924.68
11/20	11/22	24000974326717600896841	ALLEGNT AIR,86F 702-5058888 NV NM: SCHWINDT LEONARD W TKT: 86F OARP: BIS SVC: E DARP: LAS DEP: 02-21-25 OARP: BIS SVC: E DARP: LAS DEP: 02-21-25	\$389.00
11/20	11/21	24036294325718802349250	ALLIANZ TRAVEL INS ALLIANZINS.USVA	\$23.34
11/20	11/22	24000974326717602083943	ALLEGNT AIR,STC 702-5058888 NV NM: DUKART BLAINE R TKT: STC OARP: BIS SVC: E DARP: LAS DEP: 02-21-25 OARP: BIS SVC: E DARP: LAS DEP: 02-21-25	\$389.00
11/20	11/21	24036294325714809532824	ALLIANZ TRAVEL INS ALLIANZINS.USVA	\$23.34
11/21	11/22	24692164326108164751153	NDSU-EXT PEST PRO 701-231-7180 ND	\$100.00
FIRE DEPARTMENT 0000-				
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits
Credit Limit: \$10,000.00			\$3,150.00	\$0.00
				Total Activity
				\$3,150.00
11/13	11/14	24559304318900011868360	NATL ASSOC OF EMS EDUCATO412-3434775 PA	\$260.00
11/14	11/15	24445004320400171415128	WM SUPERCENTER #1567 DICKINSON ND	\$117.00
11/18	11/19	24064664324500002148942	LADDER CO LADDERCOLEATHGA	\$2,773.00
SHELLY NAMENIUK 0000-				
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits
Credit Limit: \$5,000.00			\$660.00	\$0.00
				Total Activity
				\$660.00
11/14	11/15	24064664320500001812567	HANDSHAKE SUBSCRIPTION JOINHANDSHAKECA	\$300.00
11/21	11/21	24064664326500003753045	HANDSHAKE SUBSCRIPTION JOINHANDSHAKECA	\$360.00
JADE PRAUS 0000-				
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits
Credit Limit: \$3,000.00			\$309.33	\$0.00
				Total Activity
				\$309.33
11/12	11/14	24789304318669301233880	OTC BRANDS *OTC BRANDS 800-2280475 NE	\$187.79
11/12	11/13	24692164317100741670825	APPLE.COM/BILL 866-712-7753 CA	\$10.99
11/13	11/14	24011344318000081528404	AMAZON RETA* L72HN8EI3 WWW.AMAZON.COWA	\$39.44
11/15	11/18	24445004321400191358190	WM SUPERCENTER #1567 DICKINSON ND	\$29.21
11/20	11/21	24692164326107803475901	AMZN Mktp US*QJ7ER0FH3 Amzn.com/billWA	\$9.99
11/22	11/25	24692164327109092053554	AMAZON MKTPL*KQ6G822H3 Amzn.com/billWA	\$31.91
RENEE NEWTON 0000-				
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits
Credit Limit: \$1,000.00			\$109.18	\$0.00
				Total Activity
				\$109.18
11/22	11/25	24036294327742158376517	OVERDRIVE DIST 216-573-6886 OH	\$109.18
GRANT CARLSON 0000-				
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits
Credit Limit: \$3,000.00			\$718.67	\$0.00
				Total Activity
				\$718.67
11/11	11/12	24011344316000068114642	AMAZON MARK* 8C13W40M3 HTTPSAMAZON.CWA	\$505.24
11/16	11/18	24011344321000068783043	AMAZON RETA* OB4P99A73 WWW.AMAZON.COWA	\$24.95
11/16	11/18	24011344321000068822064	AMAZON RETA* NC82L9RE3 WWW.AMAZON.COWA	\$188.48
POLICE DEPT TRAVEL 2 0000-				
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits
Credit Limit: \$2,500.00			\$165.45	\$0.00
				Total Activity
				\$165.45
11/17	11/18	24003294322000180341361	STAMART_01224 BISMARCK ND	\$19.82
11/17	11/18	24943004323095057848964	CENEX ZIP TRIP FERGUS FALLS MN	\$39.14
11/19	11/21	24941664325068395502057	HOLIDAY STATIONSTORE COON RAPIDS MN	\$28.38
11/22	11/25	24943004328098259052919	CENEX ZIP TRIP FERGUS FALLS MN	\$41.05
11/22	11/25	24003294328000026957697	STAMART_01224 BISMARCK ND	\$37.06
MICHAEL HANEL 000				
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits
Credit Limit: \$2,500.00			\$1,009.00	\$0.00
				Total Activity
				\$1,009.00
11/13	11/14	24492164319500002518425	JUSTICE CLEARINGHOUSE JUSTICECLEARICO	\$1,000.00
11/20	11/20	24000774325500003011829	PROBOARDS, INC. PROBOARDS.COMCA	\$9.00

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description		Amount
ANIMAL SHELTER 000					
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$0.50	Payments & Other Credits \$0.00	Total Activity \$0.50
11/21	11/25	24137464327100332881265	MENARDS DICKINSON ND	DICKINSON ND	\$0.50
MUSEUM 0000-					
XXXX-XXXX-XXXX- Credit Limit: \$8,000.00			Purchases & Other Charges \$1,404.36	Payments & Other Credits \$0.00	Total Activity \$1,404.36
11/13	11/15	24639234319900013500070	SILVER STREAK INDUSTRIES 480-5747528 AZ		\$600.71
11/14	11/15	24492164319000011670887	PUKA CREATIONS FAIRE HTTPSWWW.FAIRCA		\$322.61
11/23	11/25	24492164328000010426371	BE CREATIONS DE FAIRE HTTPSWWW.FAIRCA		\$481.04
ROBERT FUHRMAN 0000-					
XXXX-XXXX-XXXX Credit Limit: \$5,000.00			Purchases & Other Charges \$348.49	Payments & Other Credits \$0.00	Total Activity \$348.49
11/12	11/13	24221084317900014120261	RADIO TIME SALES 773-5949572 IL		\$322.00
11/22	11/25	24692164327109058197577	AMAZON MKTPL*1R9F11J43 Amzn.com/billWA		\$26.49
PURCHASING DEPARTMENT 000					
XXXX-XXXX-XXXX- Credit Limit: \$10,000.00			Purchases & Other Charges \$3,827.05	Payments & Other Credits \$236.23	Total Activity \$3,590.82
11/12	11/13	24692164317100666547875	AMZN Mktp US*MT4TP2863 Amzn.com/billWA		\$26.65
11/12	11/13	24445004317200217966422	WALMART.COM 8009256278 800-966-6546 AR		\$64.55
11/13	11/14	24692164318101460862899	AMAZON MKTPL*DP7TK4C73 Amzn.com/billWA		\$12.99
11/15	11/18	74692164320103231188878	Amazon.com Amzn.com/billWA		\$236.23 CR
11/15	11/18	24692164320103293269934	Amazon.com*EF8JK49A3 Amzn.com/billWA		\$66.65
11/15	11/18	24692164320103104653417	AMZN Mktp US*NW57G17Q3 Amzn.com/billWA		\$26.66
11/15	11/18	24692164320103447034945	AMZN Mktp US*DR3JK2CA3 Amzn.com/billWA		\$19.21
11/15	11/18	24692164320103097266235	AMZN Mktp US*9P3FV7523 Amzn.com/billWA		\$66.11
11/15	11/18	24108384321007909001121	SHOPLET.COM clover.com FL		\$218.11
11/15	11/18	24692164320103142388208	AMZN Mktp US*B94M81UI3 Amzn.com/billWA		\$64.80
11/18	11/19	24692164323105946806274	Amazon.com*BJ36H9YB3 Amzn.com/billWA		\$236.23
11/18	11/21	24445004325200201038162	WALMART.COM 8009256278 800-966-6546 AR		\$38.76
11/19	11/20	24692164324106564160894	AMAZON MKTPL*I82TK0JG3 Amzn.com/billWA		\$722.39
11/22	11/25	24108384328008263001254	SHOPLET.COM clover.com FL		\$299.28
11/22	11/25	24692164327109252841905	AMZN Mktp US*AV1QY0I33 Amzn.com/billWA		\$20.61
11/22	11/22	24692164327108783325230	AMZN Mktp US*XB98924A3 Amzn.com/billWA		\$968.29
11/22	11/25	24692164327109246624243	AMZN Mktp US*OJ2Q98O13 Amzn.com/billWA		\$144.00
11/23	11/25	24692164328100268032620	AMAZON MKTPL*TB7135D93 Amzn.com/billWA		\$503.92
11/23	11/25	24692164328100262527013	AMAZON MKTPL*TR6PX7TF3 Amzn.com/billWA		\$59.99
11/23	11/25	24692164328109956311964	Amazon.com*7B2J52JL3 Amzn.com/billWA		\$40.83
11/24	11/25	24692164329101105950932	Amazon.com*XR69Y1NL3 Amzn.com/billWA		\$227.02
PD TRAVEL 3 000					
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$40.44	Payments & Other Credits \$0.00	Total Activity \$40.44
11/22	11/25	24003294327000124897887	STAMART_01224	BISMARCK ND	\$40.44
TRAVIS LEINTZ 000					
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$1,643.46	Payments & Other Credits \$0.00	Total Activity \$1,643.46
11/13	11/14	24445004319400168852591	WM SUPERCENTER #1567	DICKINSON ND	\$6.34
11/13	11/14	24760624319300000142270	saferestrains.com	800-9727911 CA	\$1,637.12
CINDY THRONBURG 0000-					
XXXX-XXXX-XXXX- Credit Limit: \$3,000.00			Purchases & Other Charges \$758.23	Payments & Other Credits \$0.00	Total Activity \$758.23
11/18	11/19	24755424323273236564094	THE LIBRARY STORE 309-9253923 IL		\$633.30
11/20	11/22	24325454326900012407461	DEMCO INC 800-9624463 WI		\$124.93

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description		Amount
POLICE DEPARTMENT 0000-					
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits	Total Activity
Credit Limit: \$30,000.00			\$739.01	\$0.00	\$739.01
11/17	11/19	24801974323154805404409	WINGATE BY WYNDHAM	COON RAPIDS MN	\$584.53
			CHECK IN DATE: 11-17-24	NUMBER OF NIGHTS: 1	
			CONFIRMATION #: 90025EE022007		
11/21	11/22	24692164326108608358664	IN *ND POST	701-3285500 ND	\$154.48
RACHEL SHUMAKER 000-					
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits	Total Activity
Credit Limit: \$7,500.00			\$15.00	\$0.00	\$15.00
11/13	11/14	24011344318500020082827	SWANAMN.ORG	SWANAMN.ORG MN	\$15.00
RACHEL WALDO 000-					
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits	Total Activity
Credit Limit: \$3,000.00			\$259.70	\$0.00	\$259.70
11/19	11/21	24445004325500547173718	DOMINO'S 1876	307-752-2115 ND	\$104.89
11/19	11/21	24445004325500547173890	DOMINO'S 1876	307-752-2115 ND	\$104.89
11/22	11/25	24692164327109413308810	AMAZON MKTPL*5W4XE1LO3	Amzn.com/billWA	\$49.92
AARON MEYER 0000-					
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits	Total Activity
Credit Limit: \$40,000.00			\$10,417.18	\$0.00	\$10,417.18
11/13	11/14	24011344318000067504460	WWW.UI.COM	WWW.UI.COM NY	\$2,902.00
11/16	11/18	24164074322105441177966	STAPLES INC 00209908	staples.com MA	\$345.07
11/18	11/19	24116414323154830094131	NEWEGG INC.	800-390-1119 CA	\$1,142.57
11/18	11/19	24692164323105973413416	AMAZON MKTPL*US2GS67E3	Amzn.com/billWA	\$39.99
11/18	11/19	24692164323105978890667	AMAZON MKTPL*PS5HU6C83	Amzn.com/billWA	\$80.19
11/18	11/19	24011344323000089199474	AMAZON RETA* 3E70Q4XJ3	WWW.AMAZON.COWA	\$147.00
11/18	11/19	24116414323155017004348	NEWEGG INC.	800-390-1119 CA	\$519.98
11/21	11/22	24692164326108183080071	AMZN Mktpl US*8919A0E93	Amzn.com/billWA	\$749.00
11/21	11/21	24692164326107879958400	AMZN Mktpl US*280U89ET3	Amzn.com/billWA	\$1,245.99
11/23	11/25	24692164328100472557040	Amazon.com*O534H4WB3	Amzn.com/billWA	\$2,578.22
11/23	11/25	24692164328100261636500	Amazon.com*JX8IC2213	Amzn.com/billWA	\$227.02
11/23	11/25	24692164328100274591577	AMAZON MKTPL*4O5MP9T83	Amzn.com/billWA	\$79.99
11/24	11/25	24692164329101103492390	AMAZON MKTPL*9G6X713Q3	Amzn.com/billWA	\$360.16
MIKHAYLA BLISS 000-					
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits	Total Activity
Credit Limit: \$1,500.00			\$328.36	\$0.00	\$328.36
11/17	11/19	24226384323004104761901	SAMSClub.COM	888-746-7726 AR	\$122.36
11/22	11/25	24793384327001895468042	Vagaro_*Muse	DICKINSON ND	\$25.00
11/22	11/25	24692164327109407812652	SQ *SALT KITCHEN & CO	Dickinson ND	\$25.00
11/22	11/25	24692164328100081617649	TST*MARKET PRESS COFFEE	Dickinson ND	\$25.00
11/22	11/25	24247604328200235126904	NAILS STUDIO	DICKINSON ND	\$25.00
11/22	11/25	24055234328159927400489	TRMF TICKETING SERVICE	701-623-4444 ND	\$106.00
RITA BINSTOCK 0000-					
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits	Total Activity
Credit Limit: \$4,000.00			\$1,582.44	\$157.62	\$1,424.82
11/13	11/14	24011344319500006478642	COLUMN PUBLIC NOTICE	COLUMN.US DC	\$894.52
11/14	11/15	24906414319214053572948	At-A-Glance US	800-6439923 IL	\$94.57
11/15	11/18	74906414320214125323181	ACCO Brands Direct	800-5655396 IL	\$63.05 CR
11/15	11/18	74906414320214124748495	ACCO Brands Direct	800-5655396 IL	\$94.57 CR
11/19	11/21	24226384325004171002229	WAL-MART #1567	DICKINSON ND	\$49.88
11/19	11/21	24455014325141002727866	WAL-MART #1567	DICKINSON ND	\$543.47
BRANDI AARON 000-					
XXXX-XXXX-XXXX-			Purchases & Other Charges	Payments & Other Credits	Total Activity
Credit Limit: \$1,000.00			\$10.45	\$0.00	\$10.45
11/22	11/25	24137464328001581392872	USPS PO 3724000905	DICKINSON ND	\$10.45

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
SYLVIA MILLER 000.				
XXXX-XXXX-XXXX- Credit Limit: \$750.00			Purchases & Other Charges \$73.32	Payments & Other Credits \$0.00
			Total Activity \$73.32	
11/18	11/19	24692164323106052333871	NDRIN-ND LAND RECORDS 701-364-1280 ND	\$30.00
11/22	11/25	24011344328500010543844	COLUMN PUBLIC NOTICE COLUMN.US DC	\$43.32
FIRE DEPARTMENT EMS 000				
XXXX-XXXX-XXXX- Credit Limit: \$10,000.00			Purchases & Other Charges \$1,310.00	Payments & Other Credits \$0.00
			Total Activity \$1,310.00	
11/12	11/13	24492164318000003911563	STATPACKS* O #305260 WWW.STATPACKSUT	\$922.03
11/12	11/13	24492164318500002555360	PRODIGY EMS WWW.PRODIGYEMMA	\$200.00
11/13	11/14	24064664319500001474833	NAMIHP NAMIHP.ORG GA	\$125.00
11/16	11/18	24755424321293211145653	DONUT HOLE DICKINSON ND	\$62.97
CHAD TORMASCHY 000.				
XXXX-XXXX-XXXX- Credit Limit: \$10,000.00			Purchases & Other Charges \$498.40	Payments & Other Credits \$0.00
			Total Activity \$498.40	
11/14	11/15	24204294319001778343035	eBay O*13-12319-06613 San Jose CA	\$19.17
11/19	11/20	24204294324001785070053	eBay O*02-12352-58634 408-3766151 CA	\$266.25
11/21	11/22	24116414326718942733146	AUTOAUTH SERVICE 888-830-2884 CA	\$50.00
11/22	11/25	24137464329001649977697	TRACTOR SUPPLY CO #1824 DICKINSON ND	\$162.98
JOEL WALTERS 000.				
XXXX-XXXX-XXXX- Credit Limit: \$30,000.00			Purchases & Other Charges \$9,307.12	Payments & Other Credits \$0.00
			Total Activity \$9,307.12	
11/11	11/12	24692164316109589062251	AMZN Mktp US*YB15O2WT3 Amzn.com/billWA	\$149.70
11/11	11/12	24692164316109819037578	AMAZON MKTPL*4E3XU79U3 Amzn.com/billWA	\$2,511.36
11/12	11/13	24692164317100696953515	AMZN Mktp US*FT3TH07H3 Amzn.com/billWA	\$847.82
11/13	11/14	24011344319000008652690	SP CERTIFIED LIGHTS HTTPSCERTIFIETX	\$5,525.57
11/15	11/18	24204294320000515338065	FACEBK *67ZAUCCN22 650-5434800 CA	\$200.00
11/21	11/22	24204294326000406782086	FACEBK *PSD6HE8P22 650-5434800 CA	\$59.40
11/21	11/22	24204294326001800695023	FACEBK *PQ4M5DCN22 650-5434800 CA	\$13.27
BRANDON STOCKIF 000				
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$200.00	Payments & Other Credits \$0.00
			Total Activity \$200.00	
11/15	11/18	24000774320500008646335	LLRMI LLRMI.COM IN	\$200.00

Finance Charge Summary

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Average Daily Balance	Daily Periodic Rate	Corresponding Annual Percentage Rate	Periodic Finance Charge
PURCHASES	\$0.00	0.0000%	0.00%	\$0.00
CASH ADVANCES	\$0.00	0.0360%	12.90%	\$0.00

Ranges:

Vendor ID: First - Last

Class ID: First - Last

Payment Priority: First - Last

Vendor Name: First - Last

FED TAX CLAS: First - Last

Posting Date: First - Last

Document Number: First - Last

Print Option: DETAIL

Age By: Document Date

Aging Date: 11/27/2024

Exclude: Credit Balance, Zero Balance, No Activity, Unposted Applied Credit Documents, Multicurrency Info

Sorted By: Vendor Name
Due Date

* - Indicates an unposted credit document that has been applied.

Vendor ID: 9942		Name: A-1 SANITATION & EXC					Class ID: 1099		FED TAX CLAS: LLC/SOLE PROP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	624239	INV	11/1/2024	11/1/2024	\$180.00	CLEAN OUT 1K SEPTIC TANK		\$180.00			
							Due				
Voucher(s): 1		Aged Totals:					\$180.00	\$180.00	\$0.00	\$0.00	\$0.00
Vendor ID: 5714		Name: ACCENT WIRE-TIE					Class ID:		FED TAX CLAS: S-CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	10054431	INV	11/18/2024	11/18/2024	\$5,962.55	GRIPPER LEVER, COVER, TR/		\$5,962.55			
							Due				
Voucher(s): 1		Aged Totals:					\$5,962.55	\$5,962.55	\$0.00	\$0.00	\$0.00
Vendor ID: 2085		Name: ADVANCED BUSINESS METHODS					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	AR1856626	INV	11/22/2024	11/22/2024	\$3,299.23	CONTRACT		\$3,299.23			
							Due				
Voucher(s): 1		Aged Totals:					\$3,299.23	\$3,299.23	\$0.00	\$0.00	\$0.00
Vendor ID: 5115		Name: ALLSTATE PETERBILT OF DICKINSON					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	4604198516	INV	11/19/2024	11/19/2024	\$184.44	FILTER-AIR-CHANNEL FLOW E		\$184.44			
	4604198505	INV	11/22/2024	11/22/2024	\$1,007.01	MOUNT ISOLATOR RADIATOR		\$1,007.01			
	4604198615	INV	11/25/2024	11/25/2024	\$201.64	SCREEN BUG RADIATOR		\$201.64			
							Due				
Voucher(s): 3		Aged Totals:					\$1,393.09	\$1,393.09	\$0.00	\$0.00	\$0.00
Vendor ID: 9771		Name: AMAZON CAPITAL SERVICES					Class ID:		FED TAX CLAS: C CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1C6D9GDDV6WNM	INV	10/28/2024	10/28/2024	\$112.14	PAPER FOR LIBRARY		\$112.14			
	19QHGWXR9WFQ	INV	10/29/2024	10/29/2024	\$81.57	DEATH NOTE COMPLETE BO>		\$81.57			
	1C6F6JGC17N1	INV	10/30/2024	10/30/2024	\$33.23	CARDSTOCK, MALLETS, ETC		\$33.23			
	1KM6RRVN1GNR	INV	10/30/2024	10/30/2024	\$115.75	MISC ITEMS FOR LIBRARY		\$115.75			

Section 2. Item B.

Voucher(s): 4		Aged Totals:		Due		\$342.69		\$342.69		\$0.00		\$0.00		\$0.00	
Vendor ID: 4557		Name: AMERICAN ENGINEERING TESTING INC		Class ID:		FED TAX CLAS:									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over				
	224414	INV	11/8/2024	11/8/2024	\$8,248.74	202402 2024 WATERMAIN & LE		\$8,248.74							
	226872	INV	11/22/2024	11/22/2024	\$293.40	202401 2024 ROAD MAINTENA		\$293.40							
Voucher(s): 2		Aged Totals:		Due		\$8,542.14		\$8,542.14		\$0.00		\$0.00		\$0.00	
Vendor ID: 4278		Name: APEX		Class ID:		FED TAX CLAS:									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over				
	19898	INV	10/31/2024	10/31/2024	\$949.00	ON CALL MODELING TASKS		\$949.00							
	19899	INV	10/31/2024	10/31/2024	\$3,656.00	GENERAL PLAN REVIEW		\$3,656.00							
	19900	INV	10/31/2024	10/31/2024	\$2,373.45	PROFESSIONAL SERVICES		\$2,373.45							
	19901	INV	10/31/2024	10/31/2024	\$728.00	GENERAL PLANNING & MODE		\$728.00							
	19902	INV	10/31/2024	10/31/2024	\$4,174.00	202404 LIFT STATION 7		\$4,174.00							
	19903	INV	10/31/2024	10/31/2024	\$442.00	202303 CELL #4 PERMANENT		\$442.00							
	19904	INV	10/31/2024	10/31/2024	\$54,785.15	202402 2024 WATERMAIN & LE		\$54,785.15							
	19906	INV	10/31/2024	10/31/2024	\$4,517.95	202503 2025 WATERMAIN & LE		\$4,517.95							
	19926	INV	10/31/2024	10/31/2024	\$310.00	202416 1ST ST E SIMS-4TH AV		\$310.00							
	19929	INV	10/31/2024	10/31/2024	\$100,000.00	202104 SIMS ST IMPROVEMEN		\$100,000.00							
	20050	INV	10/31/2024	10/31/2024	\$7,000.00	202308 SUNDANCE COVES LK		\$7,000.00							
Voucher(s): 11		Aged Totals:		Due		\$178,935.55		\$178,935.55		\$0.00		\$0.00		\$0.00	
Vendor ID: 37		Name: AT&T		Class ID:		FED TAX CLAS:									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over				
	0304912147001 1124	INV	11/13/2024	11/13/2024	\$28.54	MONTHLY PHONE BILLING		\$28.54							
Voucher(s): 1		Aged Totals:		Due		\$28.54		\$28.54		\$0.00		\$0.00		\$0.00	
Vendor ID: 9531		Name: AUGUSTIN, CHRIS		Class ID:		FED TAX CLAS:									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over				
	MEETINGS (3) '24	INV	11/14/2024	11/14/2024	\$300.00	HISTORIC PRESERV MEETING		\$300.00							
Voucher(s): 1		Aged Totals:		Due		\$300.00		\$300.00		\$0.00		\$0.00			

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City of Dickinson

Section 2. Item B.

Vendor ID: 68		Name: B & K ELECTRIC					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	200799	INV	11/19/2024	11/19/2024	\$856.95	240V 5K HEATER, INSTALL, MI		\$856.95			
	200800	INV	11/19/2024	11/19/2024	\$150.00	BRINE MACHINE SOFT START		\$150.00			
							Due				
Voucher(s): 2		Aged Totals:					\$1,006.95	\$1,006.95	\$0.00	\$0.00	\$0.00
Vendor ID: 9950		Name: B&H FOTO & ELECTRONICS CORP.					Class ID:		FED TAX CLAS: S CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	228897482	INV	11/15/2024	11/15/2024	\$412.00	PODCAST LIGHTING		\$412.00			
							Due				
Voucher(s): 1		Aged Totals:					\$412.00	\$412.00	\$0.00	\$0.00	\$0.00
Vendor ID: 49		Name: BAKER & TAYLOR CO (GA)					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2038677214	INV	11/5/2024	11/5/2024	\$297.49	DIP TEEN		\$297.49			
	2038689711	INV	11/8/2024	11/8/2024	\$58.40	DIP CH		\$58.40			
							Due				
Voucher(s): 2		Aged Totals:					\$355.89	\$355.89	\$0.00	\$0.00	\$0.00
Vendor ID: 6203		Name: BALCO UNIFORM - POLICE ACCOUNT					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	81536-2	INV	11/18/2024	11/18/2024	\$129.50	FLAG EMBLEMS, CLOTHING F		\$129.50			
	80890	INV	11/19/2024	11/19/2024	\$22.79	CUFF/MAG GLOCK 9/40 PADDI		\$22.79			
	81632-1	INV	11/21/2024	11/21/2024	\$363.15	CLOTHING FOR POLICE DEPT		\$363.15			
	81654-1	INV	11/21/2024	11/21/2024	\$14.40	NAME BAR HOLDER		\$14.40			
	81783	INV	11/21/2024	11/21/2024	\$82.75	EMBLEMS, CLOTHING FOR PC		\$82.75			
	81021	INV	11/22/2024	11/22/2024	\$2,270.70	1 VEST. 3 BOTHEL		\$2,270.70			
							Due				
Voucher(s): 6		Aged Totals:					\$2,883.29	\$2,883.29	\$0.00	\$0.00	\$0.00
Vendor ID: 773		Name: BERGER ELECTRIC INC					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	88053	INV	10/31/2024	10/31/2024	\$2,568.78	TROUBLESHOOT LIGHT POLE		\$2,568.78			
	88116	INV	11/12/2024	11/12/2024	\$80.00	TROUBLESHOOT FUSES IN O'		\$80.00			
	88120	INV	11/14/2024	11/14/2024	\$160.00	TROUBLESHOOT 3 STREET LI		\$160.00			
	88121	INV	11/14/2024	11/14/2024	\$102.96	TROUBLESHOOT STREET LIG		\$102.96			

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88122	INV	11/14/2024	11/14/2024	\$444.64	TROUBLESHOOT & REPAIR S	\$444.64
88137	INV	11/15/2024	11/15/2024	\$583.10	TROUBLESHOOT STREET LIG	\$583.10
88153	INV	11/20/2024	11/20/2024	\$85.00	RESET FAULTED DRIVE & TE	\$85.00
88154	INV	11/20/2024	11/20/2024	\$321.41	TROUBLESHOOT MIXER IFFA	\$321.41

Voucher(s): 8		Aged Totals:		Due					
				\$4,345.89	\$4,345.89	\$0.00	\$0.00	\$0.00	

Vendor ID: 5996			Name: BIG HORN TIRE, INC			Class ID:		FED TAX CLAS:		S CORP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	19596	INV	5/28/2024	5/28/2024	\$250.00	ND SERVICE CALL					\$250.00
	20075	INV	9/4/2024	9/4/2024	\$1,108.00	TIRES				\$1,108.00	
	20172	INV	9/19/2024	9/19/2024	\$1,832.25	TIRES				\$1,832.25	
	20320	INV	10/16/2024	10/16/2024	\$335.35	ND SERVICE CALL			\$335.35		
	20430	INV	11/11/2024	11/11/2024	\$180.00	ND FLEET SURVEY -OCTOBER		\$180.00			

Voucher(s): 5		Aged Totals:		Due					
				\$3,705.60	\$180.00	\$335.35	\$2,940.25	\$250.00	

Vendor ID: 2551			Name: BLACKSTONE AUDIO, INC.				Class ID:		FED TAX CLAS:		C CORP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	2178421	INV	11/15/2024	11/15/2024	\$779.73	DIP AV		\$779.73				

Voucher(s): 1		Aged Totals:		Due					
				\$779.73	\$779.73	\$0.00	\$0.00	\$0.00	

Vendor ID: 951			Name: BORDER STATES ELECTRIC SUPPLY				Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	929422236	INV	11/15/2024	11/15/2024	\$50.26	FUSE MDGT 20A		\$50.26			

Voucher(s): 1		Aged Totals:		Due					
				\$50.26	\$50.26	\$0.00	\$0.00	\$0.00	

Vendor ID: 5004			Name: BOUND TREE MEDICAL LLC				Class ID: 1099		FED TAX CLAS: LLC-P		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	70360432	CRM	11/22/2024		(\$173.97)	RETURN CURAPLEX SUCTION		(\$173.97)			
	85549874	INV	11/5/2024	11/5/2024	\$8,004.44	MISC ITEMS FOR EMS		\$8,004.44			
	85551522	INV	11/6/2024	11/6/2024	\$0.69	CURAPLEX OXYGEN NASAL C		\$0.69			

Voucher(s): 3		Aged Totals:		Due					
				\$7,831.16	\$7,831.16	\$0.00	\$0.00	\$0.00	

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Vendor ID: 4390		Name: BRAUN DISTRIBUTING				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	37037	INV	11/14/2024	11/14/2024	\$51.80	4 5 GAL SPRING WATERS		\$51.80			
	376724	INV	11/19/2024	11/19/2024	\$456.62	78 CASES OF NESTLE PURE L		\$456.62			
	36167	INV	11/22/2024	11/22/2024	\$29.85	3 5 GAL SPRING WATERS		\$29.85			
	377432	INV	11/22/2024	11/22/2024	\$62.90	10 CASES NESTLE PURE LIFE		\$62.90			
							Due				
Voucher(s): 4		Aged Totals:					\$601.17	\$601.17	\$0.00	\$0.00	\$0.00

Vendor ID: 3527		Name: BRAUN INTERTEC CORPORATION				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	B407839	INV	11/8/2024	11/8/2024	\$12,697.50	202501 2025 ROAD MAINTENA		\$12,697.50			
	B409187	INV	11/19/2024	11/19/2024	\$2,047.50	202503 2025 WATERMAIN & LE		\$2,047.50			
	B409403	INV	11/20/2024	11/20/2024	\$1,691.75	202415 10TH AVE E MUSEUM I		\$1,691.75			
							Due				
Voucher(s): 3		Aged Totals:					\$16,436.75	\$16,436.75	\$0.00	\$0.00	\$0.00

Vendor ID: 9574		Name: BURNS & McDONNELL ENGINEERING Co.				Class ID:		FED TAX CLAS:		S CORP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	165820-9	INV	11/14/2024	11/14/2024	\$5,175.24	202216 BALER/RECYCLING EX		\$5,175.24			
							Due				
Voucher(s): 1		Aged Totals:					\$5,175.24	\$5,175.24	\$0.00	\$0.00	\$0.00

Vendor ID: 96		Name: BUTLER MACHINERY CO				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	09PS0369123	INV	11/9/2024	11/9/2024	\$237.21	NUTS, BOLTS		\$237.21			
	09PS0369293	INV	11/14/2024	11/14/2024	\$29.36	FILTER		\$29.36			
	09PS0369444	INV	11/16/2024	11/16/2024	\$97.82	2 80W90 2.5 GAL		\$97.82			
							Due				
Voucher(s): 3		Aged Totals:					\$364.39	\$364.39	\$0.00	\$0.00	\$0.00

Vendor ID: 610		Name: CARQUEST AUTO PARTS STORES				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2781-424275	INV	11/13/2024	11/13/2024	\$107.52	OIL FILTERS		\$107.52			
							Due				
Voucher(s): 1		Aged Totals:					\$107.52	\$107.52	\$0.00	\$0.00	\$0.00

Vendor ID: 9577		Name: CASE ELECTRIC LLC				Class ID: 1099		FED TAX CLAS:		LLC	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over

City of Dickinson

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2262 INV 11/19/2024 11/19/2024 \$324.00 CHANGED LITES THAT WERE \$324.00

Voucher(s): 1		Aged Totals:		Due					
				\$324.00	\$324.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 9944 Name: CHRISTOPHER MADSEN Class ID: 1099 FED TAX CLAS: SOLE PROP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	STEGO MOUNT	INV	11/13/2024	11/13/2024	\$15,000.00	TRANSPORT, MOUNT/INST ST		\$15,000.00			

Voucher(s): 1		Aged Totals:		Due					
				\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 2725 Name: CLEAN SWEEP VACUUM CENTER Class ID: FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	220000100351	INV	11/6/2024	11/6/2024	\$39.99	RICCAR VIB HOSE ASSY		\$39.99			
	220000100773	INV	11/19/2024	11/19/2024	\$74.96	RICCAR BELT, BAGS, FILTERS		\$74.96			

Voucher(s): 2		Aged Totals:		Due					
				\$114.95	\$114.95	\$0.00	\$0.00	\$0.00	

Vendor ID: 4683 Name: COLDSRING Class ID: FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2303069	INV	11/13/2024	11/13/2024	\$567.00	CF-3 ROSE CRYPT FRONT		\$567.00			
	2305012	INV	11/18/2024	11/18/2024	\$352.00	NS-3 ROSE NICHE FRONT		\$352.00			
	2305013	INV	11/18/2024	11/18/2024	\$352.00	NS-3 ROSE NICHE FRONT		\$352.00			

Voucher(s): 3		Aged Totals:		Due					
				\$1,271.00	\$1,271.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 128 Name: CONSOLIDATED COMM CORP Class ID: FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	3027600 110124	INV	11/1/2024	11/1/2024	\$59.99	MONTHLY PHONE BILLING		\$59.99			

Voucher(s): 1		Aged Totals:		Due					
				\$59.99	\$59.99	\$0.00	\$0.00	\$0.00	

Vendor ID: 9943 Name: COUNTY OF WEBER Class ID: FED TAX CLAS: EXEMPT

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	102724	INV	10/27/2024	10/27/2024	\$50.00	LOST MIND IS THE MASTER B		\$50.00			

Voucher(s): 1		Aged Totals:		Due					
				\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	

Vendor ID: 5125 Name: COVENANT LEGAL GROUP Class ID: 1099 FED TAX CLAS: ATTORNEY

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	3871	INV	11/24/2024	11/24/2024	\$475.00	LEGAL SERVICES-KATIE GRIF		\$475.00			
	3872	INV	11/24/2024	11/24/2024	\$175.00	LEGAL SERVICES-C RUBALCA		\$175.00			

3873	INV	11/24/2024	11/24/2024	\$125.00	LEGAL SERVICES-C RUBALCA	\$125.00
3874	INV	11/24/2024	11/24/2024	\$362.50	LEGAL SERVICES-BRAEANIN	\$362.50
3875	INV	11/24/2024	11/24/2024	\$400.00	LEGAL SERVICES-NICOLE WH	\$400.00
3876	INV	11/24/2024	11/24/2024	\$587.50	LEGAL SERVICES-ABBY CLYD	\$587.50

Voucher(s): 6				Aged Totals:		Due					
						\$2,125.00	\$2,125.00	\$0.00	\$0.00	\$0.00	

Vendor ID:	3938	Name:	DAKOTA SIGNWERKS				Class ID:	1099	FED TAX CLAS:	MISC	
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	112520	INV	11/20/2024	11/20/2024	\$42.25	2" WHITE & BLACK DECALS		\$42.25			

Voucher(s): 1				Aged Totals:		Due					
						\$42.25	\$42.25	\$0.00	\$0.00	\$0.00	

Vendor ID:	4560	Name:	DAKOTA SUPPLY GROUP				Class ID:		FED TAX CLAS:		
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	S103966057.001	INV	10/1/2024	10/1/2024	\$2,040.00	COOPER LENS			\$2,040.00		

Voucher(s): 1				Aged Totals:		Due					
						\$2,040.00	\$0.00	\$2,040.00	\$0.00	\$0.00	

Vendor ID:	161	Name:	DEMCO INC				Class ID:		FED TAX CLAS:		
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	7569326	INV	11/18/2024	11/18/2024	\$508.82	PROGRAMMING		\$508.82			

Voucher(s): 1				Aged Totals:		Due					
						\$508.82	\$508.82	\$0.00	\$0.00	\$0.00	

Vendor ID:	9828	Name:	DIAMOND TRUCK EQUIPMENT LLC				Class ID:	1099	FED TAX CLAS:		
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	W119	INV	10/9/2024	10/9/2024	\$2,859.04	2" WELDED RING, CLEVIS PIN			\$2,859.04		

Voucher(s): 1				Aged Totals:		Due					
						\$2,859.04	\$0.00	\$2,859.04	\$0.00	\$0.00	

Vendor ID:	2286	Name:	DICKINSON FIRE FIGHTERS ASSOCIATION				Class ID:		FED TAX CLAS:	GOV	
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	10302024	INV	11/25/2024	11/25/2024	\$430.00	NOV 20TH WITHHOLDINGS		\$430.00			

Voucher(s): 1				Aged Totals:		Due					
						\$430.00	\$430.00	\$0.00	\$0.00	\$0.00	

Vendor ID:	182	Name:	DICKINSON TIRE INC				Class ID:		FED TAX CLAS:		
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1-186691	INV	11/22/2024	11/22/2024	\$34.00	FLAT REPAIR		\$34.00			

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Voucher(s): 1													Aged Totals:		Due		\$34.00		\$34.00		\$0.00		\$0.00		\$0.00		Section 2. Item B.	
Vendor ID: 9532			Name: DOHERTY, STEVEN					Class ID:			FED TAX CLAS:																	
Voucher/ Payment No.		Doc Number		Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount		Current Period		31 - 60 Days		61 - 90 Days		91 and Over											
		MEETINGS (6) '24		INV	11/14/2024	11/14/2024	\$600.00	HISTORIC PRESERV MEETING			\$600.00																	
Voucher(s): 1													Aged Totals:		Due		\$600.00		\$600.00		\$0.00		\$0.00		\$0.00			
Vendor ID: 192			Name: DONS FILTER & FURNACES UNLIMITED					Class ID:			FED TAX CLAS: S CORP																	
Voucher/ Payment No.		Doc Number		Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount		Current Period		31 - 60 Days		61 - 90 Days		91 and Over											
		056003		INV	11/13/2024	11/13/2024	\$502.83	MISC FILTERS			\$502.83																	
Voucher(s): 1													Aged Totals:		Due		\$502.83		\$502.83		\$0.00		\$0.00		\$0.00			
Vendor ID: 2535			Name: ELECTRIC PUMP					Class ID:			FED TAX CLAS:																	
Voucher/ Payment No.		Doc Number		Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount		Current Period		31 - 60 Days		61 - 90 Days		91 and Over											
		026968		INV	10/25/2024	10/25/2024	\$43,643.72	PUMP REPAIR					\$43,643.72															
Voucher(s): 1													Aged Totals:		Due		\$43,643.72		\$0.00		\$43,643.72		\$0.00		\$0.00			
Vendor ID: 6070			Name: ENNIS- FLINT, INC					Class ID:			FED TAX CLAS: C CORP																	
Voucher/ Payment No.		Doc Number		Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount		Current Period		31 - 60 Days		61 - 90 Days		91 and Over											
		287077		INV	11/7/2024	11/7/2024	\$110.35	BRAKE HANDLE ASSY SR-20 6			\$110.35																	
Voucher(s): 1													Aged Totals:		Due		\$110.35		\$110.35		\$0.00		\$0.00		\$0.00			
Vendor ID: 5129			Name: EUROFINS EATON ANALYTICAL INC					Class ID:			FED TAX CLAS:																	
Voucher/ Payment No.		Doc Number		Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount		Current Period		31 - 60 Days		61 - 90 Days		91 and Over											
		8100113317		INV	11/20/2024	11/20/2024	\$500.00	UCMR5			\$500.00																	
Voucher(s): 1													Aged Totals:		Due		\$500.00		\$500.00		\$0.00		\$0.00		\$0.00			
Vendor ID: 181			Name: FACTORY MOTOR PARTS					Class ID:			FED TAX CLAS: S CORP																	
Voucher/ Payment No.		Doc Number		Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount		Current Period		31 - 60 Days		61 - 90 Days		91 and Over											
		206-021542		INV	11/21/2024	11/21/2024	\$47.42	FILTERS, MOTOR ASY			\$47.42																	
Voucher(s): 1													Aged Totals:		Due		\$47.42		\$47.42		\$0.00		\$0.00		\$0.00			
Vendor ID: 1567			Name: FASTENAL COMPANY					Class ID:			FED TAX CLAS:																	
Voucher/ Payment No.		Doc Number		Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount		Current Period		31 - 60 Days		61 - 90 Days		91 and Over											
		NDDIC202138		INV	11/13/2024	11/13/2024	\$210.44	50' POLYSAMPLINGLINE			\$210.44																	

City of Dickinson

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Voucher(s): 1		Aged Totals:		Due		\$210.44		\$210.44		\$0.00		\$0.00		\$0.00		Section 2. Item B.	
Vendor ID: 221		Name: FEDERAL EXPRESS		Class ID:		FED TAX CLAS:											
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over						
	8-673-87384	INV	11/6/2024	11/6/2024	\$218.33	SHIPPING OF PACKAGE		\$218.33									
	9-684-47038	INV	11/6/2024	11/6/2024	\$7.44	SHIPPING OF PACKAGE		\$7.44									
	8-687-48004	INV	11/20/2024	11/20/2024	\$52.63	SHIPPING OF PACKAGE		\$52.63									
Voucher(s): 3		Aged Totals:		Due		\$278.40		\$278.40		\$0.00		\$0.00		\$0.00			
Vendor ID: 2606		Name: FERGUSON ENTERPRISES INC		Class ID:		FED TAX CLAS:											
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over						
	1073375	INV	11/5/2024	11/5/2024	\$63.06	SPUD COUP ASSY CP		\$63.06									
Voucher(s): 1		Aged Totals:		Due		\$63.06		\$63.06		\$0.00		\$0.00		\$0.00			
Vendor ID: 4084		Name: FERGUSON WATERWORKS #2516		Class ID:		FED TAX CLAS:											
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over						
	0508892	INV	11/14/2024	11/14/2024	\$3,437.60	STD BOLTING PACER TOP EX		\$3,437.60									
Voucher(s): 1		Aged Totals:		Due		\$3,437.60		\$3,437.60		\$0.00		\$0.00		\$0.00			
Vendor ID: 5629		Name: FOWLER, DENVER		Class ID:		FED TAX CLAS:		EMPLOYEE									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over						
	DF 111424	INV	11/14/2024	11/14/2024	\$1,160.46	EMPLOYEE REIMBURSEMENT		\$1,160.46									
Voucher(s): 1		Aged Totals:		Due		\$1,160.46		\$1,160.46		\$0.00		\$0.00		\$0.00			
Vendor ID: 6287		Name: FRIES JOEL/ TRACKER MANAGEMENT		Class ID: 1099		FED TAX CLAS:		SOLE PROP/SINGLE LLC									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over						
	18289	INV	11/18/2024	11/18/2024	\$2,395.31	11-12-24 DICKINSON-SHAKOP		\$2,395.31									
	18319	INV	11/20/2024	11/20/2024	\$3,051.33	11-19-24 DICKINSON-SHAKOP		\$3,051.33									
Voucher(s): 2		Aged Totals:		Due		\$5,446.64		\$5,446.64		\$0.00		\$0.00		\$0.00			
Vendor ID: 6458		Name: GEARGRID LLC		Class ID:		FED TAX CLAS:		LLC -S									
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over						
	0025237	INV	11/25/2024	11/25/2024	\$6,345.00	HELMET HOLDER, HANGERS		\$6,345.00									
Voucher(s): 1		Aged Totals:		Due		\$6,345.00		\$6,345.00		\$0.00		\$0.00					

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Section 2. Item B.

Vendor ID: 241		Name: GENERAL STEEL & SUPPLY					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	28480	INV	11/21/2024	11/21/2024	\$44.41	30" JIMMY BAR		\$44.41			
Voucher(s): 1							Aged Totals:	Due \$44.41	\$44.41	\$0.00	\$0.00
Vendor ID: 243		Name: GEORGES TIRE SHOP INC					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	185594	INV	11/7/2024	11/7/2024	\$1,490.00	2 315 80R 225		\$1,490.00			
Voucher(s): 1							Aged Totals:	Due \$1,490.00	\$1,490.00	\$0.00	\$0.00
Vendor ID: 918		Name: GOLDEN RULE CREATIONS					Class ID:		FED TAX CLAS:		C CORP
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	096540	INV	11/14/2024	11/14/2024	\$273.38	DICKINSON FIRE SHOULDER I		\$273.38			
Voucher(s): 1							Aged Totals:	Due \$273.38	\$273.38	\$0.00	\$0.00
Vendor ID: 9804		Name: HANSARD WILL					Class ID: 1099		FED TAX CLAS:		HIST PRESERV COMMITT
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	MEETINGS (6) '24	INV	11/14/2024	11/14/2024	\$600.00	HISTORIC PRESERV MEETING		\$600.00			
Voucher(s): 1							Aged Totals:	Due \$600.00	\$600.00	\$0.00	\$0.00
Vendor ID: 362		Name: HAYNES, MELBYE LAW OFFICE PLLC					Class ID: 1099		FED TAX CLAS:		ATTORNEY
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	30553	INV	11/7/2024	11/7/2024	\$93.75	LEGAL SERVICES-MILES BAIN		\$93.75			
	30560	INV	11/7/2024	11/7/2024	\$185.42	LEGAL SERVICES-J BLANKEN		\$185.42			
	30588	INV	11/7/2024	11/7/2024	\$479.17	LEGAL SERVICES-RAMIRO FL		\$479.17			
	30591	INV	11/7/2024	11/7/2024	\$385.42	LEGAL SERVICES-BEN FREDE		\$385.42			
	30611	INV	11/7/2024	11/7/2024	\$1,618.50	LEGAL SERVICES-SHELLY HU		\$1,618.50			
	30633	INV	11/7/2024	11/7/2024	\$166.67	LEGAL SERVS-RAQUEL LUND		\$166.67			
	30665	INV	11/7/2024	11/7/2024	\$260.42	LEGAL SERVICES-TYLER NUT		\$260.42			
	30686	INV	11/7/2024	11/7/2024	\$343.75	LEGAL SERVICES-DANIELLE S		\$343.75			
	30700	INV	11/7/2024	11/7/2024	\$322.92	LEGAL SERVICES-DAVID SPA		\$322.92			
	30705	INV	11/7/2024	11/7/2024	\$135.42	LEGAL SERVICES-GRACE UM		\$135.42			
	30716	INV	11/7/2024	11/7/2024	\$291.67	LEGAL SERVICES-MICHAEL W		\$291.67			

Section 2. Item B.

D HANDY 110724	INV	11/7/2024	11/7/2024	\$333.34	LEGAL SERVICES-DESTIN HAI	\$333.34
J PELTON 110724	INV	11/7/2024	11/7/2024	\$93.75	LEGAL SERVICES-JAYMIN PEI	\$93.75
L LINDO 110724	INV	11/7/2024	11/7/2024	\$93.75	LEGAL SERVICES-LARRY LINE	\$93.75
Y GONZALEXZ 11072	INV	11/7/2024	11/7/2024	\$143.75	LEGAL SERVICES-Y GONZALE	\$143.75

Voucher(s):	15	Aged Totals:	Due					
			\$4,947.70	\$4,947.70	\$0.00	\$0.00	\$0.00	

Vendor ID: 6210		Name: HEART RIVER VOICE				Class ID:		FED TAX CLAS: S CORP			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1119	INV	11/25/2024	11/25/2024	\$140.00	ADVERTISING -LIBRARY		\$140.00			

Voucher(s):	1	Aged Totals:	Due					
			\$140.00	\$140.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 5788		Name: INNOVATIVE OFFICE SOLUTIONS LLC				Class ID: 1099		FED TAX CLAS: LLC-P			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	4702516	INV	11/25/2024	11/25/2024	\$119.77	TOWELS, CLIP, JUMBO		\$119.77			

Voucher(s):	1	Aged Totals:	Due					
			\$119.77	\$119.77	\$0.00	\$0.00	\$0.00	

Vendor ID: 293			Name: JEROMES DISTRIBUTING INC				Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2053664	INV	11/15/2024	11/15/2024	\$64.80	8 KANDIYOHI WATERS		\$64.80			

Voucher(s):	1	Aged Totals:	Due					
			\$64.80	\$64.80	\$0.00	\$0.00	\$0.00	

Vendor ID: 294		Name: JOB SERVICE NORTH DAKOTA				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	111524	INV	11/15/2024	11/15/2024	\$374.56	P/R GARNISHMENT 452023CV		\$374.56			

Voucher(s):	1	Aged Totals:	Due					
			\$374.56	\$374.56	\$0.00	\$0.00	\$0.00	

Vendor ID: TEMP000548			Name: KREBS, MATHIAS			Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	UTPAY532	INV	11/15/2024	11/15/2024	\$1,755.50	Utility Account: 1007165.000		\$1,755.50			

Voucher(s):	1	Aged Totals:	Due					
			\$1,755.50	\$1,755.50	\$0.00	\$0.00	\$0.00	

Vendor ID: 6101		Name: LANGUAGE LINK				Class ID:		FED TAX CLAS:		S CORP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	284251	INV	11/1/2024	11/1/2024	\$18.36	TRANSLATION FOR MUNI COL		\$18.36			

System: 11/27/2024 8:00:49 AM

User Date: 11/27/2024

Page: 12

User ID: Marlease

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

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Voucher(s): 1

Aged Totals:

Due

\$18.36

\$18.36

\$0.00

\$0.00

\$0.00

Vendor ID: 3474

Name: LEARNING OPPORTUNITIES

Class ID:

FED TAX CLAS: C CORP

Voucher/ Payment No.

Doc Number

Type

Doc Date

Due Date

Doc Amount

Description

Writeoff Amount

Current Period

31 - 60 Days

61 - 90 Days

91 and Over

253081

INV

1/13/2024

1/13/2024

\$4,480.76

DIP CH

\$4,480.76

253293

INV

11/18/2024

11/18/2024

\$2,220.76

DIP TEEN

\$2,220.76

Voucher(s): 2

Aged Totals:

Due

\$6,701.52

\$2,220.76

\$0.00

\$0.00

\$4,480.76

Vendor ID: 1218

Name: LOGO MAGIC INC

Class ID:

FED TAX CLAS:

Voucher/ Payment No.

Doc Number

Type

Doc Date

Due Date

Doc Amount

Description

Writeoff Amount

Current Period

31 - 60 Days

61 - 90 Days

91 and Over

147108

INV

11/8/2024

11/8/2024

\$710.00

50 T SHIRTS FOR FIRE DEPT

\$710.00

147133

INV

11/8/2024

11/8/2024

\$20.00

CLOTHING ORDERED-D TEMF

\$20.00

147144

INV

11/11/2024

11/11/2024

\$296.00

CLOTHING ORDERED-K RYAN

\$296.00

147181

INV

11/11/2024

11/11/2024

\$220.00

CLOTHING ORDERED-J GRAN

\$220.00

147227

INV

11/12/2024

11/12/2024

\$60.00

CLOTHING ORDERED-S STEIE

\$60.00

147392

INV

11/18/2024

11/18/2024

\$143.00

CLOTHING ORDERED-ZACH K

\$143.00

147402

INV

11/18/2024

11/18/2024

\$109.00

CLOTHING ORDERED-C DECK

\$109.00

147412

INV

11/18/2024

11/18/2024

\$84.00

CLOTHING ORDERED-J STRU

\$84.00

147413

INV

11/18/2024

11/18/2024

\$137.00

CLOTHING ORDERED-CASEY

\$137.00

147421

INV

11/19/2024

11/19/2024

\$40.00

CLOTHING ORDERED-AMY FC

\$40.00

147431

INV

11/19/2024

11/19/2024

\$233.00

CLOTHING ORDERED-L MAGS

\$233.00

147450

INV

11/20/2024

11/20/2024

\$21.00

CLOTHING ORDERED-M MATT

\$21.00

147451

INV

11/20/2024

11/20/2024

\$144.00

CLOTHING ORDERED-E GARC

\$144.00

147474

INV

11/20/2024

11/20/2024

\$63.00

CLOTHING ORDERED-J STRU

\$63.00

147584

INV

11/25/2024

11/25/2024

\$147.00

CLOTHING ORDERED-D SCHM

\$147.00

Voucher(s): 15

Aged Totals:

Due

\$2,427.00

\$2,427.00

\$0.00

\$0.00

\$0.00

Vendor ID: 4343

Name: M&T FIRE AND SAFETY

Class ID:

FED TAX CLAS:

Voucher/ Payment No.

Doc Number

Type

Doc Date

Due Date

Doc Amount

Description

Writeoff Amount

Current Period

31 - 60 Days

61 - 90 Days

91 and Over

12780

INV

11/20/2024

11/20/2024

\$1,201.11

HYDRANT BALL VALVE, ADAP

\$1,201.11

Voucher(s): 1

Aged Totals:

Due

\$1,201.11

\$1,201.11

\$0.00

\$0.00

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Section 2. Item B.

Vendor ID: 6192

Name: MAC'S HARDWARE

Class ID:

FED TAX CLAS: C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	C59472/D	INV	11/20/2024	11/20/2024	\$144.99	JACKET INSUL ICON W/REFL		\$144.99			

Voucher(s): 1	Aged Totals:	Due	\$144.99	\$144.99	\$0.00	\$0.00	\$0.00
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Vendor ID: 5715

Name: MARTIN'S WELDING & REFRIGERATION INC

Class ID:

FED TAX CLAS: S CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	0086	INV	10/23/2024	10/23/2024	\$918.00	RECOVERING 68 UNITS FROM			\$918.00		
	10147	INV	11/8/2024	11/8/2024	\$499.50	RECOVERED 37 UNITS @ BAL		\$499.50			

Voucher(s): 2	Aged Totals:	Due	\$1,417.50	\$499.50	\$918.00	\$0.00	\$0.00
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Vendor ID: 9949

Name: MASTERFADE BARBER SHOP LLC

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2025 LIQUOR LIC REF	INV	11/22/2024	11/22/2024	\$700.00	REIMBURSEMENT OF '25 LIQL		\$700.00			

Voucher(s): 1	Aged Totals:	Due	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 359

Name: MATCO TOOLS

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	64547	INV	11/19/2024	11/19/2024	\$8,115.36	SCANTOOL		\$8,115.36			

Voucher(s): 1	Aged Totals:	Due	\$8,115.36	\$8,115.36	\$0.00	\$0.00	\$0.00
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Vendor ID: 4828

Name: MENARDS

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	56450	INV	10/30/2024	10/30/2024	\$318.75	CHRISTMAS DECOR		\$318.75			
	56456	INV	10/30/2024	10/30/2024	\$89.22	CHRISTMAS DECOR		\$89.22			
	56471	INV	10/30/2024	10/30/2024	\$116.70	WIRE ROPE, CABLE CLAMP, S		\$116.70			
	57211	INV	11/14/2024	11/14/2024	\$32.13	GALV WIRE 20GS, LAG SCREW		\$32.13			
	57387	INV	11/18/2024	11/18/2024	\$10.47	FISHER PNTBTR CHUNKY, MC		\$10.47			
	57394	INV	11/18/2024	11/18/2024	\$74.93	PAINT THINNER, 8 PIN USB		\$74.93			

Voucher(s): 6	Aged Totals:	Due	\$642.20	\$642.20	\$0.00	\$0.00	\$0.00
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Vendor ID: 5645

Name: MIDWEST LABORATORIES, INC

Class ID:

FED TAX CLAS: C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1208386	INV	11/4/2024	11/4/2024	\$337.50	CHEMICALS		\$337.50			

Section 2. Item B.

Voucher(s): 1		Aged Totals:		Due		\$337.50		\$337.50		\$0.00		\$0.00		\$0.00		Section 2. Item B.	
Vendor ID: 1732		Name: MIDWEST TAPE		Class ID:		FED TAX CLAS:											
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over						
	506339944	INV	11/15/2024	11/15/2024	\$257.13	DIP AV		\$257.13									
	506339945	INV	11/15/2024	11/15/2024	\$125.97	DIP CH AV		\$125.97									
	506339946	INV	11/15/2024	11/15/2024	\$130.95	DIP CH AV		\$130.95									
	506339948	INV	11/15/2024	11/15/2024	\$308.12	BC AV		\$308.12									
	506339949	INV	11/15/2024	11/15/2024	\$70.45	SLOPE CH AV		\$70.45									
Voucher(s): 5		Aged Totals:		Due		\$892.62		\$892.62		\$0.00		\$0.00		\$0.00			
Vendor ID: 984		Name: MINNESOTA VALLEY TESTING LAB INC		Class ID:		FED TAX CLAS:											
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over						
	1280920	INV	11/13/2024	11/13/2024	\$4,192.00	CHEMICALS		\$4,192.00									
	1280924	INV	11/13/2024	11/13/2024	\$49.00	CHEMICALS		\$49.00									
	1281135	INV	11/14/2024	11/14/2024	\$106.30	CHEMICALS		\$106.30									
	1281137	INV	11/14/2024	11/14/2024	\$254.80	CHEMICALS		\$254.80									
	1281536	INV	11/18/2024	11/18/2024	\$1,091.80	CHEMICALS		\$1,091.80									
	1282208	INV	11/21/2024	11/21/2024	\$157.60	CHEMICALS		\$157.60									
	1282210	INV	11/21/2024	11/21/2024	\$106.30	CHEMICALS		\$106.30									
	1282214	INV	11/21/2024	11/21/2024	\$254.80	CHEMICALS		\$254.80									
	1282226	INV	11/21/2024	11/21/2024	\$106.30	CHEMICALS		\$106.30									
	1282227	INV	11/21/2024	11/21/2024	\$49.00	CHEMICALS		\$49.00									
Voucher(s): 10		Aged Totals:		Due		\$6,367.90		\$6,367.90		\$0.00		\$0.00		\$0.00			
Vendor ID: 380		Name: MONTANA-DAKOTA UTILITY		Class ID:		FED TAX CLAS:											
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over						
	55678	INV	10/28/2024	10/28/2024	\$374.29	REPLACE STREET LIGHTS		\$374.29									
	13103210004 1124	INV	11/13/2024	11/13/2024	\$186.15	601 E 4TH AV WATER TOWER		\$186.15									
	14982210008 1124	INV	11/13/2024	11/13/2024	\$846.93	615 W BROADWAY ST WHITE		\$846.93									
	190 502 4626 3	INV	11/13/2024	11/13/2024	\$832.27	3411 PUBLIC WORKS BLVD		\$832.27									
	25370770718 1124	INV	11/13/2024	11/13/2024	\$59.56	981 E VILLARD ST FEED #1		\$59.56									

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City of Dickinson

Section 2. Item B.

26429544161 1124	INV	11/13/2024	11/13/2024	\$146.08	498 1/2 W VILLARD ST	\$146.08
29251469341 1124	INV	11/13/2024	11/13/2024	\$159.68	38 W 1ST ST GEN	\$159.68
31067295126 1124	INV	11/13/2024	11/13/2024	\$117.95	801 1/2 E VILLARD ST	\$117.95
325 323 1000 3	INV	11/13/2024	11/13/2024	\$1,738.13	3389 ENERGY CENTER DR	\$1,738.13
355 032 1000 3	INV	11/13/2024	11/13/2024	\$888.82	450 10TH AVE E 3 UND WATEI	\$888.82
369 922 1000 9	INV	11/13/2024	11/13/2024	\$278.36	E 8TH AVE EAST	\$278.36
421 922 1000 5	INV	11/13/2024	11/13/2024	\$35.96	E VILLARD ST CROSSWALK LI	\$35.96
42388737324 1124	INV	11/13/2024	11/13/2024	\$62.27	298 1/2 W VILLARD ST	\$62.27
482 775 9172 2	INV	11/13/2024	11/13/2024	\$101.54	3405 PUBLIC WORKS BLVD	\$101.54
49724067910 1124	INV	11/13/2024	11/13/2024	\$5.47	22 1/2 3RD ST E	\$5.47
50503982162 1124	INV	11/13/2024	11/13/2024	\$279.37	1788 I94 BUSINESS LOOP E	\$279.37
51393931509 1124	INV	11/13/2024	11/13/2024	\$81.03	11 1/2 4TH AVE E	\$81.03
516 822 1000 3	INV	11/13/2024	11/13/2024	\$920.54	25 2ND AVE W	\$920.54
58202091086 1124	INV	11/13/2024	11/13/2024	\$119.77	104 1/2 W VILLARD ST	\$119.77
677 822 1000 8	INV	11/13/2024	11/13/2024	\$64.46	SIMS ST DOWNTOWN PARK	\$64.46
68103800907 1124	INV	11/13/2024	11/13/2024	\$115.34	3405 PUBLIC WORKS BLVD GI	\$115.34
71736003253 1124	INV	11/13/2024	11/13/2024	\$44.83	3411 PUBLIC WORKS BLVD BF	\$44.83
72819837724 1124	INV	11/13/2024	11/13/2024	\$135.21	950 1/2 W VILLARD ST	\$135.21
77369076631 1124	INV	11/13/2024	11/13/2024	\$506.99	122 1ST AVE W DICKINSON TC	\$506.99
82996839526 1124	INV	11/13/2024	11/13/2024	\$2,498.34	38 1ST ST W	\$2,498.34
94461006366 1124	INV	11/13/2024	11/13/2024	\$141.43	991 E VILLARD ST FEED #2	\$141.43
947 822 1000 2	INV	11/13/2024	11/13/2024	\$46.75	SIMS ST TRAFFIC LIGHT	\$46.75
95529300519 1124	INV	11/13/2024	11/13/2024	\$71.99	28 1/2 2ND AVE E	\$71.99
995 822 1000 3	INV	11/13/2024	11/13/2024	\$8.04	233 W VILLARD ST	\$8.04
04982210009 1124	INV	11/15/2024	11/15/2024	\$13,163.19	1075 SIMS ST	\$13,163.19
069 243 1000 3	INV	11/15/2024	11/15/2024	\$125.62	229 E MUSEUM DR POST PAR	\$125.62
120 132 1000 5	INV	11/15/2024	11/15/2024	\$32.20	E 10TH ST	\$32.20
179 575 1883 4	INV	11/15/2024	11/15/2024	\$608.43	188 E MUSEUM DR APT B	\$608.43
274 132 1000 9	INV	11/15/2024	11/15/2024	\$103.96	200 E MUSEUM DR PRARIE OL	\$103.96

Section 2. Item B.

284 132 1000 7	INV	11/15/2024	11/15/2024	\$140.14	W 12TH ST ST LITES 3RD AVE	\$140.14
298 563 1000 7	INV	11/15/2024	11/15/2024	\$159.33	611 10TH AVE E	\$159.33
45019232672 1124	INV	11/15/2024	11/15/2024	\$68.07	2004 1/2 YELLOWSTONE CIR	\$68.07
474 132 1000 7	INV	11/15/2024	11/15/2024	\$262.30	198 E MUSEUM DR APT A	\$262.30
529 279 6569 0	INV	11/15/2024	11/15/2024	\$76.16	2115 10TH AVE W	\$76.16
574 132 1000 6	INV	11/15/2024	11/15/2024	\$149.88	188 MUSEUM DR E	\$149.88
612 823 1000 4	INV	11/15/2024	11/15/2024	\$56.37	209 R MUSEUM DR	\$56.37
674 132 1000 5	INV	11/15/2024	11/15/2024	\$858.46	46 W MUSEUM DR	\$858.46
800 132 1000 2	INV	11/15/2024	11/15/2024	\$36.85	E 10TH ST FIRE SIREN CEMET	\$36.85
900 132 1000 1	INV	11/15/2024	11/15/2024	\$32.20	E 10TH ST CEMETARY	\$32.20
968 373 1000 0	INV	11/15/2024	11/15/2024	\$420.35	LIFT STATION 1071 SIMS ST	\$420.35
198 874 5490 8	INV	11/19/2024	11/19/2024	\$92.28	2884 FAIRWAY ST	\$92.28
256 583 1000 5	INV	11/19/2024	11/19/2024	\$109.94	2601 STATE BL	\$109.94
260 043 1000 4	INV	11/19/2024	11/19/2024	\$36.43	2006 FAIRWAY ST	\$36.43
597 333 1000 3	INV	11/19/2024	11/19/2024	\$157.62	2001 FAIRWAY ST REC CENTE	\$157.62
61946591668 1124	INV	11/19/2024	11/19/2024	\$151.67	801 STATE AVE	\$151.67
640 322 1000 3	INV	11/19/2024	11/19/2024	\$55.47	W VILLARD ST STOP LIGHTS I	\$55.47
755 153 1000 3	INV	11/19/2024	11/19/2024	\$166.36	2171 EMPIRE DR	\$166.36
755 573 1000 2	INV	11/19/2024	11/19/2024	\$180.01	2433 1/2 4TH ST W	\$180.01
802 463 1000 9	INV	11/19/2024	11/19/2024	\$375.40	2693 FAIRWAY ST	\$375.40
855 153 1000 2	INV	11/19/2024	11/19/2024	\$134.33	451 23RD AVE E	\$134.33

Voucher(s):	55	Aged Totals:	Due					
			\$28,620.57	\$28,620.57	\$0.00	\$0.00	\$0.00	

Vendor ID:	9868	Name:	MOORE ENGINEERING, INC				Class ID:		FED TAX CLAS:	S CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	41224	INV	11/14/2024	11/14/2024	\$5,184.00	202414 10TH AVE E VILLARDS		\$5,184.00				
	41225	INV	11/14/2024	11/14/2024	\$880.00	202423 10TH AVE E SANITARY		\$880.00				

Voucher(s):	2	Aged Totals:	Due					
			\$6,064.00	\$6,064.00	\$0.00	\$0.00	\$0.00	

Vendor ID:	5748	Name:	MORTON SALT, INC.				Class ID:		FED TAX CLAS:	C CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and	

System: 11/27/2024 8:00:49 AM

User Date: 11/27/2024

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

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	5403195370	INV	11/20/2024	11/20/2024	\$8,355.79	45,720 LB BULK SOLAR SALT		\$8,355.79			
	5403199879	INV	11/23/2024	11/23/2024	\$8,359.44	45,740 LB BULK SOLAR SALT		\$8,359.44			
							Due				
Voucher(s):	2	Aged Totals:					\$16,715.23	\$16,715.23	\$0.00	\$0.00	\$0.00
Vendor ID:	6254	Name:				ND DEPT OF ENVIROMENTAL QUALITY	Class ID:		FED TAX CLAS: STATE GOVERNMENT		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	N26137	INV	8/20/2024	8/20/2024	\$70.00	LOW PRESSURE TWO YR CEI					\$70.00
							Due				
Voucher(s):	1	Aged Totals:					\$70.00	\$0.00	\$0.00	\$0.00	\$70.00
Vendor ID:	2008	Name:				ND ONE CALL INC	Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	4104129	INV	10/31/2024	10/31/2024	\$447.60	REG & VOICE CALL OUTS		\$447.60			
							Due				
Voucher(s):	1	Aged Totals:					\$447.60	\$447.60	\$0.00	\$0.00	\$0.00
Vendor ID:	723	Name:				ND STATE PLUMBING BOARD	Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	L SCHWINDT 2025	INV	11/21/2024	11/21/2024	\$100.00	MASTER/JOURNEYMAN LIC RI		\$100.00			
							Due				
Voucher(s):	1	Aged Totals:					\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
Vendor ID:	2668	Name:				NDAAO	Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	D BARTH 2024	INV	11/21/2024	11/21/2024	\$50.00	2024 NDAAO CONFERENCE		\$50.00			
	H HOFF 2024	INV	11/21/2024	11/21/2024	\$50.00	2024 NDAAO CONFERENCE		\$50.00			
							Due				
Voucher(s):	2	Aged Totals:					\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
Vendor ID:	5780	Name:				NELSON AUTO CENTER, INC	Class ID:		FED TAX CLAS: S CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	F R193	INV	9/30/2024	9/30/2024	\$59,718.00	PURCHASE 2024 FORD EXPEI			\$59,718.00		
							Due				
Voucher(s):	1	Aged Totals:					\$59,718.00	\$0.00	\$59,718.00	\$0.00	\$0.00
Vendor ID:	405	Name:				NEWBY'S ACE HARDWARE	Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	395479/1	INV	11/13/2024	11/13/2024	\$8.62	CABLE TIES		\$8.62			
							Due				
Voucher(s):	1	Aged Totals:					\$8.62	\$8.62	\$0.00	\$0.00	

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Vendor ID: 9941

Name: NORTH CENTRAL INTERNATIONAL LLC

Class ID: 1099

FED TAX CLAS: PARTNE

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	X204045229:01	INV	11/12/2024	11/12/2024	\$89.86	FILTER -LUBE OIL		\$89.86			
	X204045229:02	INV	11/13/2024	11/13/2024	\$179.72	FILTER-LUBE OIL		\$179.72			
	X204045321:01	INV	11/19/2024	11/19/2024	\$184.60	FILTER, AIR CYLINDRICAL PRI		\$184.60			
Voucher(s): 3							Due				
Aged Totals:							\$454.18	\$454.18	\$0.00	\$0.00	\$0.00

Vendor ID: 435

Name: NORTHERN IMPROVEMENT CO(DIX)

Class ID:

FED TAX CLAS: S CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	D45182	INV	11/6/2024	11/6/2024	\$6,410.85	CITY ASPHALT PATCHING		\$6,410.85			
Voucher(s): 1							Due				
Aged Totals:							\$6,410.85	\$6,410.85	\$0.00	\$0.00	\$0.00

Vendor ID: 437

Name: NORTHWEST TIRE INC

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	15166543	INV	11/13/2024	11/13/2024	\$213.86	4 TRUCK MOUNT/DISMOUNT,		\$213.86			
	15166766	INV	11/22/2024	11/22/2024	\$207.94	FLAT REPAIR, SHOP SUPPLIE		\$207.94			
Voucher(s): 2							Due				
Aged Totals:							\$421.80	\$421.80	\$0.00	\$0.00	\$0.00

Vendor ID: 4400

Name: NOVA FIRE PROTECTION INC

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	65087	INV	11/7/2024	11/7/2024	\$200.00	ANNUAL SPRINKLER INSPEC1		\$200.00			
	65090	INV	11/7/2024	11/7/2024	\$170.00	ANNUAL SPRINKLER INSPEC1		\$170.00			
Voucher(s): 2							Due				
Aged Totals:							\$370.00	\$370.00	\$0.00	\$0.00	\$0.00

Vendor ID: 2131

Name: OLYMPIC SALES INC

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	15152	INV	11/19/2024	11/19/2024	\$1,350.68	NEW WAY HYDRAUL FILTER,		\$1,350.68			
Voucher(s): 1							Due				
Aged Totals:							\$1,350.68	\$1,350.68	\$0.00	\$0.00	\$0.00

Vendor ID: 3491

Name: PRAIRIE AUTO PARTS INC

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	039426	CRM	11/21/2024		(\$30.05)	RETURN CABIN AIR FILTER		(\$30.05)			
	038178	INV	11/13/2024	11/13/2024	\$124.99	NAPA GOLD FUEL FILTER		\$124.99			
	038310	INV	11/14/2024	11/14/2024	\$250.00	2000W POWER INVERTER		\$250.00			

Section 2. Item B.

039171	INV	11/20/2024	11/20/2024	\$30.05	CABIN AIR FILTER	\$30.05
039438	INV	11/21/2024	11/21/2024	\$36.58	2 COUPLINGS-R53	\$36.58
039918	INV	11/25/2024	11/25/2024	\$8.99	GEAR UP MICROFIBER ALL O	\$8.99

Voucher(s):	6	Aged Totals:	Due	\$420.56	\$420.56	\$0.00	\$0.00	\$0.00
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Vendor ID: 9535		Name: PRICE, TROY				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	MEETINGS (6) '24	INV	11/14/2024	11/14/2024	\$600.00	HISTORIC PRESERV MEETING		\$600.00			

Voucher(s):	1	Aged Totals:	Due	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 466		Name: PUMP SYSTEMS LLC				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	00412556	INV	11/21/2024	11/21/2024	\$7.58	FLANGE GASKET 300 SERIES		\$7.58			

Voucher(s):	1	Aged Totals:	Due	\$7.58	\$7.58	\$0.00	\$0.00	\$0.00
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Vendor ID: 469			Name: QUALITY QUICK PRINT INC				Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	PC-22243	INV	11/6/2024	11/6/2024	\$5,569.20	8K 2025 RECYCLING POSTCAI		\$5,569.20			
	PC-22741	INV	11/21/2024	11/21/2024	\$210.00	HOT CHOC/APPLE CIDER, SAI		\$210.00			

Voucher(s):	2	Aged Totals:	Due	\$5,779.20	\$5,779.20	\$0.00	\$0.00	\$0.00
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Vendor ID: 4946		Name: QUEST ENGINEERING INC				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	E52883-002	INV	11/22/2024	11/22/2024	\$244.80	43 SERIES SEAL		\$244.80			

Voucher(s):	1	Aged Totals:	Due	\$244.80	\$244.80	\$0.00	\$0.00	\$0.00
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Vendor ID: 2433		Name: RADISSON HOTEL BISMARCK				Class ID:		FED TAX CLAS:		LLC-P	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	561136	INV	10/28/2024	10/28/2024	\$102.50	GUEST SERVICES		\$102.50			

Voucher(s):	1	Aged Totals:	Due	\$102.50	\$102.50	\$0.00	\$0.00	\$0.00
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Vendor ID: 4911		Name: RAMSEY LAW OFFICE PLLC				Class ID: 1099		FED TAX CLAS: ATTORNEY			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	112524	INV	11/25/2024	11/25/2024	\$450.00	ALTERNATE JUDGE HOURS		\$450.00			

City of Dickinson

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Voucher(s): 1													Aged Totals:		Due		\$450.00		\$450.00		\$0.00		\$0.00		Section 2. 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8121233	INV	11/21/2024	11/21/2024	\$29.17	GLOVES, DRILL BIT	\$29.17
8122071	INV	11/22/2024	11/22/2024	\$45.14	PRESSURE PIPE, CEMENT	\$45.14

Voucher(s):	11	Aged Totals:	Due						
			\$588.74	\$563.75	\$24.99	\$0.00	\$0.00		

Vendor ID: 9948			Name: RYAN ZIMMERMAN				Class ID: 1099		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	REIMBURSE-PURCH	INV	11/12/2024	11/12/2024	\$562.50	REIMBURSEMENT FOR PURC		\$562.50			

Voucher(s):	1	Aged Totals:	Due						
			\$562.50	\$562.50	\$0.00	\$0.00	\$0.00		

Vendor ID: 9951			Name: SAFETY WORKS, LLC				Class ID:		FED TAX CLAS:		LLC AS S CORP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	8837	INV	6/10/2024	6/10/2024	\$205.00	17 PANEL HAIR FOLLICLE TES					\$205.00	

Voucher(s):	1	Aged Totals:	Due						
			\$205.00	\$0.00	\$0.00	\$0.00	\$205.00		

Vendor ID: 505		Name: SANITATION PRODUCTS					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	91125	INV	11/12/2024	11/12/2024	\$766.54	DRIVE CHAIN, CONV DRIVEN I		\$766.54			

Voucher(s):	1	Aged Totals:	Due						
			\$766.54	\$766.54	\$0.00	\$0.00	\$0.00		

Vendor ID: 6386			Name: SCHROEDER ALEX				Class ID:		FED TAX CLAS:		EMPLOYEE	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	AS 11262024	INV	11/26/2024	11/26/2024	\$246.00	EMPLOYEE EXP-A SCHROEDER		\$246.00				

Voucher(s):	1	Aged Totals:	Due						
			\$246.00	\$246.00	\$0.00	\$0.00	\$0.00		

Vendor ID: 9940			Name: SCHWEITZER MEDIA, INC				Class ID:		FED TAX CLAS:		S CORP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	24100071	INV	10/31/2024	10/31/2024	\$37.60	LEGACY SQAURE ADVERTISII		\$37.60				

Voucher(s):	1	Aged Totals:	Due						
			\$37.60	\$37.60	\$0.00	\$0.00	\$0.00		

Vendor ID: 9667		Name: SOFTCHOICE CORPORATION					Class ID:		FED TAX CLAS: C CORP/ EXEMPT 5		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	91492765	INV	11/22/2024	11/22/2024	\$1,281.60	IT -ADDLICENSE24		\$1,281.60			

Voucher(s):	1	Aged Totals:	Due						
			\$1,281.60	\$1,281.60	\$0.00	\$0.00	\$0.00		

Section 2. Item B.

Vendor ID: 2580		Name: SOUTHWEST GRAIN(BULK)				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	SX5-IE6402	INV	10/17/2024	10/17/2024	\$521.69	545.3 GAL WINTERMASTER			\$521.69		
	SX5-IE6434	INV	10/22/2024	10/22/2024	\$1,637.26	443.7 GAL WINTERMASTER			\$1,637.26		
	SX5-IE6449	INV	10/28/2024	10/28/2024	\$1,569.73	425.40 GAL WINTERMASTER		\$1,569.73			
	SX9 IJ3322	INV	10/31/2024	10/31/2024	\$8,108.00	INDOL MV, SUPERLUBE		\$8,108.00			
Voucher(s): 4							Aged Totals:				
							Due				
							\$11,836.68	\$9,677.73	\$2,158.95	\$0.00	\$0.00

Vendor ID: 5631		Name: SPEE DEE DELIVERY SERVICE, INC				Class ID:		FED TAX CLAS: S CORP			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1135828	INV	11/9/2024	11/9/2024	\$47.94	STANDARD SHIPMENT		\$47.94			
Voucher(s): 1							Aged Totals:				
							Due				
							\$47.94	\$47.94	\$0.00	\$0.00	\$0.00

Vendor ID: 4771		Name: STARK COUNTY SHERIFF				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	202402859	INV	11/25/2024	11/25/2024	\$50.00	CIVIL PAPERS		\$50.00			
Voucher(s): 1							Aged Totals:				
							Due				
							\$50.00	\$50.00	\$0.00	\$0.00	\$0.00

Vendor ID: 9945		Name: STEFANIE AULNER				Class ID: 1099		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	MEETINGS (4) "24	INV	11/14/2024	11/14/2024	\$400.00	HISTORIC PRESERV MEETING		\$400.00			
Voucher(s): 1							Aged Totals:				
							Due				
							\$400.00	\$400.00	\$0.00	\$0.00	\$0.00

Vendor ID: 543		Name: STEFFAN'S SAW & BIKE				Class ID: 1099		FED TAX CLAS: SOLE PROP			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	11623	INV	11/8/2024	11/8/2024	\$1,061.68	MISC ITEMS FOR B/S		\$1,061.68			
Voucher(s): 1							Aged Totals:				
							Due				
							\$1,061.68	\$1,061.68	\$0.00	\$0.00	\$0.00

Vendor ID: 9848		Name: STIDHAM ANDREW				Class ID:		FED TAX CLAS: EMPLOYEE REIMBURSE			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	AS 112624	INV	11/26/2024	11/26/2024	\$246.00	EMPLOYEE EXP-ANDY STIDH/		\$246.00			
Voucher(s): 1							Aged Totals:				
							Due				
							\$246.00	\$246.00	\$0.00	\$0.00	\$0.00

Vendor ID: 537		Name: SW DISTRICT HEALTH UNIT/ MEDICAL				Class ID: 1099		FED TAX CLAS: MEDICAL			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over

Section 2. Item B.

1734INV11/5/202411/5/2024\$732.00IMMUNIZATION ADMIS, HEP A\$732.00

Voucher(s): 1		Aged Totals:		Due							
				\$732.00		\$732.00		\$0.00		\$0.00	

Vendor ID: 538Name: SW DISTRICT HEALTH UNIT/ WATER SAMPLESClass ID: 1099FED TAX CLAS: MEDICAL

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	LS 1676-1689	INV	11/12/2024	11/12/2024	\$350.00	WATER ANALYSIS		\$350.00			

Voucher(s): 1		Aged Totals:		Due							
				\$350.00		\$350.00		\$0.00		\$0.00	

Vendor ID: 551Name: SWANSTON EQUIPMENTClass ID:FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	P07793	INV	11/19/2024	11/19/2024	\$107.57	OIL FILTERS		\$107.57			

Voucher(s): 1		Aged Totals:		Due							
				\$107.57		\$107.57		\$0.00		\$0.00	

Vendor ID: 646Name: SWMCC-PRISONER HOUSINGClass ID:FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	11249	INV	10/31/2024	10/31/2024	\$8,150.00	PRISONER HOUSING-OCT '24		\$8,150.00			

Voucher(s): 1		Aged Totals:		Due							
				\$8,150.00		\$8,150.00		\$0.00		\$0.00	

Vendor ID: 3940Name: TITAN MACHINERYClass ID:FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	SR0033929-1	CRM	11/14/2024		(\$197.20)	RETURN 1 CASE HEADLAMPS		(\$197.20)			
	SO0142526-1	INV	10/31/2024	10/31/2024	\$1,746.12	1 CEL NO 4TH FUNCTION		\$1,746.12			
	PS0515173-1	INV	11/7/2024	11/7/2024	\$3,793.50	SCRAPER,TAPPED PLATE, BC		\$3,793.50			
	PS0496231-2	INV	11/8/2024	11/8/2024	\$324.10	AIR FILTER COMBI		\$324.10			
	PS0518849-1	INV	11/8/2024	11/8/2024	\$120.00	LATCH, PLATE, PAWL, CASE,		\$120.00			
	PS0545720-1	INV	11/13/2024	11/13/2024	\$63.00	FILTER ENGINE OIL (2 CASES)		\$63.00			
	PS0544307-1	INV	11/14/2024	11/14/2024	\$197.20	1 CASE HEADLAMPS		\$197.20			
	SO0145978-1	INV	11/14/2024	11/14/2024	\$433.55	INSPECT ATTACHMENT OPEF		\$433.55			
	PS0555130-1	INV	11/22/2024	11/22/2024	\$333.00	12 CASE HYTRAN 1 GAL		\$333.00			

Voucher(s): 9		Aged Totals:		Due							
				\$6,813.27		\$6,813.27		\$0.00		\$0.00	

Vendor ID: 3978Name: TOTAL SAFETY US INCClass ID:FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	7096600-0001	INV	11/15/2024	11/15/2024	\$1,980.00	44 EA MEDICAL QUESTIONNA		\$1,980.00			

Section 2. Item B.

7101046-0001

INV

11/26/2024

11/26/2024

\$165.50

SCOTCHLITE, HIGH INTENSIT

\$165.50

Voucher(s): 2		Aged Totals:		Due					
				\$2,145.50	\$2,145.50	\$0.00	\$0.00	\$0.00	

Vendor ID: 9947

Name: TROJAN TECHNOLOGIES

Class ID:

FED TAX CLAS: CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	200/30451	INV	11/7/2024	11/7/2024	\$1,029.75	CANISTER ASSY, UV3 + LUG F		\$1,029.75			

Voucher(s): 1		Aged Totals:		Due					
				\$1,029.75	\$1,029.75	\$0.00	\$0.00	\$0.00	

Vendor ID: 4268

Name: TWENTERPRISES INC

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	75902	INV	11/21/2024	11/21/2024	\$3,574.25	ASSY ENCL H PANEL,INTRFC,		\$3,574.25			

Voucher(s): 1		Aged Totals:		Due					
				\$3,574.25	\$3,574.25	\$0.00	\$0.00	\$0.00	

Vendor ID: 6047

Name: TWOGOOD, JARED

Class ID:

FED TAX CLAS: HIST PRES COMMISSION

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	MEETINGS (6) '24	INV	11/14/2024	11/14/2024	\$600.00	HISTORIC PRESERV MEETING		\$600.00			

Voucher(s): 1		Aged Totals:		Due					
				\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 9806

Name: TYLER TECHNOLOGIES, INC

Class ID:

FED TAX CLAS: C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	020-156473	INV	10/31/2024	10/31/2024	\$136.68	PAYMENT PROCESSING SER\		\$136.68			

Voucher(s): 1		Aged Totals:		Due					
				\$136.68	\$136.68	\$0.00	\$0.00	\$0.00	

Vendor ID: 3532

Name: USABBLUEBOOK

Class ID:

FED TAX CLAS: C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	INV00538135	INV	11/11/2024	11/11/2024	\$157.90	HYDRANT WRENCH, PENTA N		\$157.90			

Voucher(s): 1		Aged Totals:		Due					
				\$157.90	\$157.90	\$0.00	\$0.00	\$0.00	

Vendor ID: 1914

Name: VANGUARD

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	I527629	INV	11/14/2024	11/14/2024	\$307.61	SHORTPAK-CARD+KT		\$307.61			

Voucher(s): 1		Aged Totals:		Due					
				\$307.61	\$307.61	\$0.00	\$0.00	\$0.00	

Vendor ID: 2105

Name: VANGUARD APPRAISALS INC

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over

Section 2. Item B.

20048

INV

11/20/2024

11/20/2024

\$1,925.00

WEB STIT BKG 2

\$1,925.00

Voucher(s): 1		Aged Totals:		Due					
				\$1,925.00	\$1,925.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 4418

Name: VESTIS

Class ID:

FED TAX CLAS: C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2550371158	INV	9/4/2024	9/4/2024	\$170.78	MATS, BOWL CLIPS, DISPEN				\$170.78	
	2550395123	INV	10/30/2024	10/30/2024	\$170.78	BOWL CLIPS, DISP SOAP, CHI		\$170.78			
	2550401058	INV	11/13/2024	11/13/2024	\$86.31	UNIFORM CLEANING		\$86.31			
	2550401059	INV	11/13/2024	11/13/2024	\$170.78	MOP HANDLES, SOAP, BOWL		\$170.78			
	2550401060	INV	11/13/2024	11/13/2024	\$37.67	MATS		\$37.67			
	2550403926	INV	11/20/2024	11/20/2024	\$25.85	MATS		\$25.85			
	2550403969	INV	11/20/2024	11/20/2024	\$47.75	MATS		\$47.75			
	2550403988	INV	11/20/2024	11/20/2024	\$32.60	MATS		\$32.60			
	2550404005	INV	11/20/2024	11/20/2024	\$74.99	UNIFORM CLEANING		\$74.99			
	2550404006	INV	11/20/2024	11/20/2024	\$61.25	MATS		\$61.25			
	2550404007	INV	11/20/2024	11/20/2024	\$99.68	MOP HANDLES, SOAP, GLOVE		\$99.68			
	2550404008	INV	11/20/2024	11/20/2024	\$37.67	MATS		\$37.67			

Voucher(s): 12		Aged Totals:		Due					
				\$1,016.11	\$845.33	\$0.00	\$170.78	\$0.00	

Vendor ID: 588

Name: VIKING GLASS OF ND INC

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	23781	INV	11/18/2024	11/18/2024	\$150.00	5 36" SWEEPSTRIPS		\$150.00			

Voucher(s): 1		Aged Totals:		Due					
				\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 6066

Name: VOGEL LAW FIRM, LTD

Class ID: 1099

FED TAX CLAS: ATTORNEY

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	810769	INV	11/18/2024	11/18/2024	\$1,891.00	CITY OF DICKINSON -EMPLO		\$1,891.00			

Voucher(s): 1		Aged Totals:		Due					
				\$1,891.00	\$1,891.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 607

Name: WEST DAKOTA OIL INC

Class ID:

FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	347365	INV	10/24/2024	10/24/2024	\$640.77	403 GAL PROPANE			\$640.77		
	347366	INV	10/24/2024	10/24/2024	\$44.52	28 GAL PROPANE			\$44.52		

Section 2. Item B.

16034	INV	10/31/2024	10/31/2024	\$75.00	TANK RENTAL	\$75.00
16035	INV	10/31/2024	10/31/2024	\$50.00	TANK RENTAL	\$50.00
347995	INV	11/21/2024	11/21/2024	\$2,989.30	895 GAL #1 DYED DIESEL FUE	\$2,989.30

Voucher(s): 5		Aged Totals:		Due					
				\$3,799.59	\$3,114.30	\$685.29	\$0.00	\$0.00	

Vendor ID: 2632	Name: WEST RIVER LODGE #5	Class ID:	FED TAX CLAS:
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	NOV 2024	INV	11/25/2024	11/25/2024	\$1,312.50	NOV 2024 P/R WITHHOLDING		\$1,312.50			

Voucher(s): 1		Aged Totals:		Due					
				\$1,312.50	\$1,312.50	\$0.00	\$0.00	\$0.00	

Vendor ID: 4299	Name: WESTLIE TRUCK CENTER OF DICKINSON	Class ID:	FED TAX CLAS:
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	CM626322	CRM	11/21/2024		(\$42.22)	RETURN HARNESS-LT		(\$42.22)			
	626165	INV	11/13/2024	11/13/2024	\$2.87	SOCKET-TUR		\$2.87			
	626192	INV	11/14/2024	11/14/2024	\$83.22	2 LATCH-HOOD		\$83.22			
	626214	INV	11/14/2024	11/14/2024	\$2.10	2 SEAL GLADH		\$2.10			
	626322	INV	11/19/2024	11/19/2024	\$42.22	HARNESS-LT		\$42.22			
	626357	INV	11/20/2024	11/20/2024	\$72.54	FILTER, CAR		\$72.54			

Voucher(s): 6		Aged Totals:		Due					
				\$160.73	\$160.73	\$0.00	\$0.00	\$0.00	

Vendor ID: 1595	Name: WHITE CAP, LP	Class ID:	FED TAX CLAS:
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	50029239302	INV	11/19/2024	11/19/2024	\$742.76	LINELAZER RAC 5 SWITCHTIP		\$742.76			

Voucher(s): 1		Aged Totals:		Due					
				\$742.76	\$742.76	\$0.00	\$0.00	\$0.00	

Vendor ID: 6369	Name: WIDMER ROEL PC	Class ID:	FED TAX CLAS: C CORP
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	356977	INV	10/31/2024	10/31/2024	\$5,100.00	2023 AUDIT, SINGLE AUDIT/NC		\$5,100.00			

Voucher(s): 1		Aged Totals:		Due					
				\$5,100.00	\$5,100.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 3138	Name: WITMER PUBLIC SAFETY GROUP INC	Class ID:	FED TAX CLAS:
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Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	INV579845	INV	11/26/2024	11/26/2024	\$137.08	LEATHER FRONTS, CHARACT		\$137.08			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

Section 2. Item B.

										Due		Section 2. Item B.							
Voucher(s): 1						Aged Totals:		\$137.08		\$137.08		\$0.00		\$0.00		\$0.00			
Vendor ID: 9634		Name: WOWTOYZ, INC.				Class ID:				FED TAX CLAS:		C CORP							
Voucher/ Payment No.		Doc Number		Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period		31 - 60 Days		61 - 90 Days		91 and Over			
		92123		INV	11/6/2024	11/6/2024	\$774.45	GIFT SHOP STOCK		\$774.45									
Voucher(s): 1						Aged Totals:		Due		\$774.45		\$774.45		\$0.00		\$0.00		\$0.00	
								Vendors		Due		Current Period		31 - 60 Days		61 - 90 Days		91 and Over	
		Vendor Totals:				132		\$570,080.79		\$449,530.66		\$112,433.34		\$3,111.03		\$5,005.76			

TO: City of Dickinson

From: Southside Saloon

Reference: Legacy Square 2025 liquor license sealed bid

Dear City of Dickinson,

We at the Southside Saloon would like to offer a bid of \$4,500 for the 2025 Legacy Square alcohol license.

With new ownership, the Southside Saloon is very experienced in customer service and community events. We are very passionate about making every experience for the community that we are involved in, to be the highest quality possible for those attending.

If awarded this license for 2025, we are projecting to exceed your expectations of presentation and operations of the alcohol sales for the 2025 season.

Thank you for the opportunity to present this bid.

Sincerely,

Dave Ouellette

Southside Saloon

A handwritten signature in black ink, appearing to read "Dave Ouellette", with a long horizontal flourish extending to the right.

	<u>2025 TOBACCO LICENSES</u>
1003714	B.P. MARSH ENTERPRISES INC. DBA BERNIE'S ESQUIRE CLUB
1003715	BLACK CLOVER LLC DBA TOWN AND COUNTRY
1003716	BROTHERHOOD OF ST. ANTHONY
1003724	DO INTERESTS LLC DBA SOUTHSIDE SALOON
1003725	CASS OIL CO DBA HOLIDAY STATIONSTORE #225
1003726	COBORN INCORPORATED DBA CASH WISE LIQUOR
1003769	COBORN INCORPORATED DBA CASH WISE
1003727	BRAD COLEMAN DBA ELEVATE
1003728	DE PORRES HOUSE OF BARBERING LLC DBA PAUL ELLERKAMP
1003729	DOLGENCORP LLC - DOLLAR GENERAL #23939
1003730	DOLGENCORP LLC - DOLLAR GENERAL #23282
1003731	DON AND LINDA PAUL DBA PONDEROSA LIQUOR
1003732	FAMILY DOLLAR
1003733	FINAL FINAL
1003734	FMD PIT STOP, LLC
1003735	GAS U UP, LLC DBA LUCKY'S
1003736	HOUSE OF BOOZE - DEAN AND DORA VOLESKY
1003737	ROSIES FOOD AND GAS
1003738	LEGACY 7 LIQUOR, LLC DBA LUCKY'S LIQUOR
1003739	LEGACY 7 LIQUOR, LLC DBA LUCKY'S LIQUOR
1003740	LEGACY 7 LIQUOR, LLC DBA LUCKY'S LIQUOR
1003741	MAVERICK SALOONS INC.
1003742	MILLER AND HOLMES, INC. DBA M&H
1003744	NASH FINCH COMPANY DBA FAMILY FARE #123 - LIQUOR STORE
1003745	NASH FINCH COMPANY DBA FAMILY FARE #122
1003746	NASH FINCH COMPANY DBA FAMILY FARE #123
1003747	ND LAUNDRY DBA FAST LANE CHECK CASHING
1003748	OZARK SPIRITS, LLC DBA WALMART #1567
1003749	WALMART STORES INC. DBA WALMART #1567
1003750	PARAGON BOWL, INC.
1003751	SOUL SANCTUARY DBA SALT OF THE EARTH
1003752	SIMONSON STATION STORES, INC.
1003753	SIMONSON STATION STORES, INC.
1003754	SPARTAN STORES FUEL, LLC DBA FAMILY FARE QUICK STOP #124
1003755	T-REX CONOCO INC.
1003756	TH INVESTMENTS LLC DBA SOUTHVIEW LIQUORS
1003757	TH INVESTMENTS LLC DBA LIQUOR WAREHOUSE
1003758	THE HUB CONVENIENCE STORES INC.
1003759	THE ROCK INC.
1003760	TIGER DISCOUNT INC.
1003761	TRI ENERGY CENEX VILLARD
1003762	TRI ENERGY CENEX MUSEUM
1003763	TRI ENERGY CENEX GENERAL
1003764	WEST DAKOTA OIL INC.
1003765	QUEEN CITY CANDY -BRAUNS DISTRIBUTING
1003766	VAPES - BRAD COLEMAN

1003770	MAIN AVENUE DICKINSON ND LLC - 797 SOUTH MAIN AVENUE
1003771	BLACKMARKET VAPE & SMOKE - 456 W 15TH STREET
1003825	GALACTIC SMOKE 2 AL HASAN EBRAHIM - 1785 1ST STREET WEST UNIT C

SUPERPUMPER #37 - 1554 W VILLARD STREET

2025 Liquor License

Commerical On-Sale/Off-Sale

1003488 BP Marsh Enterprises Inc. DBA Bernie's Esquire Club
 1003775 Coborn's Inc. DBA Cash Wise Liquor #3044
 1003776 Paragon Bowl DBA Champs Sports Club
 1003777 DYA Operating Inc. DBA The Rock
 1003778 Black Clover LLC DBA Dickinson Town and Country
 1003779 Donlin Enterprises DBA Ponderosa Liquor
 1003780 Final Final Bar and Lounge LLC
 1003781 HOB Enterprise DBA House of Booze
 1003782 JK3S, LLC DBA Spur Bar and Lounge
 1003783 LA Liquors DBA Neighbors Local Bar
 1003784 Legacy 7 LLC DBA Lucky's Liquor
 1003785 Legacy 7 LLC DBA Lucky's Liquor
 1003786 Maverick's Saloon
 1003787 Nash Finch Company DBA Family Fare #123
 1003788 Ozark Spirits LLC - Wal-Mart Stores
 1003789 DO Interests DBA Southside Saloon
 1003790 TH Investments LLC DBA Southview Liquor
 1003791 TH Investments LLC DBA Liquor Warehouse

MOTEL/HOTEL

1003792 Grand Dakota Hospitality DBA Grand Dakota Lodge
 1003793 Heritage Hospitality LLC DBA Astoria Hotel and Event Center

LODGE/CLUB

1003794 Brotherhood of St. Anthony
 1003795 Dickinson Eagles Club
 1003796 Elks Lodge #1137

RESTAURANT

1003797 Applewest Inc. DBA Applebees Inc.
 1003798 Blackridge Capital LLC DBA Blue 42 Sports Grille and Bar
 1003799 Edgewood Dickinson LLC
 1003800 El Sombrero Inc.
 1003801 JD'S BBQ
 1003802 Los Cabos Family Mexican Restaurant, LLC
 1003803 Phat Fish
 1003804 Sakura
 1003805 Players Sports Bar and Grill
 1003806 Sanfords Grub and Pub of ND Inc.
 1003807 The Crossing
 1003808 The Grub Tub
 1003809 Wings of Minot

BEER AND WINE CONCESSION

1003810 Badlands Big Sticks Baseball

MICROBREWERY

1003811 Phat Fish

BEER ONLY

1003812 DePorres House of Barbering

1003813 Just-In Glass dba Just Golf

1003814 Mens Den Salon

1003815 Francisco Herrera DBA El Paricutin Mexican Food

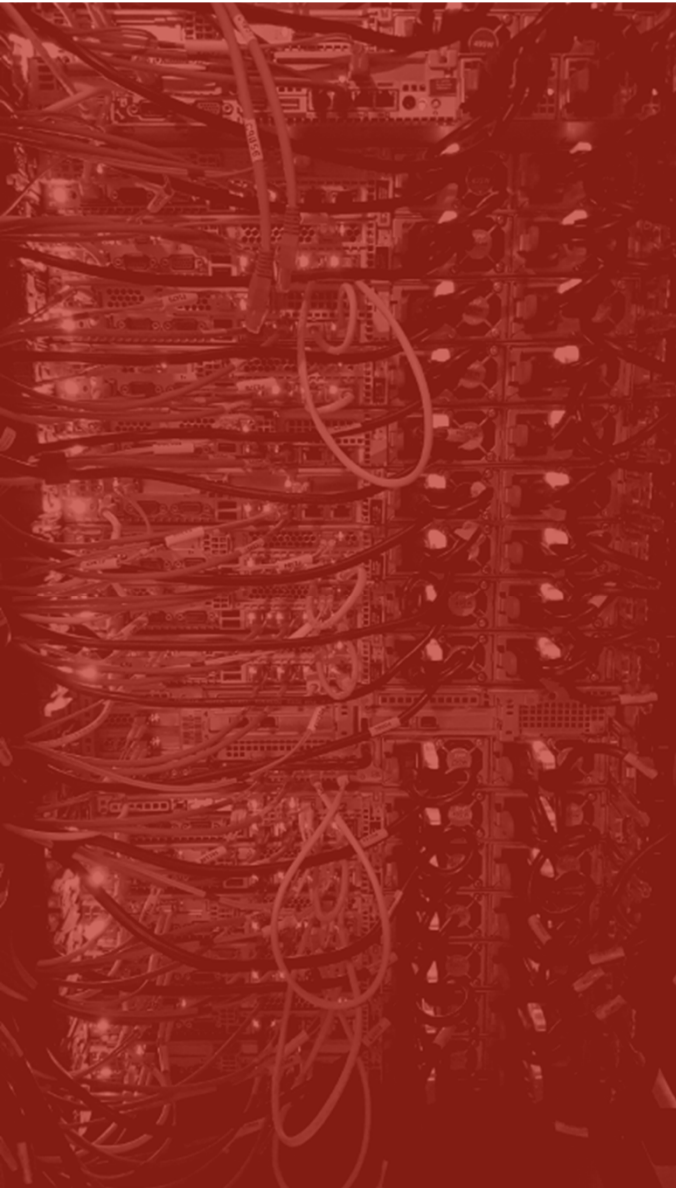
1003816 King Buffet

1003817 Melanie Oltmanns DBA Eyewear Concepts

1003818 Island Cuisine LLC DBA Denis Oyugi

Qdoba - do not wish to renew

Masterfade Barbershop LLC - do not wish to renew



Job Description

SYSTEM/NETWORK ADMINISTRATOR

The System/Network Administrator plays a crucial role in user account management, provides technical support to end-users, and collaborates with the IT team to design and implement solutions.



**System
Administration**



**Network
Administration**



**Desktop
Administration**

Move from Grade 15 to Grade 17
FLSA: Move from Non-Exempt Exempt
Effective Date: December 22, 2024

Budgeted in 2025
Reviewed by IT, Administration, & HR

Job Description

MULTIMEDIA AND COMPUTER SUPPORT SPECIALIST

The Multimedia and Computer Support Specialist aims to elevate the City's digital presence while providing essential technical support to our staff.



**Desktop
Administration**



**Multimedia
Specialist**



**Website
Administration**

Move from Grade 12 to Grade 14
FLSA: Non-Exempt
Effective Date: December 22, 2024

Budgeted in 2025
Reviewed by IT, Administration, & HR

ADMINISTRATION

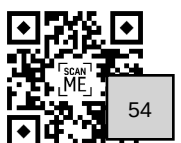
December 3, 2024

System/Network Administrator

In an effort to fairly and accurately represent the IT Staff positions, we have undergone an extensive review process throughout 2024 in order to update the existing Advanced Computer Technician Job Description. This position will be renamed to System/Network Administrator. The intent of this rewrite is not only to encompass the job duties that are being performed, but also to ensure it remains current with our ever changing field. With the rewrite, we focused on including references to existing job descriptions across the industry (System Administration, Desktop Administration, Network Administration, and Fieldwork) and breaking down the duties to be more clear and concise. While the old job description focused on the duties primarily around computer support and troubleshooting, the new description expounds more into the realm of System and Network Administration to as we continue to grow and evolve our department. I This change will move the position from Grade 15 to Grade 17, and will become an Exempt Position.

Aaron Meyer,

IT Director



ADVANCED COMPUTER TECHNICIAN

System/Network Administrator

The System/Network Administrator plays a crucial role in user account management, provides technical support to end-users, and collaborates with the IT team to design and implement solutions. Key responsibilities include installing and configuring hardware and software, troubleshooting technical issues, and ensuring the optimal performance of our IT infrastructure. Additionally, the position is responsible for monitoring system performance, implementing security measures, and staying abreast of emerging technologies. The role requires a strong problem-solving aptitude, attention to detail, and the ability to work collaboratively in a fast-paced environment. A commitment to maintaining the highest standards of data integrity, confidentiality, and system reliability is essential. Adapting to unique design changes, investigating unforeseen issues, and a commitment to staying informed about emerging developments.

POSITION SUMMARY

This position provides support to the Information Technology Department in accordance with established policies and procedures by performing routine hardware/software maintenance and installation requiring a high degree of efficiency, as well as advanced troubleshooting of issues across various departments. Configures, installs, and provides advanced troubleshooting for workstations, network devices, and servers as assigned.

Responsibilities

RESPONSIBILITIES

System Administration:

- **User Account Management:**
 - Create new user accounts and ensure proper access levels.
 - Modify existing user accounts as per organizational requirements.
- **SCCM (System Center Configuration Manager) Management:**
 - Utilize SCCM for efficient deployment and management of software and updates.
 - Monitor and troubleshoot SCCM-related issues to ensure smooth operation.
- **User Groups and Policies:**
 - Administer user groups, ensuring users have appropriate access levels.
 - Utilize group policies for security and compliance.
- **Folder Settings and Permissions:**
 - Configure file and folder settings to organize and secure data.
 - Manage permissions to control access and protect sensitive information.
- **System Updates/Patches:**
 - Implement regular system updates and patches to address security vulnerabilities.
 - Schedule updates to minimize disruptions to the operational environment.
- **Vulnerability Management:**
 - Identify and assess vulnerabilities on user systems.
 - Implement strategies to address and mitigate potential security risks.

ADVANCED COMPUTER TECHNICIAN

- **System Performance Monitoring:**

- Monitor system performance metrics to identify and address bottlenecks.
- Implement optimizations to ensure the system operates at peak efficiency.

Desktop Administration:

- **Computer Assembly:**

- Assemble computer systems by integrating hardware components to meet specified configurations and requirements.
- Ensure proper installation of components such as processors, memory modules, storage devices, and peripherals.

- **Repairs/Replacements:**

- Diagnose and repair hardware issues in computers and associated peripherals.
- Facilitate the replacement of faulty components to restore system functionality.

- **Setup/Moves:**

- Configure and set up new computer systems according to organizational needs and standards.
- Assist in the relocation of computer equipment during office moves, ensuring minimal disruption to operations.

- **MDT Configuration:**

- Implement and configure MDTs for efficient use by Public Safety Personnel
- Streamline and Support users in the field to ensure constant connectivity and reliability of units

- **Software Support:**

- Provide support for various software applications, including installation, configuration, and troubleshooting.
- Assist end-users with software-related issues and ensure compatibility with hardware systems.

- **Hardware Support:**

- Offer technical support for hardware-related concerns, including peripherals and accessories.
- Collaborate with vendors for warranty support and hardware replacement when necessary.

- **Troubleshooting:**

- Analyze and resolve technical issues related to both hardware and software components.
- Utilize systematic troubleshooting methodologies to identify and address problems effectively.

- **Dispatch (24/7/365 Support):**

- Provide exemplary support for both hardware and software in the 911 Dispatch Center in order to maintain operational status
- Regularly patch systems in order to ensure security requirements meet/exceed required standards.

ADVANCED COMPUTER TECHNICIAN

- Work with 3rd Party Vendors to support/maintain a variety of specialized communications equipment located in the Dispatch center
- Apply systematic troubleshooting methodologies to efficiently identify and resolve problems.

Network Administration:

- **Switching/Routing:**
 - Implement and maintain switching and routing configurations to ensure efficient data traffic within the network.
 - Work with Director to optimize network paths to enhance data transfer speeds and minimize latency.
- **Knowledge of Protocols:**
 - Demonstrate expertise in a variety of networking protocols, such as TCP/IP, UDP, DHCP, and DNS.
 - Stay updated on emerging protocols to adapt to evolving network standards.
- **VLANs (Virtual Local Area Networks):**
 - Utilize VLANs to segment and organize network traffic, improving security and performance.
 - Provide Director with feedback on VLAN strategies to enhance network scalability and flexibility.
- **Port Testing:**
 - Conduct thorough port testing to verify connectivity and troubleshoot network issues.
 - Utilize diagnostic tools to ensure that network ports are functioning optimally.
- **Updates:**
 - Stay vigilant about network device firmware and software updates.
 - Work with Director to ensure updates to networking equipment address vulnerabilities and ensure system stability.
- **System Performance:**
 - Monitor network performance metrics to identify areas for improvement.
 - Work with Director to Optimize network configurations in order to ensure high availability, reliability, and responsiveness.
- **Ransomware Awareness:**
 - Stay informed about the latest ransomware threats and vulnerabilities.
 - Stay educated on best practices and follow IT Team protocols to prevent and respond to potential ransomware attacks.
- **Error Detection:**
 - Employ error detection mechanisms to identify and troubleshoot network issues promptly.
 - Implement logging and monitoring tools to capture and analyze network errors.
- **Path Awareness:**
 - Maintain awareness of network cabling installation paths to ensure minimal interference from electrical sources.

ADVANCED COMPUTER TECHNICIAN

- Assist in Implementing redundancy and failover mechanisms to ensure continuous connectivity.

Fieldwork:

- **Bucket Truck Work:**

- Perform elevated work using bucket trucks for tasks such as installing, maintaining, or repairing telecommunication equipment and cameras.
- Adhere to safety protocols and industry standards while operating bucket trucks at various heights.

- **Cabling:**

- Layout and Install structured cabling systems to support data, voice, and video communication within buildings or across outdoor spaces.
- Utilize industry-standard cable types and termination methods for optimal performance and reliability.

- **Design Planning:**

- Engage with Director in comprehensive design planning for various installations, ensuring efficient use of space, optimal equipment placement, and adherence to project specifications.
- Collaborate with stakeholders to gather requirements and create detailed designs.

- **Antenna Installation:**

- Install antennas for various communication purposes, including wireless networking and radio frequency (RF) communications.
- Ensure proper alignment and configuration of antennas for optimal signal strength and coverage.

- **Camera Installation:**

- Design and install surveillance camera systems to enhance security in public settings.
- Configure cameras for optimal coverage, resolution, and integration with monitoring systems.
- Fundamental comprehension how Network Video Recorders (NVRs) operate

- **Uninterruptible Power Supply(UPS) Maintenance**

- Install and upkeep UPS hardware for consistent operational status.
- Routinely monitor battery status to verify system availability and capacity to handle loads during power outages.
- Replace batteries with quick connectors
- Properly wire new batteries in either series or parallel configurations

- **Audio/Video Installation:**

- Plan and install audio systems in city office/conference spaces, considering acoustics, zoning, and user requirements.
- Optimize audio setups for public announcements, events, and multimedia presentations.
- Comprehension of audio system design with regards to watts, ohms, and volts.

ADVANCED COMPUTER TECHNICIAN

• Door Systems Installation:

- Install and configure electronic door access control systems for enhanced security.
- Install/Support badge reader systems for secure access control throughout city facilities
- Run Network cabling as well as Door Strike Cabling as needed on location.
- Identify Normally Open vs Normally Closed Lock Circuits, as well as Fail Safe vs Fail Secure lock mechanisms.

Essential Duties:

- ~~Troubleshoot and solve technical issues related to workstations, servers, network devices, cellular devices, as well as, a variety of other computer related hardware and software.~~
- ~~Perform regular maintenance and performance reviews on computer workstations involved in the City's day to day operations to ensure the machines stay in working order.~~
- ~~Regularly review workstation performance issues and make recommendations for improvements to supervisors.~~
- ~~Setup new computer workstations, migrate user data, and assist staff in adjusting to new operating systems and software as they are implemented.~~
- ~~Tasks are multiple and diverse with some interrelationship across processes.~~
- ~~Work requires the direct application of a variety of procedures, policies, and/or precedents.~~
- ~~Communicate departmental needs to supervisor in order to improve the efficiency of the City of Dickinson's day to day tasks.~~
- ~~Work Individually and as a Team Member on various projects on a regular basis~~
- ~~Assist supervisor in writing/designing interfaces/augmentations to current city software.~~
- ~~Regularly write patches/upgrades in a variety of programming languages including but not limited to VB.Net, C++, C#, and Java.~~
- ~~Understand/Write HTML code proficiently without the assistance from developer tools~~
- ~~Assumes other duties as assigned by supervisor.~~
- ~~Perform onsite installation of devices including but not limited to computer systems, network systems, and camera systems — installation may also include running cabling through ceilings/walls to accomplish a professional install.~~
- ~~Utilize Software Deployment tools to perform regular updates of software on city equipment.~~
- ~~Maintain asset management software in order to assist in tracking computer systems as they progress through their respective lifecycles.~~

Knowledge, Skills, and Abilities

Knowledge, Skills and Abilities:

- Proficient in both current and past Windows Operating Systems, including Windows 10 and newer, as well as Server Operating Systems such as Windows Server 2019 and newer.
- In-depth understanding of network protocols, TCP/IP, DNS, and subnetting
- Familiarity with virtualization technologies (Hyper-V / VMware)
- Understanding of Active Directory and LDAP

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ADVANCED COMPUTER TECHNICIAN

- Well-versed in a variety of software packages, including, but not limited to, Microsoft Office Versions 2019 and newer, Adobe Acrobat Pro, Visual Studio, and SQL.
- Capable of understanding and writing scripts/software code in multiple languages, such as VB.Net, C++/C#, Powershell, PHP, and HTML.
- Awareness of Industry best practices in system and network administration
- Skilled in reading, comprehending, and developing new code to integrate with or enhance existing City software.
- Demonstrates expertise in maintaining software modularity in code, recognizing and implementing the associated benefits of this practice.
- Possesses advanced hardware and software troubleshooting and problem-solving skills.
- Well-informed about modern computer software, hardware, and networking equipment.
- Skillful in system and network monitoring tools
- Knowledgeable about VLANs, their operations, and the advantages they offer.
- Proficient in English usage, spelling, vocabulary, grammar, and punctuation.
- Executes work with precision, speed, and the ability to work under general supervision.
- Capable of understanding and following both oral and written instructions.
- Exhibits good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Adaptable and flexible in the face of frequent changes, delays, unexpected events, and a dynamic work environment.
- Ability to prioritize and handle multiple tasks simultaneously
- Adaptability to emerging technologies and industry trends
- Ability to work independently and as part of a team
- Strong analytical skills for system and network performance tuning
- Skilled Communicator with a focus on Collaborating with leaders throughout the city to drive departmental growth and efficiency through the utilization of technology.
- Excellent Self-Awareness as errors in judgment have the potential to notably impact the operations of one or more lines of business or operations.
- Ability to Handle sensitive and/or complex information as permitted by the supervisor.
- _____
- Knowledge of current and past Windows Operating Systems (Windows 10 and Newer) as well as Server Operating Systems (Windows Server 2016 and Newer)
- Knowledge of various software packages including but not limited to Microsoft Office Versions 2019 Newer, Adobe Acrobat Pro, Visual Studio, SQL
- Understand/Write software code in VB, (C++ or C#), and basic html
- Be able to Read/Understand and Develop new Code to interface/augment current City software.
- Maintain software modularity in code and understand the basic benefits of this practice

ADVANCED COMPUTER TECHNICIAN

- ~~Advanced hardware and software troubleshooting skills~~
- ~~Knowledge of modern computer software, hardware, and networking equipment~~
- ~~Knowledge of VLANs, how they operate, and how they are beneficial~~
- ~~Proficient in English usage, spelling, vocabulary, grammar, and punctuation~~
- ~~Perform work with accuracy, speed, and general supervision~~
- ~~Understand and follow oral and written instructions~~
- ~~Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs~~
- ~~Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.~~
- ~~Excellent interpersonal skills.~~
- ~~Ability to adapt and be flexible when faced with frequent change, delays, unexpected events, and changing work environment.~~
- ~~Perform field maintenance/replacement of hardware/software as needed~~

Judgement/Decision Making

~~Judgment/Decision Making:~~

- Formulates objectives and overarching policies for a designated program or functional domain, aligning with established operational goals and plans.
- Conducts daily tasks and makes decisions autonomously, without the need for immediate supervisor direction or review.
- Regularly tackles intricate problems, with the outcomes subject to supervisor review.
- Errors in judgment have the potential to notably impact the operations of one or more lines of business or operations.
- ~~Develops objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans.~~
- ~~Day to day work and decisions do not require direction or review by immediate supervisor.~~
- ~~Frequently solves complex problems. End results are reviewed by supervisor.~~
- ~~Errors in judgment could significantly affect the operations of one or more line/s of business or operation/s.~~

Leadership/Supervisory Responsibilities

RELATIONSHIPS

- May assist in supervising other staff members.
- Confers with supervisor about human resources and operational issues.
- Collaborating with leaders throughout the city to drive departmental growth and efficiency through the utilization of technology.

~~Leadership/Supervisory Responsibilities:~~

- ~~May assist in supervising other staff members.~~

ADVANCED COMPUTER TECHNICIAN

- ~~Confers with supervisor about human resources and operational issues.~~

Relation to Others

Relation to Others:

- Frequent and significant interaction with others, typically engaging in discussions pertaining to the interpretation of procedures and policies.
- Handles sensitive and/or complex information as permitted by the supervisor.
- Assesses and resolves problem situations, necessitating the influence of others to achieve consensus.
- Explores alternative and creative solutions to address customer needs.
- Communication is primarily one-on-one but may involve small group presentations/discussions.
- ~~Regular and substantial contact with others. Contacts usually involve discussions related to the interpretation of procedures and policies.~~
- ~~May handle sensitive and/or complex information as supervisor allows.~~
- ~~Assess and diffuses problem situations and requires influencing others to reach consensus.~~
- ~~Explores alternative and creative solutions to meeting the needs of customers.~~
- ~~Communication is generally one-on-one but may require small group presentations.~~

Education and Experience

SKILLS

Education and Experience:

- Bachelor Degree in Computer Science or related field.
- Three to five years of experience in Information Technology or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements

Special Requirements (position requirements at entry):

- Valid Driver's License.

Environment

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, fingering, talking, hearing, seeing and repetitive motions.
- Incumbents may be subjected to electrical currents, fumes, odors, dusts, gases and extreme temperatures and travel.
- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include moderate physical activity

ADVANCED COMPUTER TECHNICIAN

that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Exerting up to 75 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- ~~Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.~~
- Work requires routine travel.

Classification: Grade 17

~~Classification: Grade 15~~

FLSA: Exempt

~~FLSA: Non-Exempt~~

Created and updated to new format: 10/09/17

Approved by CSC: 10/11/17

Approved by City Commission: 10/16/17

Updated: 03/11/22 by HR Nameniuk, IT Director Meyer

Commission approved reclassify from Advanced Computer Technician, non-exempt, Grade 15 with the 2025 budget, updates by IT Director Meyer and HR Director Nameniuk 10/25/2024, reviewed by Attorney Mackenzie Hertz for FLSA Exemption.. Updated: Q1 2024 by IT Director Meyer

SYSTEM AND NETWORK ADMINISTRATOR

POSITION SUMMARY

The System/Network Administrator plays a crucial role in user account management, provides technical support to end-users, and collaborates with the IT team to design and implement solutions. Key responsibilities include installing and configuring hardware and software, troubleshooting technical issues, and ensuring the optimal performance of our IT infrastructure. Additionally, the position is responsible for monitoring system performance, implementing security measures, and staying abreast of emerging technologies. The role requires a strong problem-solving aptitude, attention to detail, and the ability to work collaboratively in a fast-paced environment. A commitment to maintaining the highest standards of data integrity, confidentiality, and system reliability is essential. Adapting to unique design changes, investigating unforeseen issues, and a commitment to staying informed about emerging developments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

System Administration:

- **User Account Management:**
 - Create new user accounts and ensure proper access levels.
 - Modify existing user accounts as per organizational requirements.
- **SCCM (System Center Configuration Manager) Management:**
 - Utilize SCCM for efficient deployment and management of software and updates.
 - Monitor and troubleshoot SCCM-related issues to ensure smooth operation.
- **User Groups and Policies:**
 - Administer user groups, ensuring users have appropriate access levels.
 - Utilize group policies for security and compliance.
- **Folder Settings and Permissions:**
 - Configure file and folder settings to organize and secure data.
 - Manage permissions to control access and protect sensitive information.
- **System Updates/Patches:**
 - Implement regular system updates and patches to address security vulnerabilities.
 - Schedule updates to minimize disruptions to the operational environment.
- **Vulnerability Management:**
 - Identify and assess vulnerabilities on user systems.
 - Implement strategies to address and mitigate potential security risks.
- **System Performance Monitoring:**
 - Monitor system performance metrics to identify and address bottlenecks.
 - Implement optimizations to ensure the system operates at peak efficiency.

Desktop Administration:

- **Computer Assembly:**
 - Assemble computer systems by integrating hardware components to meet specified configurations and requirements.

SYSTEM AND NETWORK ADMINISTRATION

- Ensure proper installation of components such as processors, memory modules, storage devices, and peripherals.
- **Repairs/Replacements:**
 - Diagnose and repair hardware issues in computers and associated peripherals.
 - Facilitate the replacement of faulty components to restore system functionality.
- **Setup/Moves:**
 - Configure and set up new computer systems according to organizational needs and standards.
 - Assist in the relocation of computer equipment during office moves, ensuring minimal disruption to operations.
- **MDT Configuration:**
 - Implement and configure MDTs for efficient use by Public Safety Personnel
 - Streamline and Support users in the field to ensure constant connectivity and reliability of units
- **Software Support:**
 - Provide support for various software applications, including installation, configuration, and troubleshooting.
 - Assist end-users with software-related issues and ensure compatibility with hardware systems.
- **Hardware Support:**
 - Offer technical support for hardware-related concerns, including peripherals and accessories.
 - Collaborate with vendors for warranty support and hardware replacement when necessary.
- **Troubleshooting:**
 - Analyze and resolve technical issues related to both hardware and software components.
 - Utilize systematic troubleshooting methodologies to identify and address problems effectively.
- **Dispatch (24/7/365 Support):**
 - Provide exemplary support for both hardware and software in the 911 Dispatch Center in order to maintain operational status
 - Regularly patch systems in order to ensure security requirements meet/exceed required standards.
 - Work with 3rd Party Vendors to support/maintain a variety of specialized communications equipment located in the Dispatch center
 - Apply systematic troubleshooting methodologies to efficiently identify and resolve problems.

Network Administration:

- **Switching/Routing:**
 - Implement and maintain switching and routing configurations to ensure efficient data traffic within the network.
 - Work with Director to optimize network paths to enhance data transfer speeds and minimize latency.
- **Knowledge of Protocols:**

SYSTEM AND NETWORK ADMINISTRATION

- Demonstrate expertise in a variety of networking protocols, such as TCP/IP, UDP, DHCP, and DNS.
- Stay updated on emerging protocols to adapt to evolving network standards.
- **VLANs (Virtual Local Area Networks):**
 - Utilize VLANs to segment and organize network traffic, improving security and performance.
 - Provide Director with feedback on VLAN strategies to enhance network scalability and flexibility.
- **Port Testing:**
 - Conduct thorough port testing to verify connectivity and troubleshoot network issues.
 - Utilize diagnostic tools to ensure that network ports are functioning optimally.
- **Updates:**
 - Stay vigilant about network device firmware and software updates.
 - Work with Director to ensure updates to networking equipment address vulnerabilities and ensure system stability.
- **System Performance:**
 - Monitor network performance metrics to identify areas for improvement.
 - Work with Director to Optimize network configurations in order to ensure high availability, reliability, and responsiveness.
- **Ransomware Awareness:**
 - Stay informed about the latest ransomware threats and vulnerabilities.
 - Stay educated on best practices and follow IT Team protocols to prevent and respond to potential ransomware attacks.
- **Error Detection:**
 - Employ error detection mechanisms to identify and troubleshoot network issues promptly.
 - Implement logging and monitoring tools to capture and analyze network errors.
- **Path Awareness:**
 - Maintain awareness of network cabling installation paths to ensure minimal interference from electrical sources.
 - Assist in Implementing redundancy and failover mechanisms to ensure continuous connectivity.

Fieldwork:

- **Bucket Truck Work:**
 - Perform elevated work using bucket trucks for tasks such as installing, maintaining, or repairing telecommunication equipment and cameras.
 - Adhere to safety protocols and industry standards while operating bucket trucks at various heights.
- **Cabling:**
 - Layout and Install structured cabling systems to support data, voice, and video communication within buildings or across outdoor spaces.
 - Utilize industry-standard cable types and termination methods for optimal performance and reliability.
- **Design Planning:**

SYSTEM AND NETWORK ADMINISTRATION

- Engage with Director in comprehensive design planning for various installations, ensuring efficient use of space, optimal equipment placement, and adherence to project specifications.
- Collaborate with stakeholders to gather requirements and create detailed designs.
- **Antenna Installation:**
 - Install antennas for various communication purposes, including wireless networking and radio frequency (RF) communications.
 - Ensure proper alignment and configuration of antennas for optimal signal strength and coverage.
- **Camera Installation:**
 - Design and install surveillance camera systems to enhance security in public settings.
 - Configure cameras for optimal coverage, resolution, and integration with monitoring systems.
 - Fundamental comprehension how Network Video Recorders (NVRs) operate
- **Uninterruptible Power Supply(UPS) Maintenance**
 - Install and upkeep UPS hardware for consistent operational status.
 - Routinely monitor battery status to verify system availability and capacity to handle loads during power outages.
 - Replace batteries with quick connectors
 - Properly wire new batteries in either series or parallel configurations
- **Audio/Video Installation:**
 - Plan and install audio systems in city office/conference spaces, considering acoustics, zoning, and user requirements.
 - Optimize audio setups for public announcements, events, and multimedia presentations.
 - Comprehension of audio system design with regards to watts, ohms, and volts.
- **Door Systems Installation:**
 - Install and configure electronic door access control systems for enhanced security.
 - Install/Support badge reader systems for secure access control throughout city facilities
 - Run Network cabling as well as Door Strike Cabling as needed on location.
 - Identify Normally Open vs Normally Closed Lock Circuits, as well as Fail Safe vs Fail Secure lock mechanisms.

Knowledge, Skills, and Abilities:

- Proficient in both current and past Windows Operating Systems, including Windows 10 and newer, as well as Server Operating Systems such as Windows Server 2019 and newer.
- In-depth understanding of network protocols, TCP/IP, DNS, and subnetting
- Familiarity with virtualization technologies (Hyper-V / VMware)
- Understanding of Active Directory and LDAP
- Well-versed in a variety of software packages, including, but not limited to, Microsoft Office Versions 2019 and newer, Adobe Acrobat Pro, Visual Studio, and SQL.

SYSTEM AND NETWORK ADMINISTRATION

- Capable of understanding and writing scripts/software code in multiple languages, such as VB.Net, C++/C#, Powershell, PHP, and HTML.
- Awareness of Industry best practices in system and network administration
- Skilled in reading, comprehending, and developing new code to integrate with or enhance existing City software.
- Demonstrates expertise in maintaining software modularity in code, recognizing and implementing the associated benefits of this practice.
- Possesses advanced hardware and software troubleshooting and problem-solving skills.
- Well-informed about modern computer software, hardware, and networking equipment.
- Skillful in system and network monitoring tools
- Knowledgeable about VLANs, their operations, and the advantages they offer.
- Proficient in English usage, spelling, vocabulary, grammar, and punctuation.
- Executes work with precision, speed, and the ability to work under general supervision.
- Capable of understanding and following both oral and written instructions.
- Exhibits good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Adaptable and flexible in the face of frequent changes, delays, unexpected events, and a dynamic work environment.
- Ability to prioritize and handle multiple tasks simultaneously
- Adaptability to emerging technologies and industry trends
- Ability to work independently and as part of a team
- Strong analytical skills for system and network performance tuning
- Skilled Communicator with a focus on Collaborating with leaders throughout the city to drive departmental growth and efficiency through the utilization of technology.
- Excellent Self-Awareness as errors in judgment have the potential to notably impact the operations of one or more lines of business or operations.
- Ability to Handle sensitive and/or complex information as permitted by the supervisor.

QUALIFICATIONS

Education and Experience:

- Bachelor Degree in Computer Science or related field.
- Three to five years of experience in Information Technology
- Or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Driver's License

WORKING CONDITIONS

SYSTEM AND NETWORK ADMINISTRATOR

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, fingering, talking, hearing, seeing and repetitive motions.
- Incumbents may be subjected to electrical currents, fumes, odors, dusts, gases and extreme temperatures and travel.
- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Exerting up to 75 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Work requires routine in-town travel.

Classification: Grade 17

FLSA: Exempt

Created and updated to new format: 10/09/17

CSC Approved: 10/11/17

Commission Approved: 10/16/17

Updated: 03/11/22 by HR Nameniuk, IT Director Meyer; Commission approved reclassify from Advanced Computer Technician, non-exempt, Grade 15 with the 2025 budget, updates by IT Director Meyer and HR Director Nameniuk 10/25/2024, reviewed by Attorney Mackenzie Hertz for FLSA Exemption.

ADMINISTRATION

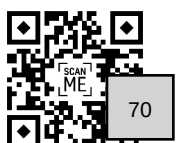
December 3, 2024

Multimedia and Computer Support Specialist

In an effort to fairly and accurately represent the IT Staff positions, we have undergone an extensive review process throughout 2024 in order to update the existing Computer Technician Job Description. This position will be renamed to Multimedia and Computer Support Specialist. The intent of this rewrite is not only to encompass the job duties that are being performed, but also to ensure it remains current with our ever changing field. With the rewrite, we focused on including references to existing job descriptions across the industry (Multimedia Specialist, Desktop Administration, and Website Content Administration) and breaking down the duties to be more clear and concise. While the old job description focused on the duties primarily around computer support, the new description expounds more into the realm of Multimedia and Web Support as well as Desktop Administration to as we continue to grow and evolve our department. This change will move the position from Grade 12 to Grade 14, and will remain as Non-Exempt.

Aaron Meyer,

IT Director



COMPUTER TECHNICIAN

Multimedia and Computer Support Specialist

The Multimedia and Computer Support Specialist aims to elevate the City’s digital presence while providing essential technical support to our staff. Key responsibilities include crafting compelling multimedia content for our community access channel, troubleshooting computer issues, and recording/preserving the digital recordings of key city meetings. Additionally, the position is responsible for maintain the online digital presence of the city through our website and YouTube channel. The role requires a unique blend of creative multimedia skills and technical proficiency as well as a commitment to maintaining the highest standards of data integrity, confidentiality, and system reliability.

POSITION SUMMARY

This position provides support to the Information Technology Department in accordance with established policies and procedures by performing routine hardware/software maintenance and installation requiring a high degree of efficiency, while troubleshooting issues across various departments. Configures computers and thin clients in a manner that aligns to standards set within the Information Technology Department, while providing timely, customer service based support to all city employees.

Responsibilities

RESPONSIBILITIES

Desktop Administration:

- **Computer Assembly:**
 - Assemble computer systems by integrating hardware components to meet specified configurations and requirements.
 - Ensure proper installation of components such as processors, memory modules, storage devices, and peripherals.
 - Comprehension of Software / System Requirements
 - Understand the Limitations of System Hardware
- **Repairs/Replacements:**
 - Diagnose and repair hardware issues in computers and associated peripherals.
 - Facilitate the replacement of faulty components to restore system functionality.
- **Setup/Moves:**
 - Configure and set up new computer systems according to organizational needs and standards.
 - Assist in the relocation of computer equipment during office moves, ensuring minimal disruption to operations.
 - Work with Systems/Network Administrators or Director to change VLANs based on system needs when moving locations or after system upgrades.
- **Software Support:**
 - Provide support for various software applications, including installation, configuration, and troubleshooting.
 - Assist end-users with software-related issues and ensure compatibility with hardware systems.

COMPUTER TECHNICIAN

- **Hardware Support:**

- Offer technical support for hardware-related concerns, including peripherals and accessories.
- Collaborate with vendors for warranty support and hardware replacement when necessary.
- Capability to find, add, remove, and update drivers.

- **Troubleshooting:**

- Analyze and resolve technical issues related to both hardware and software components.
- Utilize systematic troubleshooting methodologies to identify and address problems effectively.
- Capability to clearly document troubleshooting steps in order to create a concise record that may be utilized by others, particularly in cases where escalation is necessary.

Multimedia Specialist:

- **Audio/Video Configurations:**

- Support the Director in configuring audio and video settings for meetings, including layout and vocal profiles
- Employ Audio Profiles to effectively manage and record each meeting, ensuring optimal audio quality across various platforms such as Live TV, YouTube/Website, and recordings.
- Manage cameras to uphold sharp and clear visuals, contributing to the creation of professional-looking recordings slated for broadcast on Channel 19.
- Collaborate with the Director to address any necessary reconfigurations based on evolving requirements for various meetings.
- Clear understanding of audio limiters, thresholds, and issues related to audio distortion and/or clipping.

- **Channel 19:**

- Ensure that Channel 19 consistently features current content in accordance with the predefined schedule set by the IT Department.
- Facilitate Community Event Requests in order to provide citizens a means to promote free/non-profit events that are accessible to the public.
- Conduct routine audits of Channel 19 content, eliminating outdated events when necessary, and updating content as required.

- **Digital Archives:**

- Routinely update the digital library by incorporating various meetings and digital content, ensuring a continuous influx of relevant and current information.
- Store privileged meetings separately, safeguarding sensitive information and reinforcing the organization's commitment to maintaining robust privacy protocols.

- **Multimedia Editor:**

- Employ a range of multimedia software tools to produce digital media suitable for both our YouTube Channel and Channel 19 broadcasts.
- Enhancing audio quality, seamlessly splicing video clips, incorporating overlays, and exporting content in multiple formats.

COMPUTER TECHNICIAN

- **Public Meetings:**

- Work with staff to ensure required meetings are recorded and broadcast as needed
- Thoroughly test all equipment before meetings to confirm optimal functionality. This includes, but is not limited to, presentations, microphones, speakers, cameras, Microsoft Teams/Remote Call-In System, livestream capabilities, and recording devices.

Website Content Administrator:

- **Maintain Website:**

- Upload and format text, images, and multimedia content.
- Collaborate with departments to obtain and integrate relevant information to improve city transparency to the public.
- Manage and Maintain digital asset library
- Schedule and Publish Posts on Website to ensure timely delivery based on departmental needs.

- **YouTube Channel:**

- Edit and Enhance Video Content in order to maintain a professional and polished appearance.
- Optimize Video Titles/Descriptions in order to ensure content is easy to find when searched by our constituents.
- Regularly schedule and test out streaming capabilities in order to ensure public meetings are available online both during the live stream and for viewing after the fact.

Essential Duties:

- ~~Troubleshoot and solve technical issues related to desktop computers, laptops, tablets, cellular devices, as well as, a variety of other computer related hardware and software.~~
- ~~Perform regular maintenance and updates on computer workstations involved in the City's day to day operations to ensure the machines stay in working order.~~
- ~~Use logic to solve technical issues in a timely manner~~
- ~~Setup new computer workstations, migrate user data, and assist staff in adjusting to new operating systems and software as they are implemented.~~
- ~~Tasks are multiple and diverse with some interrelationship across processes.~~
- ~~Work requires the direct application of a variety of procedures, policies, and/or precedents.~~
- ~~Assumes other duties as assigned by supervisor.~~

Knowledge, Skills, and Abilities

Knowledge, Skills and Abilities (position requirements at entry):

- Proficient in both current and past Windows Operating Systems, including Windows 10 and newer
- In-depth understanding of network protocols, TCP/IP, DNS, and subnetting
- Understanding of Active Directory and LDAP
- Well-versed in a variety of software packages, including, but not limited to, Microsoft Office Versions 2019 and newer, Adobe Acrobat Pro, OBS, Atem, Adobe Premier or equivalent software.
- Possesses advanced hardware and software troubleshooting and problem-solving skills.

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COMPUTER TECHNICIAN

- Well-informed about modern computer software, hardware, and networking equipment.
- Skillful in system and network monitoring tools
- Knowledgeable about Website Content Standards and ADA Compliancy Standards
- Proficient in English usage, spelling, vocabulary, grammar, and punctuation.
- Skilled in documenting new processes and troubleshooting procedures.
- Executes work with precision, speed, and the ability to work under general supervision.
- Capable of understanding and following both oral and written instructions.
- Exhibits good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Adaptable and flexible in the face of frequent changes, delays, unexpected events, and a dynamic work environment.
- Ability to prioritize and handle multiple tasks simultaneously
- Adaptability to emerging technologies and industry trends
- Ability to work independently and as part of a team.
- Readiness to address unfamiliar issues and willingness to test out new techniques
- Skilled Communicator with a focus on Collaborating with leaders throughout the city to drive departmental growth and efficiency through the utilization of technology.
- Excellent Self-Awareness as errors in judgment have the potential to notably impact the operations of one or more lines of business or operations.
- Ability to Handle sensitive and/or complex information as permitted by the supervisor.
- Knowledge of current and past Windows Operating Systems (Windows 7 and Newer).
- Knowledge of various software packages including but not limited to Microsoft Office Versions 2003-2013, Adobe Reader, Adobe Acrobat Pro.
- Excellent hardware and software troubleshooting skills.
- Knowledge of managing a Microsoft Windows File and Folder Directory.
- Knowledge of modern computer software, hardware, and networking equipment.
- Proficient in English usage, spelling, vocabulary, grammar, and punctuation.
- Perform work with accuracy, speed, and general supervision.
- Understand and follow oral and written instructions.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Excellent interpersonal skills.
- Ability to adapt and be flexible when faced with frequent change, delays, unexpected events, and changing work environment.

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COMPUTER TECHNICIAN

Judgment/Decision Making:

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
- Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments.
- Makes recommendations to work procedures, policies, and practices.
- Refers unusual problems to supervisor.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- May be assigned as lead worker over other personnel.
- May assist with training of other staff members.

Relation to Others:

- Requires interpersonal and communication skills to establish and maintain internal relationships.
- Communication will include one-on-one and the occasional small group presentations.
- Offers suggestions to improve the activities of the department as well as other departments in order to improve users efficiency when utilizing information technology.

Education and Experience

SKILLS

Education and Experience:

- 2 or 4 Year Degree in Computer Science or other related field
- 1+ Year of Troubleshooting
- Associates degree (Bachelors degree preferred) in Computer Science or related field and up to one year experience in Information Technology or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements

Special Requirements (position requirements at entry):

- Valid Driver's License.

Environment

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, fingering, talking, hearing, seeing and repetitive motions.

COMPUTER TECHNICIAN

- Incumbents may be subjected to electrical currents, fumes, odors, dusts, gases and extreme temperatures and travel.
- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. ~~Exerting up to 75 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.~~
~~Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.~~
- Work requires routine travel.

Classification: Grade 14

~~Classification: Grade 12~~

FLSA: Non Exempt

Created: 10/9/15

Updated: 10/11/17, 6/23/22

Approved by CSC: 10/20/2015, 10/11/17

Approved by City Commission: 11/2/2015

Updated by IT Director Meyer: Q1 2024

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MULTIMEDICA AND COMPUTER SUPPORT SPECIALIST

POSITION SUMMARY

This position aims to elevate the City's digital presence while providing essential technical support to our staff. Key responsibilities include crafting compelling multimedia content for our community access channel, troubleshooting computer issues, and recording/preserving the digital recordings of key city meetings. Maintain the online digital presence of the city through our website and YouTube channel. The role requires a unique blend of creative multimedia skills and technical proficiency as well as a commitment to maintaining the highest standards of data integrity, confidentiality, and system reliability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Desktop Administration:

- **Computer Assembly:**
 - Assemble computer systems by integrating hardware components to meet specified configurations and requirements.
 - Ensure proper installation of components such as processors, memory modules, storage devices, and peripherals.
 - Comprehension of Software / System Requirements
 - Understand the Limitations of System Hardware
- **Repairs/Replacements:**
 - Diagnose and repair hardware issues in computers and associated peripherals.
 - Facilitate the replacement of faulty components to restore system functionality.
- **Setup/Moves:**
 - Configure and set up new computer systems according to organizational needs and standards.
 - Assist in the relocation of computer equipment during office moves, ensuring minimal disruption to operations.
 - Work with Systems/Network Administrators or Director to change VLANs based on system needs when moving locations or after system upgrades.
- **Software Support:**
 - Provide support for various software applications, including installation, configuration, and troubleshooting.
 - Assist end-users with software-related issues and ensure compatibility with hardware systems.
- **Hardware Support:**
 - Offer technical support for hardware-related concerns, including peripherals and accessories.
 - Collaborate with vendors for warranty support and hardware replacement when necessary.
 - Capability to find, add, remove, and update drivers.
- **Troubleshooting:**

MULTIMEDICA AND COMPUTER SUPPORT SPECIALIST

- Analyze and resolve technical issues related to both hardware and software components.
- Utilize systematic troubleshooting methodologies to identify and address problems effectively.
- Capability to clearly document troubleshooting steps to create a concise record that may be utilized by others, particularly in cases where escalation is necessary.

Multimedia Specialist:

- **Audio/Video Configurations:**
 - Support the Director in configuring audio and video settings for meetings, including layout and vocal profiles.
 - Employ Audio Profiles to effectively manage and record each meeting, ensuring optimal audio quality across various platforms such as Live TV, YouTube/Website, and recordings.
 - Manage cameras to uphold sharp and clear visuals, contributing to the creation of professional-looking recordings slated for broadcast on Channel 19.
 - Collaborate with the Director to address any necessary reconfigurations based on evolving requirements for various meetings.
 - Clear understanding of audio limiters, thresholds, and issues related to audio distortion and/or clipping.
- **Channel 19:**
 - Ensure that Channel 19 consistently features current content in accordance with the predefined schedule set by the IT Department.
 - Facilitate Community Event Requests in order to provide citizens a means to promote free/non-profit events that are accessible to the public.
 - Conduct routine audits of Channel 19 content, eliminating outdated events when necessary, and updating content as required.
- **Digital Archives:**
 - Routinely update the digital library by incorporating various meetings and digital content, ensuring a continuous influx of relevant and current information.
 - Store privileged meetings separately, safeguarding sensitive information and reinforce the organization's commitment to maintaining robust privacy protocols.
- **Multimedia Editor:**
 - Employ a range of multimedia software tools to produce digital media suitable for both our YouTube Channel and Channel 19 broadcasts.
 - Enhancing audio quality, seamlessly splicing video clips, incorporating overlays, and exporting content in multiple formats.
- **Public Meetings:**
 - Work with staff to ensure required meetings are recorded and broadcast as needed.
 - Thoroughly test all equipment before meetings to confirm optimal functionality. This includes, but is not limited to, presentations, microphones, speakers, cameras, Microsoft Teams/Remote Call-In System, livestream capabilities, and recording devices.

Website Content Administrator:

- **Maintain Website:**

MULTIMEDICA AND COMPUTER SUPPORT SPECIALIST

- Upload and format text, images, and multimedia content.
- Collaborate with departments to obtain and integrate relevant information to improve city transparency to the public.
- Manage and Maintain digital asset library
- Schedule and Publish Posts on Website to ensure timely delivery based on departmental needs.
- **YouTube Channel:**
 - Edit and Enhance Video Content to maintain a professional and polished appearance.
 - Optimize Video Titles/Descriptions to ensure content is easy to find when searched by our constituents.
 - Regularly schedule and test out streaming capabilities to ensure public meetings are available online both during the live stream and for viewing after the fact.

Knowledge, Skills, and Abilities:

- Proficient in both current and past Windows Operating Systems, including Windows 10 and newer
- In-depth understanding of network protocols, TCP/IP, DNS, and subnetting
- Understanding of Active Directory and LDAP
- Well-versed in a variety of software packages, including, but not limited to, Microsoft Office Versions 2019 and newer, Adobe Acrobat Pro, OBS, Atem, Adobe Premier or equivalent software.
- Possesses advanced hardware and software troubleshooting and problem-solving skills.
- Well-informed about modern computer software, hardware, and networking equipment.
- Skillful in system and network monitoring tools
- Knowledgeable about Website Content Standards and ADA Compliance Standards
- Proficient in English usage, spelling, vocabulary, grammar, and punctuation.
- Skilled in documenting new processes and troubleshooting procedures.
- Executes work with precision, speed, and the ability to work under general supervision.
- Capable of understanding and following both oral and written instructions.
- Exhibits good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Adaptable and flexible in the face of frequent changes, delays, unexpected events, and a dynamic work environment.
- Ability to prioritize and handle multiple tasks simultaneously
- Adaptability to emerging technologies and industry trends
- Ability to work independently and as part of a team.
- Readiness to address unfamiliar issues and willingness to test out new techniques
- Skilled Communicator with a focus on Collaborating with leaders throughout the city to drive departmental growth and efficiency through the utilization of technology.

MULTIMEDICA AND COMPUTER SUPPORT SPECIALIST

- Excellent Self-Awareness as errors in judgment have the potential to notably impact the operations of one or more lines of business or operations.
- Ability to Handle sensitive and/or complex information as permitted by the supervisor.

QUALIFICATIONS

Education and Experience:

- 2- or 4-year degree in Computer Science or related field
- 1+ year of troubleshooting experience.

Special Requirements (position requirements at entry):

- Valid Driver's License

WORKING CONDITIONS

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, fingering, talking, hearing, seeing and repetitive motions.
- Incumbents may be subjected to electrical currents, fumes, odors, dusts, gases and extreme temperatures and travel.
- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Exerting up to 75 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Work requires routine in-town travel.

Classification: Grade 14

FLSA: Non-Exempt

Created: 10/9/15

CSC Approved: 10/20/2015, 10/11/2017

Commission Approved: 11/2/2015

Updated: 10/11/17, 6/23/22, Commission approved reclassify from Computer Technician, Grade 12 with the 2025 budget, updates by IT Director Meyer and HR Director Nameniuk 10/25/2024



Engineering Memorandum

November 26, 2024

RE: December 3rd Commission Meeting

202105 - 4th ST E & 26th AVE E STREET IMPROVEMENTS – TASK ORDER AWARD TO CIVIL SCIENCE INFRASTRUCTURE, INC.

For your consideration is a task order amendment with Civil Science Infrastructure, Inc. to perform engineering services for the project 202105 - 4th Street East and 26th Avenue East Street Improvements for an hourly not to exceed amount as specified in the contract of **\$59,000.00**. The original contract, which is included in your packet, was executed on October 20, 2020. The City Attorney has reviewed this contract, and has no comments. The project engineering scope of work is included in the 2025 Capital Improvement Plan budget, and it is to be paid for using Gross Production Tax (GPT).

Included in the scope of work are the following tasks: project management, preliminary and final design, public involvement including a special improvement district, field survey, and bidding assistance.

The city engineering staff recommends approval.



235 Sims Street
Dickinson, ND 58601

October 1, 2020

City of Dickinson
Engineering Department
Attn: Loretta Marshik
99 2nd St E
Dickinson, ND 58601

RE: 4th St E, 5th St E, 26th Ave E Street Improvement Project
Professional Services Proposal

Dear Loretta,

Civil Science (CS) is pleased to submit this proposal for professional services for the Project referenced above. We appreciate the opportunity to provide these services to you and we are focused to provide the highest quality work, in a timely manner, and are committed to developing a successful project and relationship.

We appreciate the opportunity to work with you on this and other projects. If you wish to move forward with this Project, we would recommend execution of this Contract or other format agreeable to both parties. Please contact me at 701-260-1395 or crohde@civilsience.com with any questions or concerns.

Respectfully,



Carl Rohde
Project Manager
Civil Science

235 Sims Street
Dickinson, ND 58601

CIVIL SCIENCE INFRASTRUCTURE, INC. Short Form Consulting Services Contract Client/Engineer Form [Rev05/2020]

Project Name 4th St, 5th St, 26th Ave
Contract # FF20169.00 Contract Value \$12,969.50
Contract Type: ☒ Hourly (Not to Exceed) ☐ Fixed Fee (Lump Sum) ☐ Retainer ☐ Per Lot
Contract Term: From _____ to _____

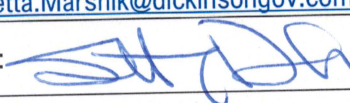
List of Contract Documents: This Contract incorporates the General Conditions and Exhibits noted below:

- ☒ Exhibit A – Professional Services Proposal
- ☒ Exhibit B – Phase I Fee
- ☐ Exhibit C –
- ☐ Exhibit D –
- ☐ Exhibit E –
- ☐ Exhibit F – Retainer Amount Fee Schedule

In addition to the General Conditions contained herein this contract incorporates the terms of

☐ Quotation # _____ dated _____

THIS AGREEMENT EXECUTED THE DAY AND YEAR LAST WRITTEN:

CIVIL SCIENCE INFRASTRUCTURE, INC. (CS)	COMPANY NAME (CLIENT)	BILLING / AP CONTACT
Civil Science Infrastructure, Inc. Attn: Brian Craven 3160 W Clubhouse Drive Lehi, UT 84043 801-768-7200	City of Dickinson Engineering Department 99 2 nd St E Dickinson, ND 58601 701-456-7744 Loretta.Marshik@dickinsongov.com	
BY*: Brian S. Craven, Digitally signed by Brian S. Craven, PE DN: cn=Brian S. Craven, PE, o=Civil Science, Inc., ou, email=bcraven@civilsce e.com, c=US Date: 2020.11.03 14:59:50 +05'00'	BY*: 	
DATE: PE	DATE: 10/20/2020	

*Must be executed by authorized company representative

- Scope of Work and Term** CS shall furnish the services as described in Exhibit A, Scope of Work, during the term indicated above.
- Consideration and Payment.**
 - If this is a fixed fee contract, CS shall be paid the total amount stated above in accordance with the requirements of Clause 3B below.
 - If this is a hourly contract, CS labor costs shall be paid at the hourly rates shown in Exhibit B, entitled "CS Standard Unit Rate and Fee Schedule". CS non-labor expenses shall be paid at actual cost plus 15%. These non-labor expenses shall include, but are not limited to, travel and living expenses, materials, equipment, supplies, subcontracts, and other out-of-pocket expenses.
 - If this is a retainer-type contract, CS shall be paid the total amount as specified in Exhibit F, entitled "Retainer Amount Fee Schedule" and in accordance with the requirements of Clause 3D below.
 - If this is a per-lot-type contract, the number of lots will be identified prior to the start of per-lot work. The per-lot cost will be multiplied by the total lot count and will constitute the total amount to be paid CS in accordance with the requirements of Clause 3B and/or 3D below. If this contract is both a per-lot and retainer-type contract, retainer amounts will be requested as shown in Exhibit F following the determination of the total amount to be paid to CS.

- e. All payments shall be sent to the address identified above.
- f. All work products will be held until all outstanding invoice and retainer payments have been made in full. CS will not be held liable for negative impacts this may have to time-sensitive matters such as submittal deadlines. CS will also not be held liable for negative impacts that this may cause to the value of the client's product or to the future value of the CLIENT's project.

3. Invoicing.

- a. The Client agrees to pay CS invoices upon receipt. If part of an invoice is disputed, the CLIENT shall pay the undisputed portion within 15 days pending resolution of disputed amounts. Invoices unpaid after fifteen days shall bear interest, compounded monthly at 1 ½ percent per month. If CLIENT fails to make payment as required, CS may stop work and withhold work products until payment is made.
 - b. If this is a fixed fee contract, CS will invoice in an amount equal to estimated percent completion of the work during period times the fixed fee stated for services.
 - c. If this is a hourly contract, CS will invoice as follows:
 - i. CS will invoice an amount based upon the actual time charged to the project during the preceding period at the specified hourly rates plus all other costs actually incurred or obligated to be paid by CS in connection with the services performed plus the markup for such costs as applicable.
 - ii. CS standard invoice shall include a breakdown of charges in the following categories: labor by category, travel, materials, equipment, supplies, subcontracts, and miscellaneous expenses. Any additional supporting information required by CLIENT shall be provided at CLIENT's expense.
 - d. If this is a retainer-type contract, CS will send an Invoice Summary indicating how each retainer payment has been applied to the overall project budget.
4. **Applicable Law.** This contract shall be construed and governed by the laws of the State of North Dakota. The exclusive forum for resolving disputes not settled by negotiation shall be the courts of the State of North Dakota.
5. **Conflict of Interest.** CS knows of no conflict of interest with the activities to be performed under this Contract and other activities of CS but shall advise the CLIENT if such a conflict is discovered in the future. CS shall avoid circumstances and actions that would reasonably place it in a position of divided loyalty with respect to its obligations under this Contract.
6. **Independent Contractor.** In all matters relating to this Contract, CS shall be acting as an independent contractor. Neither CS, nor its employees, are employees of the CLIENT within the meaning or application of any unemployment insurance or workmen's compensation laws, or any other federal, state, or local laws. CS shall assume all liabilities or obligations imposed by any such laws with respect to its employees in the performance of this Contract. Neither party shall have any authority or right to create any obligation, express or implied on the behalf of the other. CS shall not have the authority to represent itself as an agent of the CLIENT unless specifically authorized in Exhibit A.
7. **Compliance with Laws.** Both parties shall comply with all applicable laws, ordinances, rules and regulations of federal, state, and local governments and agencies relating to or affecting the contract work in whole or in part. CS shall secure any permits or licenses that may be necessary for it to perform its work.
8. **No Waiver.** Failure of either party to insist on strict performance by the other party shall not constitute a waiver of any of the provisions of this Contract, waiver of any other default or a continuing waiver.
9. **Modifications.** The terms and conditions contained in this contract shall not be added to, modified, superseded or otherwise altered except by written modification signed by authorized representatives of CS and CLIENT.
10. **Accuracy of Services and Limitation of Liability.** CS services shall be rendered without any warranty except that CS will perform in accordance with a degree of care and skill generally exercised by professionals performing similar work under similar conditions. CS does not warrant that its services are without errors or omissions, nor shall CS be liable to the CLIENT for consequential or special damages or economic loss.
11. **Excusable Delays.** CS shall not be liable for damages, including liquidated damages, if any, for delays in performance or failure to perform due to causes beyond the control and without the fault or negligence of CS. Such caused include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state, or local governments, act of CLIENT or those working under contract with CLIENT, acts of environmental groups, delays caused by safety concerns, court orders, fires, floods, epidemics, strikes, embargoes, or unusually severe weather. This contract shall be extended on a day-for-day basis for delays due to such causes.
12. **Inspection and Final Acceptance.** The CLIENT may inspect and accept or reject any of CS work under this contract during performance or when completed. The CLIENT shall reject or finally accept CS work within 15 days after completion. The CLIENT can only reject work by a timely written explanation, otherwise the work shall be deemed to have been accepted. The CLIENT's acceptance shall be conclusive except with respect to latent defects, fraud, and gross mistakes as amount to fraud.
13. **Insurance/Liability Limitation.** CS will maintain workmen's compensation insurance and public liability and property damage insurance in accordance with statutory requirements. Any additional insurance coverage requested by CLIENT will be at CLIENT's expense. The CLIENT agrees to limit all claims related in whole or in part to CS failure to observe the standard of care or breach of contract to an aggregate amount of \$25,000 or two times the contract value for the services performed under this Contract, whichever is the lower amount.
14. **Termination.** The CLIENT or CS may terminate this Contract, in whole or in part, by giving five days written notice to the other. If terminated by the CLIENT, the CLIENT shall pay all costs incurred, including any cancellation charges by vendors, plus a reasonable amount for indirect costs and profits.
15. **Equal Employment Opportunity.** CS is aware of and fully informed of its obligations under Executive Order 11246 and Title 41 of the Code of Federal Regulations, Part 60, and where applicable, shall comply with the requirements of that order, 41 CFR, Part 50, and all orders, rules, and regulations promulgated there under unless exempted there from.
16. **Indemnification and Limitation of Liability.** CS shall indemnify and hold the CLIENT, its agents, and its employees harmless from damages or liability caused by or arising out of CS gross negligence or intentional misconduct in its performance under this Contract. The CLIENT shall indemnify and hold CS, its agents, employees, subcontractors, and consultants harmless from costs, damage, liability or expense (including attorney's fees): (a) Caused by or arising out of errors or omissions in the drawings, documents, or other oral or written information given to

CS by the CLIENT; and (b) arising from any claim related to work under this or other contract with CS asserted against CS by any third party which exceeds CS insurance coverage and (c) any reuse of any work product prepared by CS under this contract without the express written consent of CS.

- 225 6th Street
Dickinson, ND 58601
17. **Title.** The CLIENT shall have the right to use any information developed by CS under this Contract. In the event of any reuse by the CLIENT of any portion of such information, CS shall not be liable to the CLIENT for any damages arising out of the reuse. Any transfer of digital information to CLIENT will be contingent upon acceptance and agreement to CS digital file release and indemnification conditions.
 18. **Assignment.** Neither party may assign its rights or responsibilities under this Contract without the prior written consent of the other party. This restriction shall not apply to CS subcontracting work under this contract or CS assignment to a financial institution of monies due from the CLIENT for work under this Contract.
 19. **Notice.** Any notice under this contract shall be deemed to have been given when in writing and delivered to the other party at the addresses set forth above. Notices are effective upon receipt, not when sent.
 20. **Audit Privileges.** All job audit privileges of CLIENT will extend only to review, and approval of monthly invoices submitted by CS to CLIENT. Invoices prepared and submitted by CS will include supporting documents. CLIENT may review, debate, or qualify items for payment at the time of invoice review and approval prior to payment of invoice. CS will not be responsible to maintain job related support documents or any other billing documents beyond the periodic billing, review period, and collection by CS of invoices submitted.
 21. **Electronic Signatures.** For purposes of executing this agreement, electronic signatures transmitted upon generated copies will be deemed to be valid and will carry the full force and effect of original signatures thereto.
 22. **Subcontracts.** General subcontracts, excluding consultant services, will be invoiced at cost plus a 15% handling charge to cover administrative costs associated with management and processing of the subcontracts.
 23. **Other Direct Costs.** Expenses for in-house services such as computer usage, copying, and reprographics, are billed at a fixed rate or unit prices whichever is applicable. Specialized instrumentation, company vehicles, mobile laboratories, and related equipment are billed at fixed daily or weekly rate depending on the period of usage. Rate schedules are available upon request. Costs for project specific supplies or travel related expenses (lodging, meals, airfare, vehicle rental, etc.) are invoiced at the cost plus a 15% handling charge.
 24. **Credit Card Payments.** CLIENT may make payments to CS by credit card in a form acceptable to CS. CS may charge a 3% fee on all credit card payments.

CIVIL SCIENCE INFRASTRUCTURE, INC.
Short Form Consulting Services Contract
Client/Engineer Form**Exhibit A – Professional Services Proposal****PROJECT UNDERSTANDING**

CS was recently selected to perform engineering services for the City of Dickinson on the 4th St. E, 5th St. E, and 26th Ave E Street Improvements Project. CS met with the City and is moving forward with a Phase I preliminary engineering for this Project.

Phase I tasks for the Project will evaluate existing conditions of the Project area, and provide alternatives and costs for a future construction project. The City of Dickinson is seeking to develop a construction project that addresses drainage issues along the Project route, and to provide a hard surfacing on the roadway.

SCOPE OF WORK

Based on the Project Understanding outlined above, CS will provide the following services where tasks will include:

Task 101 – Status Reports & Project Admin

Civil Science will schedule activities to be completed by our project team. Additionally, project setup, documentation, filing, invoicing and other administrative activities will be included in this task.

Task 102 – Progress Meetings

Civil Science will have a representative available for City of Dickinson Commission Meetings to present alternatives, discuss and review the schedule, current status, and other pertinent issues throughout the duration of the project. Limited to one (1) meeting during phase I activities.

Task 103 – Quality Assurance / Quality Control

Civil Science will include Quality Assurance / Quality Control activities covering project work and deliverables. Project administration including review of scope, schedule and budget for internal staff and sub-consultants will also be included in this task.

Task 201 – Field Review

Civil Science will conduct a thorough review and inventory of the project site. The field review will identify existing roadway conditions and review project concepts. A collection of existing data will be completed, including:

- Identify traffic conditions
- Identify general right-of-way limits
- Identify businesses & access locations
- Identify visual drainage and utility features
- Identify a conceptual level overview of existing environmental conditions

Task 202 – Field Survey

Civil Science will perform the following survey related activities:

- Field Survey coordination by a senior level surveyor

235 Sims Street
Dickinson, ND 58601

- Perform ground topographic surveys
- Process raw survey topo data into an existing surface CAD file

Task 203 – Estimating & Planning

Civil Science will provide project design alternatives with costs to the City of Dickinson. The information will be compiled into a preliminary engineering report to be delivered to the City of Dickinson Engineering Staff, which will present to the City Commission to determine a decision on the project direction. The planned improvements and estimated costs will include:

- Hot Mix Asphalt hard surfacing
- Grading and drainage improvements
- Curb & gutter
- Aggregate base course
- Subgrade preparation

Civil Science will provide illustrations and / or exhibits to be included in a presentation to the City of Dickinson Board of Commissioners for a decision.

Task 204 – Phase II Scope & Budget

Based on the City's decision from Phase I tasks, Civil Science will develop a scope of work and fee to perform a roadway design for the project.

Exhibit B - Phase I Fee

City of Dickinson - 4th St, 5th St, 26th Ave										
		PM	ENG V	PLS - Survey V	Survey II	ENG II	ENG VI	ADMIN	Tech III	Task Totals
		\$ 135.00	\$ 150.00	\$ 165.00	\$ 94.50	\$ 115.00	\$ 186.50	\$ 143.50	\$ 105.00	
Task #	Description									
101	Status Reports & Project Admin	4						2		\$ 827.00
102	Progress Meetings	4				4				\$ 1,000.00
103	Quality Control / Quality Assurance	2					2			\$ 643.00
201	Field Review	4				6				\$ 1,230.00
202	Field Survey			2	20	16				\$ 4,060.00
203	Estimating & Planning	16				12	2		8	\$ 4,753.00
204	Phase II Scope & Budget	2					1			\$ 456.50
	SUBTOTAL HOURS:	32	0	2	20	38	5	2	8	
	SUBTOTAL COSTS:	\$ 4,320.00	\$ -	\$ 330.00	\$ 1,890.00	\$ 4,370.00	\$ 932.50	\$ 287.00	\$ 840.00	\$ 12,969.50
	TOTAL:	\$ 12,969.50								

4th St E & 26th Ave E Street Improvements

Section 7. Item A.



CIVIL SCIENCE INFRASTRUCTURE, INC.
Short Form Consulting Services
Contract Modification
Client/Engineer Form – [Rev02/2021]

Modification No. 1 Date of Modification December 3, 2024

CS Project No. IF24308.00

Project Name 4th St, 5th St & 26th Ave

Contract Modification Type: ☒ Hourly ☐ Fixed Fee (Lump Sum) ☐ Retainer ☐ Per Lot ☐ Other

Contract Value* \$12,969.50

Modification Value **\$58,852**

Total Revised Contract Value \$71,821.50

*Base Contract plus all previous modifications approved and executed to the date noted above

In addition to the Conditions contained herein this Contract Modification incorporates the terms and conditions of the Contract or Agreement dated, October 20, 2020, as executed by Civil Science Infrastructure, Inc. and City of Dickinson.

This Contract Modification incorporates the Exhibits noted below:

- ☒ **Exhibit A – Modification to Professional Services Proposal**
- ☒ **Exhibit B – CS Standard Unit Rates and Fee Schedule**

THIS MODIFICATION EXECUTED THE DAY AND YEAR LAST WRITTEN:

CIVIL SCIENCE INFRASTRUCTURE, INC. (CS)	COMPANY NAME (CLIENT)
Civil Science Infrastructure, Inc. Attn: Jeremy Easum 531 W Villard Suite 1 Dickinson, ND 58601 (701)-219-4511 Email.jeasum@civilsience.com	City of Dickinson Attn: Josh Skluzacek 38 1 st St W Dickinson, ND 58601 (701) 456-7744 Joshua.skluzacek@dickinsongov.com
BY*:	BY*:
DATE:	DATE:

*Must be executed by authorized company representative

- This Modification is to be attached and made part of the Contract or Agreement as noted above between CS and CLIENT. It has been determined that certain modifications to the contract are required to complete the work as specified by this Contract. The CLIENT agrees to the modification as specified herein.
- The parties hereto agree to abide by all provisions of the original Contract as well as the provisions of any previous contract modifications.
- This written contract modification supersedes and replaces any verbal discussions with respect to the affected changes contained within the Modification.

CIVIL SCIENCE INFRASTRUCTURE, INC.
Short Form Consulting Services
Contract Modification
Client/Engineer Form

Exhibit A – Modification to Professional Services Proposal

BACKGROUND

CS met with the City and discussed restarting the project after the original scope for preliminary design was completed in 2021. The City is seeking to move forward with the Project through final design for bid readiness in August 2025 for a late fall 2025 bid opening. Construction is planned for the 2026 season. The original contract was to perform preliminary engineering and estimating and this modification covers final design and bidding tasks.

SCOPE MODIFICATION

Based on the Background outlined above, CS will provide the following services where tasks will include:

Civil Engineering Design

- Coordinate and meet with the City and/or stakeholders during final design process. It is anticipated two (2) meetings on site or at the City offices at 60% design and final design.
- Review and collect additional data pertinent to the design, obtain additional information from utility owners and previously completed work and incorporate into the final design.
- Review existing hydrant spacing and utility services. If provide recommendations if found to be insufficient.
- Prepare and perform final design; accomplish detail design; produce contract documents, construction drawings, and specifications to show the character and scope of work to be performed by contractors on the Project.
 - 1..1. Construction drawings are anticipated to include but not limited to: cover sheet, general notes, typical sections, removals, plan and profile, erosion control, survey/alignment data, traffic control, detail sheets and cross sections.
 - 1..2. Special provision specifications (if required) will supplement the City's standard specifications or NDDOT specifications.
 - 1..3. EJCDC bidding documents that will include a Unit Price Bid Schedule and Measurement & Payment specific to the Project's requirements.
 - 1..4. EJCDC contract documents as required by the City.
 - 1..5. Initial opinion of probable cost for funding purposes and updated cost as required throughout the design process for final submittal with the design.
- Prepare exhibits and preliminary engineering report for creation of special improvement district.
- Address comments from the City and prepare final Project documents for signature and reproduction. Submit final bid package to the City for bidding.
- Assist with bidding contractor questions, prepare addendums and assist in recommendations in awarding the project.

Assumptions: No right of way assistance or environmental permitting. Pavement design will be provided by City or their geotechnical subconsultant.

FEE MODIFICATION

CS proposes to complete the Scope Modification outlined above as follows:

Task Description	Fee	Fee Type	Comments
Civil Engineering Design	\$57,245	Hourly	
Bid Phase Services	\$1,755	Hourly	
Construction Staking	TBD		
Construction Phase Services	TBD		
Total	\$59,000		

Professional fees shown are not to exceed unless upon written authorization from the City. Professional services rendered for the Hourly Fee Type will be completed by CS at the rates and fees given in the attached Exhibit B.

SCHEDULE

60% Review June 2025
 Final Design Review July 2025
 Final Deliverables August 2025
 Bidding late fall 2025
 Construction 2026 season

4th St. E. and 26th Ave. E Street Project Contract Amendment to Civil

Presented by: City Engineer/Community Development Director, Josh Skluzacek

Consideration to Approve



4th St E & 26th Ave E Street Improvements

Section 7. Item A.





Engineering & Community Development

12/3/24

North Dakota Department of Water Resources
1200 Memorial Highway
Bismarck, ND 58504-5262

RE: 2025 Watermain Project – City Commission Letter of Support

The City of Dickinson is in support of the North Dakota Department of Water Resources (DWR) grant application regarding the 2025 Watermain Project; City of Dickinson project number 202503. The project is anticipated to replace approximately 12-blocks of aged 6-inch cast iron watermains with 8-inch PVC watermains. The 6-inch cast iron watermains are the most frequent watermains to break within the City of Dickinson which is why these are a priority for the project.

The City of Dickinson appreciates the opportunity to apply for the municipal water supply grant through the DWR. The grant will allow the City to provide safe and adequate drinking water to our citizens for years to come.

Thank you,

Scott Decker
Mayor

2025 Watermain & Lead Service Line Replacement Project

ORANGE = 6-INCH CAST IRON MAIN TO BE REPLACED WITH 8-INCH PVC

PURPLE = 6-INCH CAST IRON MAIN TO BE ABANDONED IN PLACE



2025 Watermain DWR Letter of Approval to Submit Grant

Section 7. Item B.

Presented by: City Engineer/Community Development Director, Josh Skluzacek

Consideration to Approve



2025 Watermain & Lead Service Line Replacement Project

ORANGE = 6-INCH CAST IRON MAIN TO BE REPLACED WITH 8-INCH PVC

PURPLE = 6-INCH CAST IRON MAIN TO BE ABANDONED IN PLACE





Engineering Memorandum

November 26, 2024

RE: December 3rd Commission Meeting

SIMS – 2nd ST E TO 9TH ST E PROJECT ND DWR LETTER OF SUPPORT

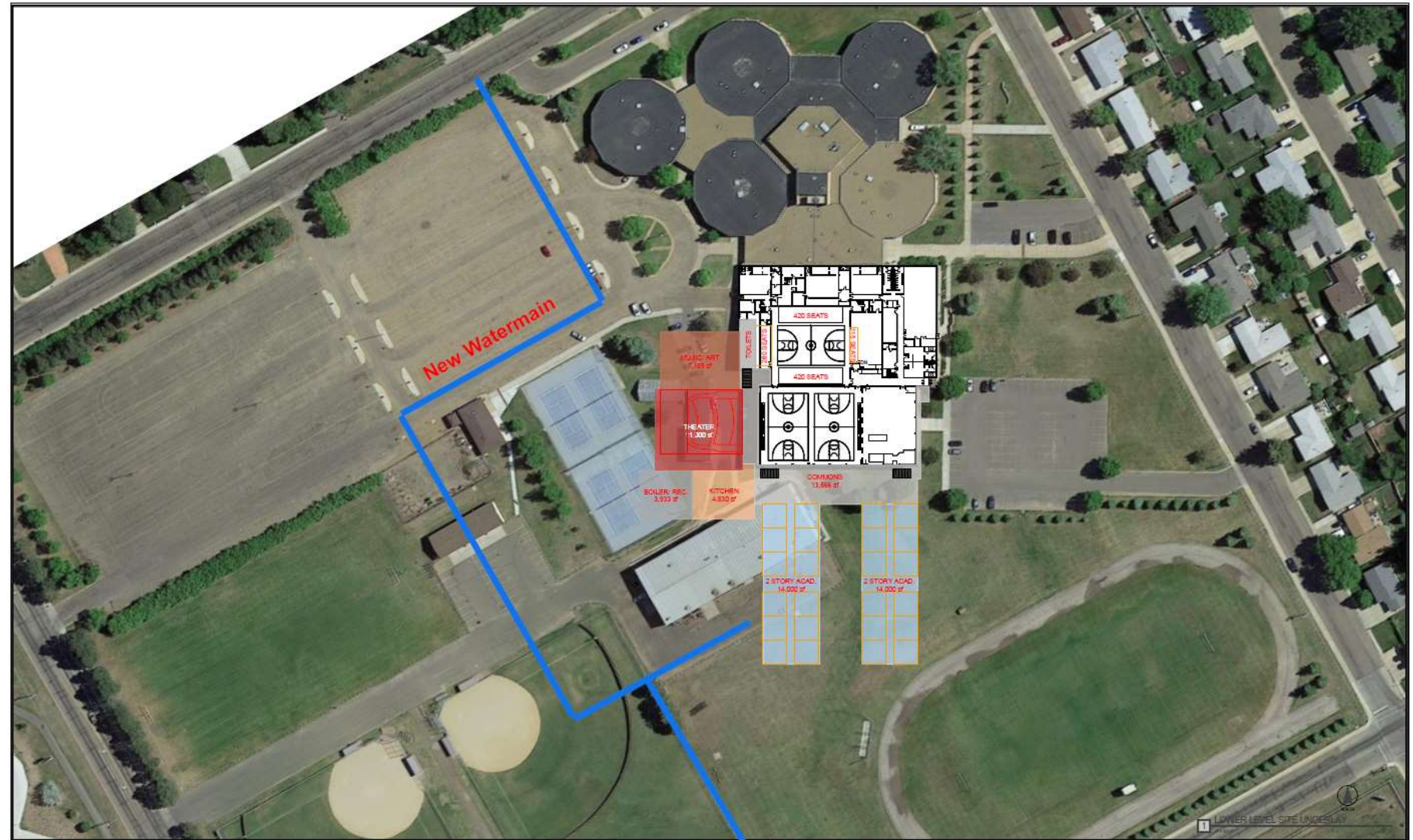
For your consideration is letter of support for the North Dakota Department of Water Resources (DWR) grant application to authorized the City of Dickinson to submit the project grant application. The project is included on the 2025-2027 DWR Water Development Plan which increases the probability of successfully being awarded the grant. The municipal water supply cost share maximum is 60% from the DWR, and 40% from the City of Dickinson. Based on the current estimates, this grant application is anticipated to be for **\$1,200,000**, and the City of Dickinson cost share is estimated to be \$4,800,000 due to some of the pavement and other miscellaneous costs not being eligible for the grant. Both construction and construction engineering costs are eligible cost share items. This letters of support is a new requirement from the DWR.

The City Engineering staff recommends approval.



Dickinson High School Watermain Project

Section 7. Item C.





Engineering Memorandum

November 26, 2024

RE: December 3rd Commission Meeting

DICKINSON HIGH SCHOOL PROJECT ND DWR LETTER OF SUPPORT

For your consideration is letter of support for the North Dakota Department of Water Resources (DWR) grant application to authorized the City of Dickinson to submit the project grant application. The municipal water supply cost share maximum is 60% from the DWR, and 40% from the Dickinson Public School District. Both construction and construction engineering costs are eligible cost share items.

The intent is to create a development agreement between the City of Dickinson and the Dickinson Public Schools to require the funding of the watermain for the project to be the requirement of Dickinson Public Schools. A utility easement will be created for the property to encompass the proposed watermain which will be dedicated to the City of Dickinson. The City of Dickinson will own and maintain the proposed watermain after it is installed. The watermain is intended to be looped from Empire Road to Fairway Street with the intent of minimizing any potential future risk of not supplying water to the High School if there were to be an issue with the City of Dickinson infrastructure. This letters of support is a new requirement from the DWR.

The City Engineering staff recommends approval.





Engineering & Community Development

12/3/24

North Dakota Department of Water Resources
1200 Memorial Highway
Bismarck, ND 58504-5262

RE: Sims – 9th St E to 2nd St E Project – City Commission Letter of Support

The City of Dickinson is in support of the North Dakota Department of Water Resources (DWR) grant application regarding the Sims – 9th St E to 2nd St E Project; City of Dickinson project number 202509. The project is anticipated to replace approximately 6-blocks of aged 6-inch cast iron watermain with 8-inch PVC watermain. The 6-inch cast iron watermain are the most frequent watermain to break within the City of Dickinson which is why these are a priority for the project.

The City of Dickinson appreciates the opportunity to apply for the municipal water supply grant through the DWR. The grant will allow the City to provide safe and adequate drinking water to our citizens for years to come.

Thank you,

Scott Decker
Mayor

Dickinson High School DWR Letter of Approval to Submit Grant

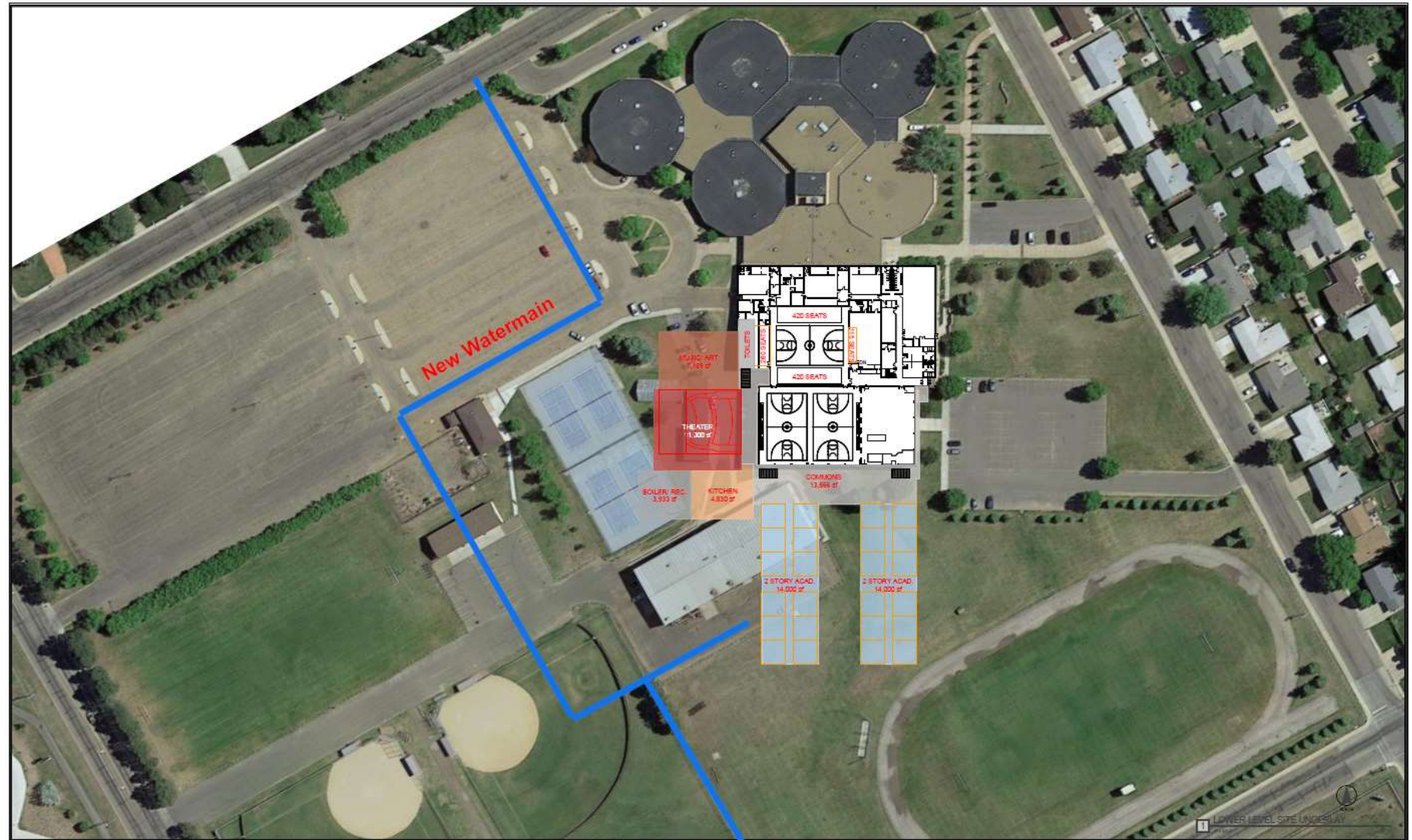
Presented by: City Engineer/Community Development Director, Josh Skluzacek

Consideration to Approve



Dickinson High School Watermain Project

Section 7. Item C.



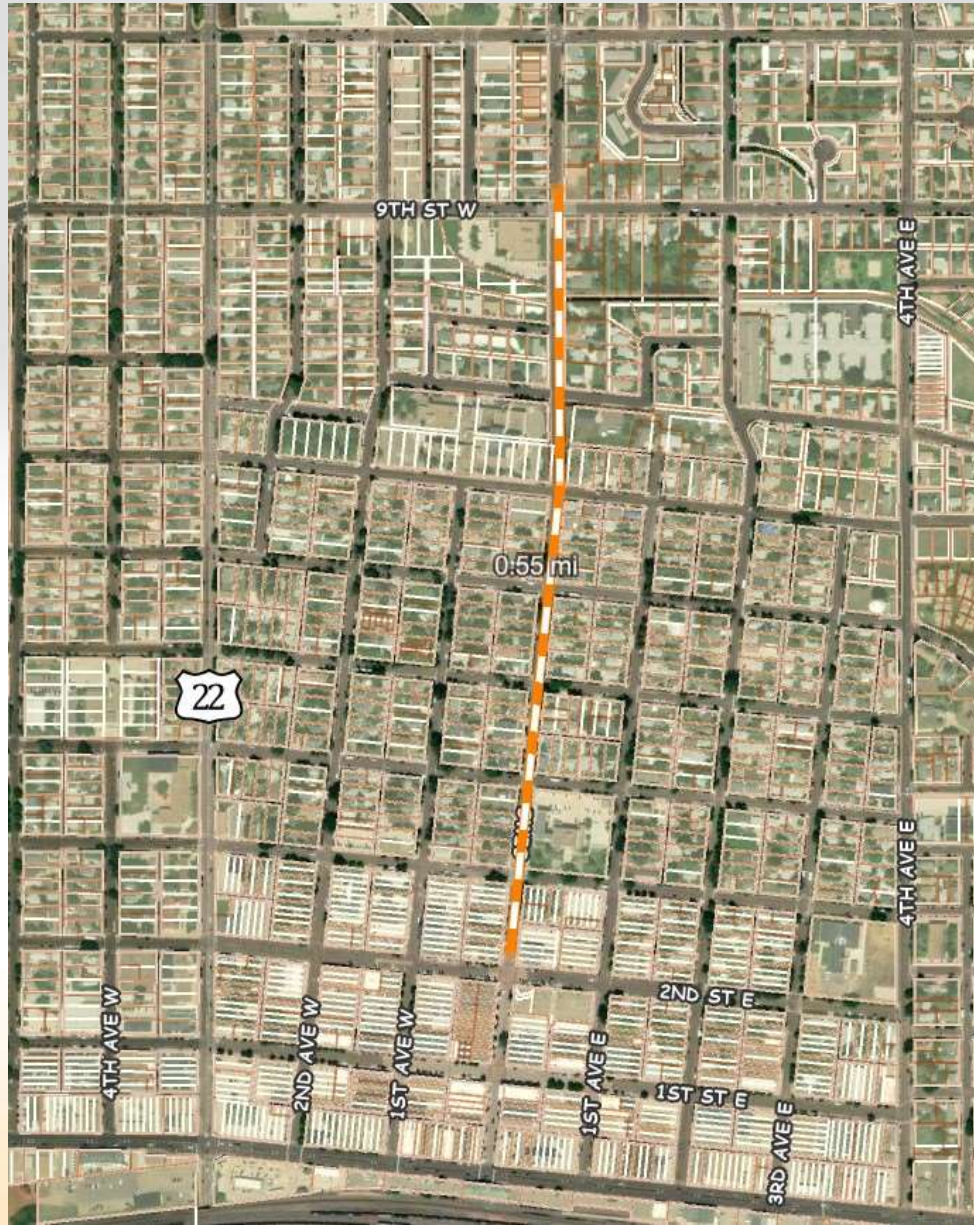
Sims - 9th St E to 2nd St E DWR Letter of Approval to Submit

Presented by: City Engineer/Community Development Director, Josh Skluzacek
Grant Application
Consideration to Approve



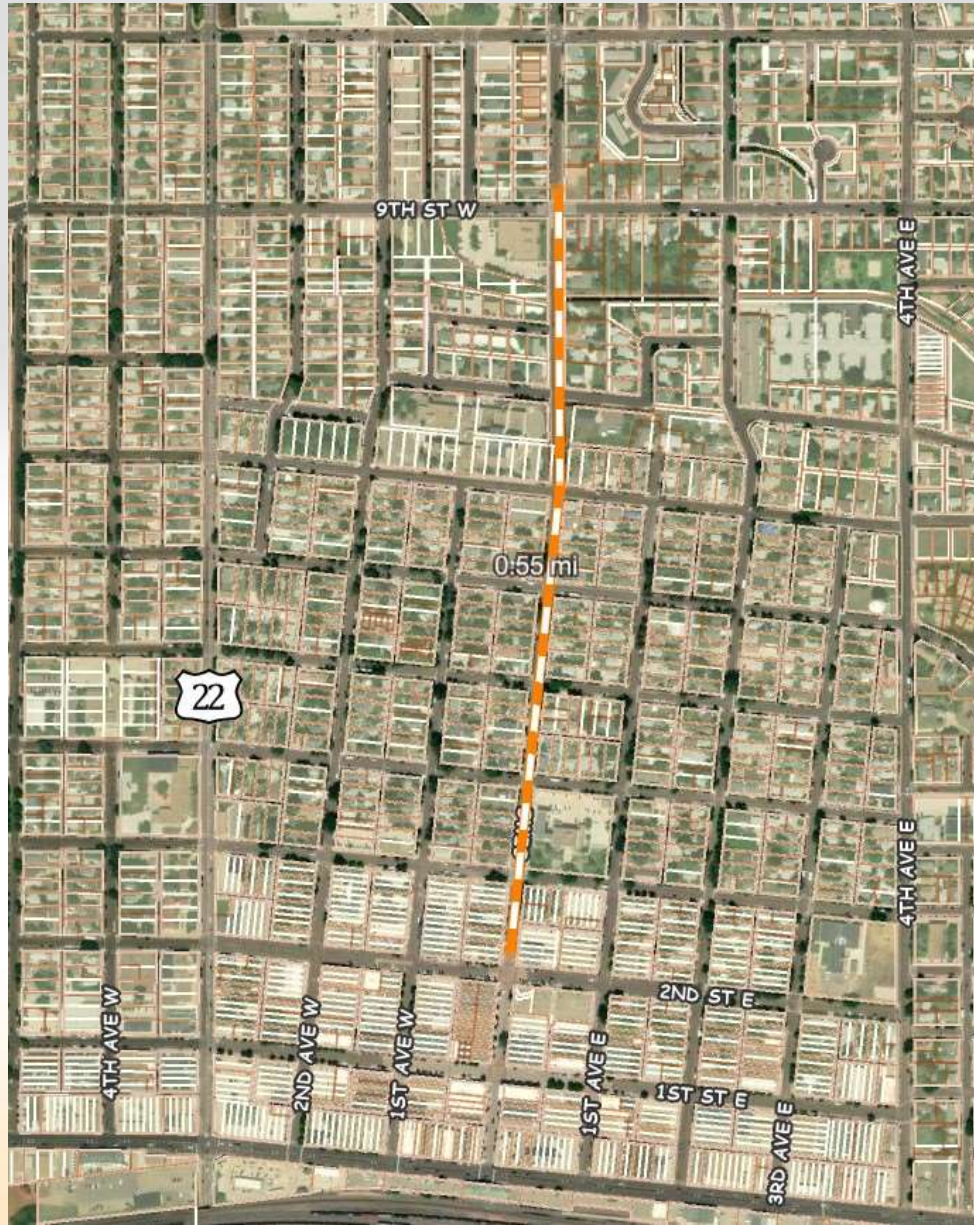
Sims – 9th St E to 2nd St E Project

Section 7. Item D.



Sims – 9th St E to 2nd St E Project

Section 7. Item D.





Engineering Memorandum

November 26, 2024

RE: December 3rd Commission Meeting

SIMS – 2nd ST E TO 9TH ST E PROJECT ND DWR LETTER OF SUPPORT

For your consideration is letter of support for the North Dakota Department of Water Resources (DWR) grant application to authorized the City of Dickinson to submit the project grant application. The project is included on the 2025-2027 DWR Water Development Plan which increases the probability of successfully being awarded the grant. The municipal water supply cost share maximum is 60% from the DWR, and 40% from the City of Dickinson. Based on the current estimates, this grant application is anticipated to be for **\$1,200,000**, and the City of Dickinson cost share is estimated to be \$4,800,000 due to some of the pavement and other miscellaneous costs not being eligible for the grant. Both construction and construction engineering costs are eligible cost share items. This letters of support is a new requirement from the DWR.

The City Engineering staff recommends approval.





Engineering & Community Development

12/3/24

North Dakota Department of Water Resources
1200 Memorial Highway
Bismarck, ND 58504-5262

RE: Sims – 9th St E to 2nd St E Project – City Commission Letter of Support

The City of Dickinson is in support of the North Dakota Department of Water Resources (DWR) grant application regarding the Sims – 9th St E to 2nd St E Project; City of Dickinson project number 202509. The project is anticipated to replace approximately 6-blocks of aged 6-inch cast iron watermain with 8-inch PVC watermain. The 6-inch cast iron watermain are the most frequent watermain to break within the City of Dickinson which is why these are a priority for the project.

The City of Dickinson appreciates the opportunity to apply for the municipal water supply grant through the DWR. The grant will allow the City to provide safe and adequate drinking water to our citizens for years to come.

Thank you,

Scott Decker
Mayor

Summarization Briefing

Owner: SIERRA RIDGE ICG LLC/S&B Dickinson Apartments
 Address: 2001-2062 Sierra Commons Rd
 Property Type: Large Apartments - Sierra Ridge

PID	Year	T&F	Income	Owners Request	Weighted 67/33	Weighted 50/50
Sierra Ridge	2016	\$36,451,716	\$35,554,572	\$16,550,000	\$36,155,658	\$36,003,144
1168-0200-0100	2017	\$32,195,500	\$27,645,903	\$13,300,000	\$30,694,133	\$29,920,702
W/9 GIM	2018	\$28,586,200	\$25,271,937	\$13,383,000	\$27,492,493	\$26,929,069
	2019	\$23,221,500	\$25,892,109	\$13,319,000	\$24,102,801	\$24,556,805
Did not Appeal	2020	\$23,221,500	\$26,743,370	\$15,909,119	\$24,383,717	\$24,982,435
Sold 07/23	2021	\$23,221,500	\$27,594,630	\$18,499,237	\$24,664,633	\$25,408,065
\$26,410,000	2022	\$29,042,000	\$23,753,736	\$27,000,000	\$27,296,873	\$26,397,868
3 Year Avg	2023	\$29,042,000	\$28,654,830	\$26,152,000	\$28,914,234	\$28,848,415
\$26,667,732	2024	\$26,046,400	\$28,654,830	\$26,410,000	\$26,907,182	\$27,350,615
Total		\$251,028,316	\$249,765,917	\$170,522,356	\$250,611,724	\$250,397,116

Briefing Statement:

Sierra Ridge Apartments sold 07/20/2023 for \$26,410,000. The selling party has filed an Application for Abatement of Taxes for the 2022 and 2023 valuation year. Purchasing party was responsible for the payment of taxes in 2023, putting doubt on applicant's eligibility to file for the 2023 year. The 2024 valuation has been included with an assumption regarding the gross income being unchanged from 2023.

Using an average of the prior two- or three-years gross income receipts provided by the applicant, the property sold with a gross income multiplier (GIM) of 9, which falls in line with other sales within the Dickinson market over the past several years. A 9 GIM was used to fill out the above chart, which shows that the City of Dickinson has been responsive to the market in adjusting values over the past several years. Assessed values over the past 9 years are within 1% of the total value based upon the income approach to value, as well as the values when utilizing a hybrid weighting of 50/50 or one-third/two-thirds True and Full to Income.

Staff Recommendation:

All three approaches to value indicate an extremely tight bracketing following a nine-year cycle, despite individual years fluctuating between valuation methods. Staff recommendation is to DENY the abatement request for the 2022 and 2023 value year, thereby also negating any issue on whether the applicant is eligible to file.

Possible Motions:

- 1) Make no change to current True and Full Valuation.
- 2) Change value to owner request: ***see chart***
- 3) Change value to some other amount:

Assessing Department
 Joe Hirschfeld – Assessor
 701-456-7734



First American Title Insurance Company
National Commercial Services
920 Fifth Avenue, Suite 1200 • Seattle, WA 98104

Office Phone:(206)615-3150 Office Fax:

Seller's Estimated Settlement Statement
Amended: Thursday Jul 20, 2023 7:43 AM

Section 8. Item A.

File No: NCS-1165843-WA1
Escrow Officer: Karl M. Norambuena/KMN
Estimated Settlement Date: 07/20/2023
Disbursement Date:

Property:
2004 Sierra Commons Road, Dickinson, ND 58601

Buyer:
SIERRA RIDGE ICG LLC
901 Fifth Avenue, Suite 4100, Seattle, WA 98164

Seller:
S & B Dickinson Apartments I, LLC
3900 Edison Lakes Parkway, Suite 201, Mishawaka, IN
46546-2008

Description	Seller Charge	Seller Credit
Consideration		
Total Consideration		26,410,000.00
Adjustments		
Prepaid Rent	15,023.28	
RUBS		13,778.77
Contract Expenses		3,555.57
Assign Tenant Security Deposits	175,115.00	
Door Access System	46,149.77	
Prorations		
Collected Rental Income 07/20/23 to 08/01/23 @\$275,379.50/mo	106,598.52	
County Taxes - 2023 (EST) 01/01/23 to 07/20/23 @\$323,006.42/yr	176,989.82	
Commission		
Broker: CBRE		
Real Estate Commission	198,075.00	
Payoff Loan(s)		
Total to BOKFNA D/B/A Bank of Arkansas	7,794,330.31	
Principal Balance	7,698,362.47	
Interest on Payoff Loan 07/11/23 to 07/20/23 @\$953.741572/day	9,537.42	
Interest to 7/10/23	9,537.42	
Prepayment Penalty	76,893.00	
Title/Escrow Charges		
Title - Title Examination to First American Title Insurance Co	750.00	
Title - Commitment Update to First American Title Insurance Co	250.00	
Title - Title Update Closing to First American Title Insurance Co	150.00	
Closing-Escrow Fee \$3,200.00 Sales Tax: \$328.00 to First American Title Insurance Company National Commercial Services	1,764.00	
Policy-Extended ALTA 2006 Owner's to First American Title Insurance Company National Commercial Services	26,046.00	
Disbursements Paid		
Miscellaneous Disbursement		
Administrative Service Fee to Sterling Group	30,000.00	
Cash (X To) (From) Seller	17,856,092.64	
Totals	26,427,334.34	26,427,334.34

Seller's Estimated Settlement Statement
Amended: Thursday Jul 20, 2023 7:43 AM

Section 8. Item A.

Settlement Date:

File No: NCS-1165843-WA1

Officer: Karl M. Norambuena/KMN

PLEASE NOTE: A modification of money-transfer or disbursement instructions can be a red flag for Online Banking Fraud and could be a trap for the unwary. Should we knowingly receive such a modification, in the interest of prudence, we may consider it suspect and call a known and trusted phone number to verify its authenticity and accuracy. Your awareness and cooperation in taking appropriate steps to prevent fraud is greatly appreciated.

Notice – This Estimated Settlement Statement is subject to changes, corrections or additions at the time of final computation of Escrow Settlement Statement.

See Attached Signatures

Seller's Estimated Settlement Statement
Amended: Thursday Jul 20, 2023 7:43 AM

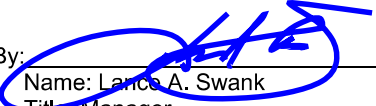
Section 8. Item A.

Settlement Date:
Officer: Karl M. Norambuena/KMN

File No: NCS-1165843-WA1

SELLER(S):

S & B Dickinson Apartments I, LLC, a North
Dakota limited liability company

By: 

Name: Lance A. Swank
Title: Manager

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

114

Recommendation of the Governing Body of the City or Township

Section 8. Item A.

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____

 City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
 Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached.

Dated _____

County Auditor _____ Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor _____ Date _____

**Application For Abatement
Or Refund Of Taxes**

Name of Applicant S+B Apartments I, LLC

County Auditor's File No. 106-2024

Date Application Was Filed With The County Auditor 11-4-24

Date County Auditor Mailed Application to Township Clerk or City Auditor 11-5-24
(must be within five business days of filing date)

Actual Income and Expense Analysis

Sterling Group

Sierra Ridge Apartments
2001-2062 Sierra Commons Rd
Dickinson
1168-0200-0100, 1169-0100-0100

Units	278		
Personal Property/Unit	\$1,000		
Tax Year		2/1/2022	2/1/2023
		2021	2022
		Year End	Year End
INCOME			
Rental Income			
Total Other		\$2,200,597	\$2,705,090
		\$438,707	\$478,780
		=====	=====
EFFECTIVE GROSS INCOME		2,639,304	3,183,870
EXPENSES			
Utilities			
Marketing and Training		204,500	204,526
R&M		63,014	54,206
Apartment Turnover Expense		190,114	235,878
Payroll		87,406	81,444
G&A		478,476	526,489
Insurance - Property		158,035	180,217
		107,506	120,000
		=====	=====
TOTAL EXPENSES		1,289,051	1,402,760
NET OPERATING INCOME		1,350,253	1,781,110
Capitalization Rate			
Tax Rate		6.50%	7.00%
Loaded Capitalization Rate		<u>1.16%</u>	<u>1.15%</u>
Indicated Value		7.66%	8.15%
Less: Personal Property		\$17,619,163	\$21,844,059
Adjusted Value		<u>-\$278,000</u>	<u>-\$278,000</u>
Per Unit		\$17,341,163	\$21,566,059
Assessed Value		\$62,378	\$77,576
Per Unit		\$29,221,500	\$29,221,500
		\$105,113	\$105,113

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

24775
(2-2016)

Recommendation of the Governing Body of the City or Township

Section 8. Item A.

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____.

City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached.

Dated _____,

County Auditor _____

Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
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I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

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County Auditor _____

Date _____

**Application For Abatement
Or Refund Of Taxes**

Name of Applicant

S+B Apartments I, LLC

County Auditor's File No.

107-2024

Date Application Was Filed
With The County Auditor

11-4-2024

Date County Auditor Mailed
Application to Township
Clerk or City Auditor

11-5-2025

(must be within five business days of filing date)

Actual Income and Expense Analysis

Sterling Group

Sierra Ridge Apartments
 2001-2062 Sierra Commons Rd
 Dickinson
 1168-0200-0100, 1169-0100-0100

Units	278		
Personal Property/Unit	\$1,000		
Tax Year		2/1/2022	2/1/2023
		2021	2022
		Year End	Year End
INCOME			
Rental Income		\$2,200,597	\$2,705,090
Total Other		\$438,707	\$478,780
		=====	=====
EFFECTIVE GROSS INCOME		2,639,304	3,183,870
EXPENSES			
Utilities		204,500	204,526
Marketing and Training		63,014	54,206
R&M		190,114	235,878
Apartment Turnover Expense		87,406	81,444
Payroll		478,476	526,489
G&A		158,035	180,217
Insurance - Property		107,506	120,000
		=====	=====
TOTAL EXPENSES		1,289,051	1,402,760
NET OPERATING INCOME		1,350,253	1,781,110
Capitalization Rate		6.50%	7.00%
Tax Rate		<u>1.16%</u>	<u>1.15%</u>
Loaded Capitalization Rate		7.66%	8.15%
Indicated Value		\$17,619,163	\$21,844,059
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Total Other		\$438,707	\$478,780
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Per Unit		\$62,378	\$77,576
Assessed Value		\$29,221,500	\$29,221,500
Per Unit		\$105,113	\$105,113

Rent Roll

Sierra Ridge (0177)

As Of = 12/31/2022

Month Year = 01/2023

Unit	Unit Type	Unit Resident	Name	Market	Actual	Resident	Other	Move In	Lease	Move Out	Balance
	Sq Ft			Rent	Rent	Deposit	Deposit		Expiration		
Current/Notice/Vacant Residents											
111	177-a1a	709.00	t0097139	892.00	799.00	550.00	0.00	9/7/2021	6/6/2024		0.00
112	177-c1a	1,305.00	t0056038	1,381.00	1,150.00	800.00	0.00	4/1/2015	8/3/2023		0.00
113	177-a1b	704.00	t0109108	909.00	879.00	500.00	0.00	11/12/2022	1/11/2024		-880.96
114	177-b2a	1,061.00	t0107668	1,050.00	1,034.00	750.00	0.00	10/14/2022	10/16/2023	7/14/2023	0.00
115	177-a1b	704.00	t0109561	909.00	779.00	844.00	0.00	12/8/2022	1/8/2024		0.00
116	177-b2a	1,061.00	t0110794	1,050.00	929.00	400.00	0.00	5/30/2019	6/5/2023	1/31/2023	0.00
117	177a1aco	709.00	VACANT	1,031.00	0.00	0.00	0.00				0.00
118	177-c1a	1,305.00	t0106528	1,381.00	1,299.00	815.00	0.00	9/7/2022	4/24/2024		0.00
121	177-a1a	709.00	t0106187	892.00	849.00	500.00	0.00	7/25/2022	7/24/2023		-849.00
122	177-c1a	1,305.00	t0097564	1,351.00	1,156.00	1,214.00	0.00	8/20/2021	8/22/2023		0.00
123	177-b2b	1,064.00	t0089882	1,020.00	1,004.00	775.00	0.00	10/12/2020	10/11/2021	2/20/2023	0.00
124	177-b2a	1,061.00	t0108447	1,020.00	1,004.00	750.00	0.00	11/18/2022	11/17/2023	8/29/2023	-1,143.88
125	177-b2b	1,064.00	t0099153	1,020.00	799.00	800.00	0.00	11/19/2021	9/20/2023		0.00
126	177-b2a	1,061.00	t0106168	1,020.00	919.00	750.00	0.00	8/26/2022	8/28/2023	8/28/2023	0.00
127	177a1aco	709.00	t0108356	1,001.00	949.00	1,199.00	0.00	10/11/2022	5/10/2023	7/10/2023	0.00
128	177-c1a	1,305.00	t0096327	1,351.00	1,315.00	650.00	0.00	6/24/2021	10/3/2023		0.00
131	177-a1c	704.00	t0092028	849.00	728.00	550.00	0.00	1/22/2021	8/22/2023	2/3/2023	0.00
132	177-c1b	1,305.00	t0104256	1,269.00	1,174.00	500.00	0.00	5/26/2022	5/27/2024		52.07
133	177-b2d	1,064.00	t0087531	1,020.00	926.00	350.00	0.00	7/2/2021	7/5/2023	7/26/2023	0.00
134	177-b2c	1,061.00	t0099999	1,020.00	851.00	799.00	0.00	11/13/2021	8/14/2023		0.00
135	177-b2d	1,064.00	t0102225	1,020.00	838.00	750.00	0.00	3/7/2022	3/6/2023	4/21/2023	0.00
136	177-b2c	1,061.00	t0056243	1,020.00	955.00	550.00	0.00	5/15/2015	3/4/2024		0.00
137	177-a1c	704.00	t0461070	849.00	816.00	635.00	0.00	8/11/2017	9/5/2023		0.00
138	177-c1b	1,305.00	t0098506	1,351.00	799.20	50.00	0.00	9/24/2021	10/23/2021		0.00
211	177-b1h	1,017.00	t0099419	1,014.00	796.00	800.00	0.00	10/15/2021	6/16/2023	7/17/2023	0.00
212	177-b1c	1,017.00	t0061918	1,014.00	837.00	650.00	0.00	8/14/2020	8/15/2023		0.00
214	177-a2a	751.00	t0107970	960.00	915.00	500.00	0.00	10/20/2022	4/22/2024		0.00
216	177-a2a	751.00	t0093233	960.00	854.00	500.00	0.00	3/26/2021	4/25/2023	5/24/2023	0.00
217	177-b1a	1,017.00	t0104183	1,014.00	834.00	665.00	0.00	5/21/2022	3/20/2024		76.25
218	177-b1c	1,017.00	t0099478	1,014.00	780.00	550.00	0.00	11/1/2021	5/1/2024		0.00
221	177-b1a	1,017.00	t0068579	984.00	925.00	300.00	0.00	8/18/2017	9/5/2023		0.00
222	177-b1a	1,017.00	t0088394	984.00	834.00	755.00	0.00	8/22/2020	9/8/2023		0.00
223	177-b2e	1,074.00	VACANT	1,020.00	0.00	0.00	0.00				0.00
224	177-a2a	751.00	t0105485	930.00	829.00	565.00	0.00	7/25/2022	5/3/2024		0.00
225	177-b2e	1,074.00	t0106998	1,020.00	1,004.00	1,254.00	0.00	9/7/2022	9/6/2023	9/6/2023	0.00
226	177-a2a	751.00	t0104645	930.00	796.00	600.00	0.00	6/21/2022	6/20/2024		0.00

Rent Roll

Sierra Ridge (0177)

As Of = 12/31/2022

Month Year = 01/2023

Unit	Unit Type	Unit Resident	Name	Market	Actual	Resident	Other	Move In	Lease	Move Out	Balance
		Sq Ft		Rent	Rent	Deposit	Deposit		Expiration		
227	177-b1a	1,017.00	t0103732	984.00	804.00	600.00	0.00	6/24/2022	6/24/2024		0.00
228	177-b1a	1,017.00	t0099982	984.00	750.00	800.00	0.00	11/11/2021	10/16/2023		0.00
231	177-b1b	1,017.00	t0097150	984.00	816.00	500.00	0.00	8/2/2021	9/5/2023	2/3/2023	-70.64
232	177-b1b	1,017.00	t0098198	984.00	905.00	899.00	0.00	8/14/2021	8/15/2023	7/5/2023	0.00
233	177-b2f	1,074.00	t0102653	1,020.00	838.00	630.00	0.00	4/5/2022	4/4/2024		0.00
234	177-a2a	751.00	t0112724	930.00	793.00	750.00	0.00	5/13/2022	5/12/2023	5/4/2023	0.00
235	177-b2f	1,074.00	t0098658	1,020.00	865.00	799.00	0.00	9/3/2021	9/5/2023	9/5/2023	0.00
236	177-a2a	751.00	t0105903	930.00	816.00	500.00	0.00	8/26/2022	8/28/2023		0.00
237	177-b1b	1,017.00	t0104380	984.00	845.00	565.00	0.00	7/8/2022	7/8/2024		0.00
238	177-b1b	1,017.00	t0105991	984.00	919.00	815.00	0.00	7/22/2022	7/22/2024		0.00
311	177-b1h	1,017.00	t0099090	1,014.00	903.00	800.00	0.00	10/28/2021	4/1/2024		0.00
312	177-b1c	1,017.00	t0336885	1,014.00	910.00	1,300.00	0.00	8/17/2021	8/16/2023		0.00
314	177-a2a	751.00	t0104509	960.00	859.00	700.00	0.00	6/27/2022	6/26/2024		0.00
316	177-a2a	751.00	t0108137	960.00	915.00	500.00	0.00	10/17/2022	5/8/2023		0.00
317	177-b1a	1,017.00	t0106513	1,014.00	999.00	500.00	0.00	9/12/2022	4/11/2024		0.00
318	177-b1c	1,017.00	t0099947	1,014.00	780.00	800.00	0.00	12/6/2021	4/6/2023	3/29/2023	-60.68
321	177-b1a	1,017.00	t0099436	984.00	775.00	550.00	0.00	10/12/2021	5/12/2023	5/12/2023	0.00
322	177-b1a	1,017.00	t0104197	984.00	845.00	500.00	0.00	5/23/2022	5/22/2023	5/26/2023	0.00
323	177-b2e	1,074.00	t0104349	1,020.00	863.00	565.00	0.00	6/8/2022	6/7/2023	4/24/2023	0.00
324	177-a2a	751.00	t0101123	930.00	773.00	500.00	0.00	12/28/2021	6/27/2024		0.00
325	177-b2e	1,074.00	t0078384	1,020.00	968.00	515.00	0.00	10/15/2021	10/16/2023		0.00
326	177-a2a	751.00	t0090609	930.00	809.00	600.00	0.00	11/2/2020	5/2/2024		0.00
327	177-b1a	1,017.00	t0110376	984.00	0.00	750.00	0.00	9/24/2021	2/23/2023	3/9/2023	0.00
328	177-b1a	1,017.00	t0087754	984.00	845.00	500.00	0.00	7/29/2020	10/3/2023		0.00
331	177-b1b	1,017.00	t0099778	984.00	750.00	1,050.00	0.00	10/19/2021	3/20/2023	1/4/2023	0.00
332	177-b1b	1,017.00	t0106572	984.00	969.00	500.00	0.00	8/18/2022	8/17/2023		0.00
333	177-b2f	1,074.00	t0101100	1,020.00	823.00	799.00	0.00	12/17/2021	6/16/2023	7/10/2023	0.00
334	177-a2a	751.00	t0109296	930.00	885.00	500.00	0.00	12/1/2022	12/4/2023		0.00
335	177-b2f	1,074.00	t0107665	1,020.00	1,004.00	1,069.00	0.00	9/9/2022	9/11/2023		-1,085.00
336	177-a2a	751.00	t0102815	930.00	778.00	1,093.00	0.00	4/28/2022	5/1/2024		0.00
337	177-b1b	1,017.00	t0106764	984.00	969.00	969.00	0.00	8/25/2022	8/28/2023	2/10/2023	-0.51
338	177-b1b	1,017.00	t0091420	984.00	800.00	550.00	0.00	12/11/2020	10/10/2023		-860.00
411	177-b1a	1,017.00	t0087574	1,014.00	868.00	350.00	0.00	7/29/2020	9/5/2023		0.00
412	177-b1c	1,017.00	t0108173	1,014.00	873.00	815.00	0.00	10/21/2021	8/21/2023		0.00
414	177-a2co	751.00	t0104592	1,130.00	1,029.00	800.00	0.00	7/8/2022	7/7/2023	8/1/2023	62.85
416	177-a2co	751.00	t0102214	1,130.00	1,074.00	465.00	0.00	2/25/2022	12/5/2022	6/29/2023	0.00
417	177-b2c	1,017.00	t0099979	1,050.00	780.00	550.00	0.00	12/10/2021	4/10/2024		0.00
418	177-b1c	1,017.00	t0088666	1,014.00	819.00	550.00	0.00	9/19/2020	8/18/2023		9.35
421	177-b1a	1,017.00	t0096370	984.00	901.00	550.00	0.00	6/18/2021	5/18/2023	3/23/2023	0.00
422	177-b1c	1,017.00	t0090595	984.00	800.00	550.00	0.00	11/2/2020	2/5/2024		0.00
423	177-b2e	1,074.00	t0079529	1,020.00	849.00	400.00	0.00	6/2/2021	3/3/2023	3/23/2023	0.00
424	177-a2a	751.00	t0068679	930.00	775.00	300.00	0.00	8/19/2017	8/10/2023		0.00
425	177-b2f	1,074.00	t0106571	1,020.00	1,004.00	500.00	0.00	8/10/2022	8/9/2023		0.00
426	177-a2a	751.00	t0105545	930.00	899.00	600.00	0.00	7/8/2022	7/8/2024		0.00
427	177-b1a	1,017.00	t0110802	984.00	0.00	775.00	0.00	8/14/2020	5/13/2024		0.00
428	177-b1b	1,017.00	t0101597	984.00	779.00	465.00	0.00	3/4/2022	3/6/2024		0.00
431	177-b1co	1,017.00	VACANT	1,300.00	0.00	0.00	0.00				0.00
432	177-b1co	1,017.00	VACANT	1,300.00	0.00	0.00	0.00				0.00
433	177-b2f	1,074.00	t0107532	1,020.00	1,004.00	500.00	0.00	9/23/2022	5/22/2024		0.00
434	177-a2a	751.00	t0097427	930.00	874.00	550.00	0.00	7/23/2021	10/24/2023		0.00
435	177-b2f	1,074.00	VACANT	1,020.00	0.00	0.00	0.00				0.00
436	177-a2a	751.00	t0070839	930.00	805.00	300.00	0.00	4/2/2018	8/1/2024		-922.52
437	177-b1a	1,017.00	t0107829	1,300.00	969.00	880.00	0.00	9/24/2022	8/31/2023	6/16/2023	0.00
438	177-b1co	1,017.00	t0110262	1,300.00	0.00	964.00	0.00	3/6/2022	6/6/2023		0.00
511	177a1aco	709.00	t0100380	1,031.00	854.00	450.00	0.00	11/9/2021	1/3/2024		0.00
512	177-c1a	1,305.00	t0096957	1,381.00	1,279.00	500.00	0.00	7/28/2022	7/27/2023	7/27/2023	0.00
513	177-a1b	704.00	t0089489	909.00	726.00	500.00	0.00	10/9/2020	4/10/2023	5/9/2023	0.00
514	177-b2a	1,061.00	t0104703	1,050.00	893.00	565.00	0.00	6/20/2022	6/19/2024		0.00
515	177-a1b	704.00	t0077566	909.00	795.00	565.00	0.00	4/12/2019	9/5/2023	9/5/2023	0.00
516	177-b2a	1,061.00	t0078317	1,050.00	939.00	700.00	0.00	5/30/2019	6/3/2024		-1,250.00
517	177a1aco	709.00	t0108665	1,031.00	979.00	1,644.00	0.00	11/7/2022	5/8/2023	3/23/2023	0.00
518	177-c1a	1,305.00	t0102923	1,381.00	1,179.00	750.00	0.00	4/21/2022	4/20/2023	1/31/2023	0.00
521	177-a1a	709.00	t0104671	862.00	816.00	400.00	0.00	6/11/2022	6/10/2023	7/3/2023	0.00
522	177-c1a	1,305.00	t0110509	1,351.00	0.00	550.00	0.00	6/26/2021	11/28/2022	1/12/2023	0.00
523	177-b2b	1,064.00	t0088962	1,020.00	775.00	975.00	0.00	10/6/2020	9/6/2023	9/7/2023	0.00
524	177b2aco	1,061.00	t0107712	1,320.00	1,269.00	1,669.00	0.00	9/16/2022	9/18/2023		0.00
525	177-b2b	1,064.00	t0102490	1,020.00	838.00	815.00	0.00	3/18/2022	9/18/2023	9/18/2023	0.00
526	177b2aco	1,061.00	t0107715	1,320.00	1,269.00	1,669.00	0.00	9/16/2022	9/18/2023		0.00
527	177-a1a	709.00	t0100792	862.00	758.00	500.00	0.00	12/2/2021	8/4/2023	8/22/2023	0.00
528	177-c1a	1,305.00	t0096670	1,528.00	1,338.00	500.00	0.00	6/21/2021	6/20/2023	7/10/2023	0.00
531	177-a1c	704.00	VACANT	849.00	0.00	0.00	0.00				0.00
532	177-c1b	1,305.00	t0109391	1,351.00	1,269.00	750.00	0.00	12/12/2022	1/11/2024	10/2/2023	0.00
533	177b2aco	1,064.00	t0109643	1,320.00	1,269.00	500.00	0.00	12/20/2022	6/19/2024		0.00
534	177-b2b	1,061.00	t0101154	1,020.00	799.00	500.00	0.00	1/7/2022	1/2/2024		0.00
535	177-b2d	1,064.00	t0097073	1,020.00	904.00	949.00	0.00	7/16/2021	8/16/2023		0.00

Rent Roll

Sierra Ridge (0177)

As Of = 12/31/2022

Month Year = 01/2023

Unit	Unit Type	Unit Resident	Name	Market	Actual	Resident	Other	Move In	Lease	Move Out	Balance
		Sq Ft		Rent	Rent	Deposit	Deposit		Expiration		
536	177-b2c	1,061.00	t0104417	1,020.00	883.00	565.00	0.00	7/7/2022	7/8/2024		-988.14
537	177-a1c	704.00	t0107481	849.00	799.00	500.00	0.00	9/2/2022	9/1/2023		0.00
538	177-c1b	1,305.00	t0083615	1,351.00	1,249.00	700.00	0.00	2/4/2021	6/5/2023	6/5/2023	-1,592.97
611	177-a1h	712.00	t0109473	809.00	779.00	844.00	0.00	12/2/2022	6/1/2023	7/3/2023	-42.00
612	177-c1h	1,305.00	t0103581	1,381.00	1,194.00	630.00	0.00	5/13/2022	5/15/2024		-1,359.53
613	177-a1b	704.00	VACANT	909.00	0.00	0.00	0.00				0.00
614	177-b2a	1,061.00	t0494823	1,050.00	829.00	400.00	0.00	11/6/2020	11/6/2023		-242.84
615	177-a1b	704.00	t0092699	909.00	704.00	565.00	0.00	2/19/2021	4/18/2023	5/1/2023	-29.51
616	177-b2a	1,061.00	t0086480	1,050.00	1,008.00	400.00	0.00	6/17/2020	7/3/2023	4/3/2023	0.00
617	177-a1a	709.00	t0101524	892.00	977.00	550.00	0.00	1/19/2022	4/1/2024		0.00
618	177-c1a	1,305.00	t0497556	1,381.00	1,204.00	650.00	0.00	7/23/2020	8/24/2023		0.00
621	177-a1a	709.00	t0107551	862.00	969.00	1,034.00	0.00	9/12/2022	9/11/2023		0.00
622	177-c1a	1,305.00	t0103683	1,351.00	1,164.00	815.00	0.00	5/25/2022	5/24/2024		0.00
623	177-b2b	1,064.00	t0089627	1,020.00	849.00	565.00	0.00	11/23/2020	5/1/2023	5/1/2023	0.00
624	177-b2a	1,061.00	t0088939	1,020.00	890.00	550.00	0.00	10/28/2020	10/30/2023		0.00
625	177-b2b	1,064.00	t0103007	1,020.00	838.00	465.00	0.00	5/25/2022	5/24/2023	5/30/2023	0.00
626	177-b2a	1,061.00	t0088501	1,020.00	799.00	300.00	0.00	11/19/2021	3/20/2024		0.00
627	177-a1a	709.00	t0102213	862.00	732.00	500.00	0.00	2/28/2022	3/1/2023	3/24/2023	0.00
628	177-c1a	1,305.00	t0106828	1,351.00	1,269.00	815.00	0.00	9/10/2022	9/11/2023	2/10/2023	-160.00
631	177-a1a	704.00	t0091505	862.00	848.00	550.00	0.00	12/18/2020	1/12/2024		0.00
632	177-c1b	1,305.00	t0100746	1,351.00	999.00	850.00	0.00	12/29/2021	5/1/2024		0.00
633	177-b2d	1,064.00	VACANT	1,020.00	0.00	0.00	0.00				0.00
634	177-b2c	1,061.00	t01114359	1,020.00	939.00	500.00	0.00	8/5/2022	8/4/2023	7/6/2023	-109.70
635	177-b2d	1,064.00	t0103838	1,020.00	863.00	750.00	0.00	6/27/2022	6/26/2024		-467.00
636	177-b2c	1,061.00	t0075510	1,020.00	924.00	300.00	0.00	2/20/2019	6/3/2024		0.00
637	177a1aco	704.00	VACANT	1,001.00	0.00	0.00	0.00				0.00
638	177-c1b	1,305.00	t0066400	1,351.00	1,125.00	50.00	0.00	4/6/2018	4/8/2024		0.00
711	177-b1h	1,017.00	t0110067	1,014.00	999.00	815.00	0.00	12/29/2022	1/28/2024	6/26/2023	-1,310.97
712	177-b1c	1,017.00	t0099005	1,014.00	999.00	1,549.00	0.00	11/11/2022	11/10/2023		0.00
714	177-a2co	751.00	MODEL	1,130.00	0.00	0.00	0.00				0.00
716	177-a2a	704.00	t0102021	960.00	823.00	565.00	0.00	3/15/2022	9/14/2023		0.00
717	177-b1a	1,017.00	t0081216	1,014.00	979.00	450.00	0.00	10/11/2019	6/12/2023	6/12/2023	0.00
718	177-b1co	1,017.00	MODEL	1,330.00	0.00	0.00	0.00				0.00
721	177-b1a	1,017.00	t0099411	984.00	780.00	550.00	0.00	10/6/2021	3/8/2024		0.00
722	177-b1a	1,017.00	t0103182	984.00	794.00	794.00	0.00	5/4/2022	5/6/2024		0.00
723	177-b2e	1,074.00	t0079772	1,020.00	1,040.00	700.00	0.00	8/20/2019	8/21/2023		0.00
724	177-a2a	751.00	t0105768	930.00	829.00	800.00	0.00	7/20/2022	7/22/2024		0.00
725	177-b2e	1,074.00	t0102107	1,020.00	838.00	1,088.00	0.00	4/28/2022	5/2/2024		0.00
726	177-a2a	751.00	t0099897	930.00	785.00	550.00	0.00	10/27/2021	8/29/2023	8/29/2023	0.00
727	177-b1a	1,017.00	t0097620	984.00	904.00	949.00	0.00	8/20/2021	8/19/2023		0.00
728	177-b1a	1,017.00	VACANT	984.00	0.00	0.00	0.00				0.00
731	177-b1b	1,017.00	t0106029	984.00	919.00	700.00	0.00	7/29/2022	7/29/2024		0.00
732	177-b1b	1,017.00	VACANT	984.00	0.00	0.00	0.00				0.00
733	177-b2f	1,074.00	t0107489	1,020.00	1,004.00	880.00	0.00	9/23/2022	4/22/2024		0.00
734	177-a2co	751.00	VACANT	1,100.00	0.00	0.00	0.00				0.00
735	177-b2f	1,074.00	t0100464	1,020.00	799.00	864.00	0.00	1/26/2022	4/25/2023	2/6/2023	0.00
736	177-a2a	751.00	t0108524	930.00	885.00	565.00	0.00	11/10/2022	11/9/2023		0.00
737	177-b1b	1,017.00	t0106932	984.00	969.00	565.00	0.00	9/14/2022	9/13/2023		0.00
738	177-b1b	1,017.00	t0099874	984.00	750.00	500.00	0.00	12/28/2021	5/1/2023	5/1/2023	0.00
811	177-a2b	751.00	t0107536	960.00	935.00	600.00	0.00	9/23/2022	10/23/2023		0.00
812	177-b1c	1,017.00	t0343333	1,014.00	932.00	2,550.00	0.00	9/2/2014	6/2/2023		0.00
814	177-b2a	1,061.00	t0106348	1,050.00	1,034.00	565.00	0.00	9/29/2022	10/2/2023		0.00
816	177-b2a	1,061.00	t0090049	1,050.00	969.00	815.00	0.00	9/23/2022	9/22/2023	3/15/2023	-1,157.00
817	177-a2b	751.00	t0102518	960.00	811.00	565.00	0.00	4/1/2022	4/4/2024		0.00
818	177-b1c	1,017.00	t0502509	1,014.00	805.00	650.00	0.00	10/2/2020	4/3/2024		0.00
821	177-a2b	751.00	t0102149	930.00	778.00	778.00	0.00	3/16/2022	3/20/2023	3/20/2023	2,113.38
822	177-b1a	1,017.00	t0096396	984.00	901.00	750.00	0.00	7/10/2021	8/1/2023		0.00
823	177-b2a	1,061.00	t0108205	1,020.00	1,004.00	400.00	0.00	12/2/2022	2/22/2024		0.00
824	177-b2a	1,061.00	t0103689	1,020.00	853.00	565.00	0.00	5/16/2022	5/15/2023	5/15/2023	0.00
825	177b2aco	1,061.00	t0108260	1,320.00	1,469.00	465.00	0.00	10/5/2022	2/4/2023	2/27/2023	0.00
826	177-b2a	1,061.00	t0436856	1,020.00	1,004.00	300.00	0.00	1/31/2017	8/3/2022		0.00
827	177-a2b	751.00	t0499328	930.00	799.00	400.00	0.00	7/30/2018	8/1/2023	3/1/2023	0.00
828	177-b1a	1,017.00	t0099970	984.00	750.00	550.00	0.00	11/19/2021	4/17/2024		-1,909.64
831	177-a2b	751.00	t0098767	930.00	784.00	729.00	0.00	9/17/2021	4/16/2024		0.00
832	177-b1a	1,017.00	t0104182	984.00	804.00	565.00	0.00	5/12/2022	3/11/2024		0.00
833	177-b2b	1,061.00	t0103726	1,020.00	853.00	600.00	0.00	5/20/2022	11/20/2023		0.00
834	177-b2c	1,061.00	VACANT	1,020.00	0.00	0.00	0.00				0.00
835	177-b2c	1,061.00	t0060596	1,020.00	864.00	350.00	0.00	2/8/2016	4/10/2024		0.00
836	177b2aco	1,061.00	t0109084	1,320.00	1,269.00	465.00	0.00	11/12/2022	5/11/2023	3/10/2023	-1,670.55
837	177-a2b	751.00	t0109369	930.00	885.00	565.00	0.00	11/23/2022	1/8/2024		0.00
838	177-b1a	1,017.00	t0104994	984.00	899.00	565.00	0.00	8/3/2022	8/2/2023	8/15/2023	0.00
911	177a1aco	709.00	t0105857	1,031.00	1,198.00	565.00	0.00	8/5/2022	2/3/2023	3/6/2023	0.00
912	177-c1a	1,305.00	t0096697	1,381.00	1,299.00	850.00	0.00	10/12/2022	6/3/2024		0.00
913	177-a1b	704.00	t0095965	909.00	802.00	779.00	0.00	6/18/2021	5/20/2024		-900.00
914	177-b2a	1,061.00	t0092775	1,050.00	829.00	865.00	0.00	2/25/2021	3/27/2023	3/27/2023	0.00

Rent Roll

Sierra Ridge (0177)

As Of = 12/31/2022

Month Year = 01/2023

Unit	Unit Type	Unit Resident	Name	Market	Actual	Resident	Other	Move In	Lease	Move Out	Balance
		Sq Ft		Rent	Rent	Deposit	Deposit		Expiration		
915	177-a1b	704.00	t0098965	909.00	777.00	729.00	0.00	9/8/2021	9/7/2023		0.00
916	177-b2a	1,061.00	t0101582	1,050.00	829.00	500.00	0.00	2/1/2022	5/7/2024		3.55
917	177a1aco	709.00	t0109470	892.00	979.00	500.00	0.00	12/2/2022	6/1/2023	3/29/2023	0.00
918	177-c1a	1,305.00	t0107575	1,381.00	1,299.00	880.00	0.00	10/7/2022	6/3/2024		0.00
921	177a1aco	709.00	t0102421	1,001.00	836.00	836.00	0.00	3/11/2022	3/13/2024		0.00
922	177-c1a	1,305.00	t0094334	1,351.00	1,156.00	750.00	0.00	4/14/2021	8/9/2023		0.00
923	177b2aco	1,064.00	t0108269	1,320.00	1,269.00	750.00	0.00	10/10/2022	2/24/2023	3/22/2023	0.00
924	177-b2a	1,061.00	t0108440	1,320.00	1,269.00	500.00	0.00	11/1/2022	5/2/2024		-1,330.98
925	177-b2b	1,064.00	t0104401	1,020.00	899.00	899.00	0.00	6/10/2022	6/9/2023		0.00
926	177-b2a	1,061.00	t0087507	1,020.00	874.00	650.00	0.00	8/1/2020	10/3/2023		0.00
927	177-a1a	709.00	t0099546	862.00	699.00	814.00	0.00	10/14/2021	3/13/2024		0.00
928	177-c1co	1,305.00	t0105685	1,528.00	1,409.00	565.00	0.00	7/27/2022	7/29/2024		0.00
931	177a1aco	704.00	t0104174	849.00	777.00	400.00	0.00	6/5/2022	6/4/2023	1/6/2023	0.00
932	177-c1b	1,305.00	t0108180	1,528.00	1,469.00	715.00	0.00	10/14/2022	2/14/2023	6/15/2023	0.00
933	177b2aco	1,064.00	t0480847	1,320.00	1,100.00	300.00	0.00	2/13/2018	8/15/2023	8/22/2023	-1,498.13
934	177-b2c	1,061.00	t0088932	1,020.00	775.00	800.00	0.00	10/1/2020	9/3/2024		0.00
935	177-b2a	1,064.00	t0105734	1,020.00	852.00	565.00	0.00	8/10/2022	7/8/2024		0.00
936	177-b2a	1,061.00	t0108357	1,020.00	969.00	500.00	0.00	10/18/2022	10/17/2023		0.00
937	177-a1c	704.00	t0108331	849.00	849.00	914.00	0.00	11/4/2022	3/4/2024		0.00
938	177-c1b	1,305.00	t0103752	1,351.00	1,195.00	565.00	0.00	8/1/2022	8/1/2023		0.00
1011	177-a1a	709.00	VACANT	892.00	0.00	0.00	0.00				0.00
1012	177-c1a	1,305.00	t0108172	1,381.00	1,227.00	1,095.00	0.00	7/29/2020	3/21/2024		-1,000.00
1013	177-a1b	704.00	VACANT	909.00	0.00	0.00	0.00				0.00
1014	177-b2a	1,061.00	t0091952	1,050.00	829.00	600.00	0.00	1/20/2021	3/21/2024		0.00
1015	177-a1b	704.00	t0105856	909.00	846.00	846.00	0.00	7/8/2022	7/7/2023	2/21/2023	0.00
1016	177-b2a	1,061.00	t0103902	1,050.00	893.00	465.00	0.00	5/13/2022	5/15/2024		0.00
1017	177a1aco	709.00	t0102564	1,031.00	866.00	500.00	0.00	3/16/2022	3/20/2024		0.00
1018	177-c1a	1,305.00	t0111681	1,381.00	1,228.00	850.00	0.00	1/4/2022	6/3/2024		0.00
1021	177a1aco	709.00	t0109101	1,001.00	949.00	949.00	0.00	11/15/2022	3/1/2023	4/3/2023	0.00
1022	177-c1b	1,305.00	t0086398	1,351.00	1,269.00	600.00	0.00	11/16/2022	3/18/2024		0.00
1023	177-b2b	1,064.00	t0105835	1,020.00	939.00	500.00	0.00	7/8/2022	7/7/2023	8/8/2023	0.00
1024	177b2aco	1,061.00	t0106763	1,320.00	1,269.00	500.00	0.00	8/30/2022	8/29/2023		0.00
1025	177-b2a	1,064.00	t0109065	1,020.00	1,004.00	750.00	0.00	11/17/2022	7/16/2024		0.00
1026	177b2aco	1,061.00	t0096114	1,320.00	1,029.00	550.00	0.00	6/8/2021	6/10/2024		0.00
1027	177-a1a	709.00	t0504985	862.00	794.00	400.00	0.00	9/5/2018	7/8/2024		0.00
1028	177-c1a	1,305.00	t0096081	1,351.00	1,039.00	1,039.00	0.00	7/1/2021	7/7/2023		-66.99
1031	177-a1c	704.00	t0050016	849.00	745.00	2,000.00	0.00	3/28/2014	6/3/2024		-851.26
1032	177-c1b	1,305.00	t0099144	1,351.00	999.00	1,099.00	0.00	10/1/2021	4/3/2024		0.00
1033	177-b2d	1,064.00	VACANT	1,020.00	0.00	0.00	0.00				0.00
1034	177-b2c	1,061.00	VACANT	1,020.00	0.00	0.00	0.00				0.00
1035	177-b2d	1,064.00	t0102652	1,020.00	838.00	1,153.00	0.00	4/21/2022	10/23/2023		0.00
1036	177-b2c	1,061.00	t0100525	1,020.00	823.00	550.00	0.00	11/23/2021	5/1/2024		-936.66
1037	177a1aco	704.00	t0102462	1,001.00	836.00	565.00	0.00	3/14/2022	3/14/2023	1/9/2023	0.00
1038	177-c1b	1,305.00	t0101922	1,351.00	1,149.00	715.00	0.00	3/1/2022	3/4/2024		-1,466.03
1111	177-a1a	709.00	t0109459	892.00	779.00	565.00	0.00	12/1/2022	6/3/2024		0.00
1112	177-c1a	1,305.00	t0095688	1,381.00	1,163.00	600.00	0.00	6/4/2021	6/5/2024		-282.38
1113	177-a1b	704.00	t0102622	909.00	801.00	1,116.00	0.00	3/24/2022	3/22/2023	4/17/2023	0.00
1114	177-b2a	1,061.00	t0091438	1,050.00	957.00	600.00	0.00	12/18/2020	4/18/2023	2/23/2023	-1,104.45
1115	177a1aco	704.00	t0099020	1,001.00	849.00	799.00	0.00	9/15/2021	5/16/2024		-36.93
1116	177-b2a	1,061.00	t0107440	1,050.00	1,034.00	815.00	0.00	9/21/2022	9/20/2023		0.00
1117	177-a1a	709.00	t0095092	892.00	704.00	500.00	0.00	5/17/2021	6/3/2024	8/1/2023	0.00
1118	177-c1a	1,305.00	t0083585	1,381.00	1,222.00	450.00	0.00	11/27/2018	4/3/2023	4/3/2023	7.10
1121	177-a1a	709.00	t0102608	862.00	752.00	815.00	0.00	4/29/2022	3/5/2024		0.00
1122	177-c1b	1,305.00	t0100506	1,351.00	999.00	800.00	0.00	12/2/2021	4/3/2023	4/3/2023	0.00
1123	177-b2a	1,064.00	t0102351	1,320.00	1,029.00	815.00	0.00	3/21/2022	3/20/2023	3/20/2023	0.00
1124	177-b2a	1,061.00	t0089598	1,020.00	865.00	1,040.00	0.00	11/5/2020	9/4/2023	9/4/2023	0.00
1125	177b2aco	1,064.00	t0099248	1,320.00	1,269.00	550.00	0.00	9/23/2021	9/22/2022	2/10/2023	2,938.67
1126	177-b2a	1,061.00	t0099191	1,020.00	865.00	500.00	0.00	9/24/2021	7/8/2024		0.00
1127	177-a1a	709.00	t0099399	862.00	699.00	550.00	0.00	11/10/2021	4/1/2024		0.00
1128	177-c1b	1,305.00	t0090087	1,351.00	1,024.00	550.00	0.00	10/29/2020	10/3/2023		3.23
1131	177a1aco	704.00	t0109113	1,001.00	949.00	500.00	0.00	11/15/2022	7/15/2024		0.00
1132	177-c1b	1,305.00	t0101817	1,351.00	1,149.00	815.00	0.00	2/12/2022	2/13/2023	1/30/2023	0.00
1133	177b2aco	1,064.00	t0102954	1,320.00	1,029.00	1,094.00	0.00	4/4/2022	4/4/2024		0.00
1134	177b2aco	1,061.00	t0099482	1,320.00	1,137.00	1,049.00	0.00	10/9/2021	4/8/2024		0.00
1135	177b2aco	1,064.00	t0106858	1,320.00	1,269.00	1,269.00	0.00	9/1/2022	3/4/2024		0.00
1136	177b2aco	1,061.00	VACANT	1,320.00	0.00	0.00	0.00				0.00
1137	177-a1c	704.00	t0108540	849.00	749.00	749.00	0.00	10/28/2022	10/27/2023		4.84
1138	177-c1b	1,305.00	t0104713	1,351.00	1,195.00	565.00	0.00	7/28/2022	7/27/2023	8/1/2023	0.00
1211	177-a1h	712.00	VACANT	809.00	0.00	0.00	0.00				0.00
1212	177-c1a	1,305.00	t0109089	1,381.00	1,299.00	815.00	0.00	11/16/2022	5/15/2023	6/6/2023	0.00
1213	177-a1b	704.00	VACANT	909.00	0.00	0.00	0.00				0.00
1214	177-b2a	1,061.00	t0102550	1,050.00	868.00	500.00	0.00	4/28/2022	4/29/2024		0.00
1215	177a1aco	704.00	t0109641	1,031.00	979.00	1,229.00	0.00	12/12/2022	6/12/2023	6/19/2023	-1,024.00
1216	177-b2a	1,061.00	t0083092	1,050.00	854.00	600.00	0.00	12/20/2019	7/22/2024		0.00
1217	177-a1a	709.00	t0100634	892.00	729.00	500.00	0.00	12/17/2021	5/16/2024		0.00

Rent Roll

Sierra Ridge (0177)

As Of = 12/31/2022

Month Year = 01/2023

Unit	Unit Type	Unit Resident	Name	Market	Actual	Resident	Other	Move In	Lease	Move Out	Balance
		Sq Ft		Rent	Rent	Deposit	Deposit		Expiration		
1218	177-c1a	1,305.00	t0104437	1,381.00	1,195.00	715.00	0.00	6/8/2022	6/10/2024		0.00
1221	177-a1a	709.00	t0104399	862.00	816.00	500.00	0.00	5/24/2022	7/1/2024		0.00
1222	177-c1a	1,305.00	t0098493	1,351.00	1,252.00	550.00	0.00	9/17/2021	6/17/2024		0.00
1223	177-b2b	1,064.00	t0097091	1,020.00	799.00	800.00	0.00	9/3/2021	9/5/2023	9/5/2023	0.00
1224	177-b2a	1,061.00	t0102784	1,020.00	863.00	800.00	0.00	2/16/2019	5/3/2023	6/5/2023	-1,049.12
1225	177-b2b	1,064.00	t0112072	1,020.00	900.00	565.00	0.00	3/17/2021	4/19/2023	4/6/2023	0.00
1226	177-b2a	1,061.00	t0079551	1,020.00	1,015.00	350.00	0.00	7/5/2019	4/3/2024		0.00
1227	177-a1a	709.00	t0103771	862.00	767.00	500.00	0.00	4/29/2022	5/2/2023	5/22/2023	0.00
1228	177-c1a	1,305.00	t0106315	1,351.00	1,245.00	565.00	0.00	8/3/2022	8/2/2023		0.00
1231	177-a1c	704.00	t0103871	849.00	777.00	500.00	0.00	5/6/2022	6/3/2024		0.00
1232	177-c1b	1,305.00	t0096329	1,351.00	1,149.00	600.00	0.00	8/14/2021	3/3/2024		0.00
1233	177-b2d	1,064.00	t0089843	1,020.00	825.00	550.00	0.00	10/15/2020	4/18/2024		0.00
1234	177-b2c	1,061.00	t0101532	1,020.00	799.00	550.00	0.00	2/2/2022	3/18/2024		0.00
1235	177-b2d	1,064.00	t0079834	1,020.00	925.00	650.00	0.00	8/23/2019	5/23/2024		0.00
1236	177-b2c	1,061.00	t0100835	1,020.00	799.00	550.00	0.00	12/7/2021	4/3/2024		0.00
1237	177-a1c	704.00	t0079952	849.00	875.00	250.00	0.00	7/26/2019	10/9/2023		-3.50
1238	177-c1b	1,305.00	t0098774	1,351.00	1,107.00	550.00	0.00	9/22/2021	10/2/2023		0.00
Future Residents/Applicants											
432	177-b1co	1,017.00	t0109610	1,300.00	0.00	0.00	0.00	1/3/2023	4/2/2023	2/27/2023	0.00
728	177-b1a	1,017.00	t0109407	984.00	0.00	0.00	0.00				0.00
1013	177-a1b	704.00	t0109518	909.00	0.00	0.00	0.00	1/10/2023	7/10/2023	7/10/2023	-7.10
1033	177-b2d	1,064.00	t0109682	1,020.00	0.00	0.00	0.00	1/13/2023	1/12/2024	3/9/2023	-1,129.00
1136	177b2aco	1,061.00	t0096482	1,320.00	0.00	0.00	0.00				0.00
Total			Sierra Ridge(0177)	295,810.00	236,615.20	174,139.00	0.00				-25,578.28

Summary Groups	Square Footage	Market Rent	Actual Rent	Security Deposit	Other Deposits	# Of Units	% Unit Occupancy	% Sqft Occupied	Balance
Current/Notice/Vacant Residents	273,929.00	295,810.00	236,615.20	174,139.00	0.00	278	92.08	92.80	-24,442.18
Future Residents/Applicants	4,863.00	5,533.00	0.00	0.00	0.00	5			-1,136.10
Occupied Units	254,233.00	272,933.00				256	92.08	92.80	
Total Non Rev Units	1,768.00	2,460.00				2	0.71	0.69	
Total Vacant Units	17,928.00	20,417.00				20	7.19	6.58	
Totals:	273,929.00	295,810.00	236,615.20	174,139.00	0.00	278	100.00	100.00	-25,578.28

Sierra Ridge (0177)

Income Statement

Period = Dec 2022

Book = Accrual

		Period to Date	%	Year to Date	%
3000-0002	Gross Potential Rent				
3001-0000	Market Rent	295,810.00	106.50	3,263,366.00	102.50
3001-1000	Loss to Old Lease	-32,328.80	-11.64	-248,006.40	-7.79
3002-9999	Total Gross Potential Rent	263,481.20	94.86	3,015,359.60	94.71
3003-0000	GPR Adjustments				
3003-0001	Vacancy Allowance	-22,062.16	-7.94	-291,549.51	-9.16
3003-0010	Vacancy - Models/Down	-2,460.00	-0.89	-26,675.00	-0.84
3003-1000	Concessions	-1,129.00	-0.41	-10,564.00	-0.33
3003-3000	Uncollectible Accounts	0.00	0.00	640.35	0.02
3003-3100	Collection Funds Received	1,459.98	0.53	17,878.65	0.56
3003-9998	Total GPR Adjustments	-24,191.18	-8.71	-310,269.51	-9.74
3003-9999	Net Rental Income	239,290.02	86.15	2,705,090.09	84.96
3004-0000	Other Income				
3006-0000	Interest Income	25.80	0.01	109.05	0.00
3007-0005	Apartment Admin/Holding Fees	0.00	0.00	-0.51	0.00
3007-0010	One Time Pet Fees	900.00	0.32	13,600.00	0.43
3007-0011	Monthly Pet Rent	2,479.68	0.89	29,925.56	0.94
3007-0020	Month to Month Fee	1,451.61	0.52	26,322.24	0.83
3007-0030	Short Term Lease Fees	75.00	0.03	2,492.05	0.08
3007-0040	Attorney Fees	619.52	0.22	869.52	0.03
3007-0070	Carpet Cleaning	349.85	0.13	8,625.69	0.27
3007-0080	Carpet Replacement	0.00	0.00	3,647.25	0.11
3007-0100	Cleaning Charges/Fees	625.00	0.22	15,400.91	0.48
3007-0140	Damages	0.00	0.00	2,664.50	0.08
3007-0150	Damages Maint/Repair Supplies	30.00	0.01	2,191.00	0.07
3007-0160	Damages Painting/Decorating	0.00	0.00	565.50	0.02
3007-0170	Damages Furniture Replacement	0.00	0.00	50.00	0.00
3007-0210	Keys, Locks, Lock Charges	0.00	0.00	390.00	0.01
3007-0240	Insufficient Notice Fee	0.00	0.00	6,330.07	0.20
3007-0260	Pest Control	0.00	0.00	2,095.00	0.07
3007-0270	Storage Space	210.00	0.08	2,201.53	0.07
3007-0280	Lease Termination Fee	3,030.00	1.09	50,845.48	1.60
3008-0000	Garage Income	12,195.64	4.39	131,144.42	4.12
3010-0000	Cable Revenue	0.00	0.00	282.63	0.01
3011-0000	Renter's Insurance Income	501.07	0.18	5,659.16	0.18
3015-0000	Water Meter Refunds	8,748.31	3.15	85,797.47	2.69
3017-0000	Trash Reimbursement	2,834.00	1.02	34,759.02	1.09
3019-0000	Utility Service Fee Reimbursement	1,362.66	0.49	18,800.97	0.59

Sierra Ridge (0177)

Income Statement

Period = Dec 2022

Book = Accrual

		Period to Date	%	Year to Date	%
3040-0000	Corporate/Furnished Unit Income	1,689.00	0.61	11,975.07	0.38
3045-0000	Late Charges	660.00	0.24	9,454.80	0.30
3050-0000	Uncollectible Fees	0.00	0.00	301.49	0.01
3060-0000	Application Fee Income	680.00	0.24	12,280.00	0.39
3199-9998	Total Other Income	38,467.14	13.85	478,779.87	15.04
3999-9999	Total Revenue	277,757.16	100.00	3,183,869.96	100.00
4000-0000	Operating Expenses				
4000-9999	Payroll & Benefit Expenses				
4001-0000	Maintenance - Payroll	15,641.42	5.63	199,313.60	6.26
4001-0001	Maintenance OT	2,376.20	0.86	30,267.62	0.95
4001-0002	Maintenance Bonus/Commission	727.29	0.26	15,237.58	0.48
4001-0010	Office Payroll	9,796.84	3.53	141,658.28	4.45
4001-0011	Office OT	568.42	0.20	4,378.92	0.14
4001-0012	Office Bonus/Commission	1,282.60	0.46	29,604.01	0.93
4001-0015	Temp Labor/Payroll - Maint	1,456.25	0.52	20,737.50	0.65
4001-0030	Employee Benefits	3,103.75	1.12	47,834.55	1.50
4001-0040	Payroll Taxes	2,221.65	0.80	31,292.13	0.98
4001-0050	Workers Comp Insurance	445.32	0.16	6,165.25	0.19
4099-9999	Total Payroll and Benefit Expenses	37,619.74	13.54	526,489.44	16.54
4200-0000	Administrative Expenses				
4210-0000	Management Fees	8,899.89	3.20	98,340.19	3.09
4220-0000	Audit & Accounting Fees	0.00	0.00	10,026.00	0.31
4233-0000	Other Administrative Expense	910.35	0.33	19,184.86	0.60
4234-0000	Travel and Entertainment - Properties	793.70	0.29	10,446.61	0.33
4236-0000	Office/Maint Uniforms and Mats	2,049.42	0.74	13,906.58	0.44
4240-0000	Legal Fees	100.00	0.04	688.93	0.02
4242-0000	Corporate/Furnished Unit Expense	433.03	0.16	2,538.46	0.08
4245-0000	Application Fee Expense	194.03	0.07	6,130.36	0.19
4260-0000	Telephone	626.28	0.23	7,596.07	0.24
4265-0000	Recruiting Expense	576.00	0.21	4,333.64	0.14
4270-0000	Office Expense	210.27	0.08	2,465.71	0.08
4280-0000	Office Furniture & Equipment	208.13	0.07	3,402.40	0.11
4285-0000	Postage expense	129.12	0.05	1,156.99	0.04
4299-9999	Total Admin Expenses	15,130.22	5.45	180,216.80	5.66
4300-0000	Maintenance and Grounds Expenses				
4302-0000	Maint- & Repairs - Supplies	3,517.46	1.27	29,524.01	0.93
4302-0100	Plumbing - Supplies	-131.59	-0.05	7,110.78	0.22
4302-0300	Electrical - Supplies	531.09	0.19	7,291.09	0.23
4302-0400	HVAC - Supplies	0.00	0.00	5,768.02	0.18
4302-0700	Furnace Filters	0.00	0.00	2,413.00	0.08
4303-0000	Maint- & Repairs - Contract	55.00	0.02	11,936.08	0.37
4303-0100	Plumbing - Contract	0.00	0.00	2,475.27	0.08
4303-0400	HVAC - Contract	0.00	0.00	3,123.24	0.10
4303-0600	Drywall Repairs	0.00	0.00	1,440.64	0.05
4303-0700	Renewal Carpet Cleaning	0.00	0.00	119.95	0.00
4310-0000	Painting/Cleaning - Commn Areas	4,400.00	1.58	60,913.90	1.91
4320-0000	Snow Removal	-1,238.18	-0.45	20,406.20	0.64
4328-0000	Security	77.05	0.03	1,373.16	0.04
4340-0000	Grounds Maintenance	0.00	0.00	48,667.90	1.53
4350-0000	Pest Control	219.75	0.08	4,914.11	0.15
4360-0000	Furniture/Fixture Replacement	0.00	0.00	4,782.51	0.15
4365-0000	Trash Removal - Dumpster/Compactor	2,120.50	0.76	23,617.80	0.74
4399-9999	Total Maintenance & Ground Expenses	9,551.08	3.44	235,877.66	7.41
4400-0000	Apartment Turnover Expenses				
4407-0000	Carpet Cleaning	1,299.35	0.47	17,741.40	0.56
4407-0100	Flooring Repairs	0.00	0.00	1,140.00	0.04

Sierra Ridge (0177)

Income Statement

Period = Dec 2022

Book = Accrual

		Period to Date	%	Year to Date	%
4408-0000	Contract Cleaning	2,850.00	1.03	43,855.00	1.38
4410-5000	Painting - Apt Turn	900.00	0.32	9,712.00	0.30
4410-5100	Painting Supplies - Apt Turn	-3.38	0.00	8,995.64	0.28
4499-9999	Total Apartment Turnover Expenses	5,045.97	1.82	81,444.04	2.56
4500-0000	Utilities				
4501-0000	Electricity	4,646.32	1.67	45,744.27	1.44
4501-1000	Electric - Vacant Units	982.32	0.35	11,279.37	0.35
4510-0000	Water	4,021.73	1.45	51,977.79	1.63
4510-1000	Water - Common Area	49.00	0.02	13,993.90	0.44
4520-0000	Sewer	1,737.27	0.63	22,003.58	0.69
4530-0000	Fuel	3,627.69	1.31	27,419.68	0.86
4530-1000	Fuel - Vacant Units	1,314.68	0.47	13,586.84	0.43
4550-0000	Other Utilities	1,546.61	0.56	18,520.53	0.58
4599-9999	Total Utilities	17,925.62	6.45	204,525.96	6.42
4600-0000	Marketing & Training Expenses				
4650-0000	Advertising	1,625.02	0.59	14,937.45	0.47
4650-0001	Resident Referrals	600.00	0.22	3,575.00	0.11
4650-0002	WOW Fridge	0.00	0.00	158.00	0.00
4650-0020	Advertising - Online	2,226.22	0.80	17,358.60	0.55
4655-0000	Resident Relations	549.84	0.20	3,142.63	0.10
4690-0000	Training Expense	261.64	0.09	15,033.84	0.47
4699-9999	Total Marketing & Training Expenses	5,262.72	1.89	54,205.52	1.70
5000-0000	Taxes/Insurance/Licenses				
5000-0001	Real Estate Taxes	74,460.99	26.81	323,005.99	10.15
5020-0000	Other Taxes-Licenses-Fees	50.00	0.02	18,320.15	0.58
5030-0000	Property Liability Insurance	13,248.62	4.77	119,886.27	3.77
5099-9999	Total Taxes/Insurance/Licenses	87,759.61	31.60	461,212.41	14.49
5299-9999	Total Operating Expenses	178,294.96	64.19	1,743,971.83	54.78
5300-0000	Net Operating Income	99,462.20	35.81	1,439,898.13	45.22
5950-0000	Replacements				
5950-0010	Replacements-Appliances-Dishwasher	0.00	0.00	1,044.83	0.03
5950-0011	Replacements-Appliances - Dryer	0.00	0.00	2,555.24	0.08
5950-0013	Replacements-Appliances - Microwave	1,539.72	0.55	4,929.15	0.15
5950-0015	Replacements-Appliances - Range/Stove	0.00	0.00	1,303.26	0.04
5950-0016	Replacements-Appliances - Refrigerator	0.00	0.00	1,503.45	0.05
5950-0017	Replacements-Appliances - Washer	1,069.26	0.38	3,747.43	0.12
5950-0018	Replacements-HVAC Units	0.00	0.00	6,844.86	0.22
5950-0020	Replacements-Carpet	5,233.67	1.88	44,705.34	1.40
5950-0021	Replacements-Vinyl Contracted	3,313.30	1.19	3,313.30	0.10
5950-0030	Replacements-Cabinets/Doors	0.00	0.00	3,366.12	0.11
5950-9999	Total Replacement Reserve Expense	11,155.95	4.02	73,312.98	2.30
5960-0000	Capital Improvements				
5960-0030	Capital-Electrical Exterior Material	4,532.00	1.63	4,532.00	0.14
5960-0050	Capital-Exterior Structural Repairs	-9,244.20	-3.33	0.00	0.00
5960-0080	Capital-Landscaping Tree/Shrub Trimming/Re	0.00	0.00	2,279.94	0.07
5960-0111	Capital-Asphalt Seal/Stripe	-66,770.00	-24.04	0.00	0.00
5960-0141	Capital-Roofing Replacement	343.00	0.12	4,763.00	0.15
5960-0195	Capital-Windows	0.00	0.00	376.60	0.01
5960-9999	Total Capital Improvements	-71,139.20	-25.61	11,951.54	0.38
6000-0000	Misc Expenses				
6010-0000	Interest Expense - Debt Svc	32,760.35	11.79	376,215.56	11.82
6012-0000	Property Tax Appeal Fees	0.00	0.00	8,363.15	0.26
6016-0100	Non Recurring Legal Fees	0.00	0.00	533.50	0.02
6016-0300	Non-Recurring Expenses-Other	0.00	0.00	1,477.93	0.05
6016-0400	Insurance Claim Deductible	23,772.85	8.56	23,772.85	0.75
6050-0000	Depreciation - Land Improvmnts	270,944.00	97.55	270,944.00	8.51

Sierra Ridge (0177)

Income Statement

Period = Dec 2022

Book = Accrual

		Period to Date	%	Year to Date	%
6051-0000	Depreciation - Buildings	897,863.00	323.25	897,863.00	28.20
6052-0000	Depreciation - Furn & Equip	9,346.00	3.36	9,346.00	0.29
6099-9999	Total Misc Expenses	1,234,686.20	444.52	1,588,515.99	49.89
6199-9999	Total Non-Operating Expenses	1,174,702.95	422.92	1,673,780.51	52.57
6500-0000	Net Income	-1,075,240.75	-387.12	-233,882.38	-7.35

Gate City Bank Revitalization Plan

Presented by: City Planner, Natalie Birchak



History

- Gate City Bank has partnered with cities since 2003 to provide lower-interest loans to homeowners in an effort to spur revitalization projects
- These projects can include safety repairs, accessibility adjustments, and interior or exterior remodels
- So far, they've partnered with 14 communities, including Bismarck, Grand Forks, and Williston
- Requirements are made to specifically fit the needs of the community impacted



The Process

1. Applicant fills out an application and submits it to the City of Dickinson
2. City staff reviews application to ensure house type & project meets eligibility requirements
3. Applicant is reviewed by Gate City Bank through standard loan-granting process
4. Once approved, applicant must file any relevant building permits. Cost of building permit can be included in loan
5. Gate City Bank will issue draws as applicant does improvements
6. The project must be completed within 9 months of loan closing. No payments or interest on loan for up to 9 months from date of loan closing.
7. Structural changes require inspections by City staff





Gate City Bank
For a Better Way of Life.®



CITY OF MANDAN
WHERE THE WEST BEGINS

Neighborhood Revitalization Initiative (NRI) Application

Thank you for your interest in applying for a Mandan Neighborhood Revitalization Initiative (NRI) Loan. We look forward to working with you on a project that will improve your home and help to enhance the neighborhood in which you live.

ELIGIBLE IMPROVEMENT COSTS:
Funds may be used to address code and structural corrections, energy improvements, and general property improvements. Loans are available to finance new improvements not yet under construction and if there are any code corrections identified during inspections, they must be addressed as part of the project.

APPLICANTS:
A loan applicant must be the owner-occupant of the home and meet Gate City Bank's credit standards for repayment of the improvement loan.

PROPERTY REQUIREMENTS:

- ☐ Located within the City of Mandan municipal boundaries
- ☐ Zoned for residential use
- ☐ Outside of 100-year floodplain
- ☐ Home to be at least 40 years old
- ☐ Current assessed property value less than \$275,000
- ☐ Owner-occupied 1-2-unit, single-family homes
- ☐ Current on property taxes and special assessments

INELIGIBLE PROPERTY TYPES:

- Condo • Mobile Home
- 3-Plex • Townhome • Rental Property*

*Unless being converted from rental to single-family, owner-occupied housing

PROJECT MUST INCLUDE AT LEAST ONE:

- ☐ Foundation work (drain tile, bracing)
- ☐ Siding, roofing, windows, garages, or other major exterior upgrades
 - Garages must meet zoning code requirements for allowable square footage. No variances allowed (setback/height/etc.) for accessory buildings.
- ☐ Addition of bedroom or new living space
- ☐ Major interior remodeling (i.e., kitchen remodel, bathroom remodel)
- ☐ Replacement of major mechanical systems (furnace, electrical system, plumbing)
- ☐ Landscaping, Porch or Decking Addition or Updates
- ☐ Retaining Wall Addition & Updates
- ☐ Convert rental unit to owner-occupied
- ☐ Water & Sewer Upgrades
- ☐ Radon Mitigation

LOAN TERMS:

- Repayment options of 10 or 15 years with an APR as low as 4.99%**
- Minimum loan \$10,000/Maximum loan \$100,000
- Maximum loan-to-value 90%
- Property owner responsible for closing costs & customary fees (including possible appraisal fees if required)

**A \$50,000 home equity loan at 4.98% interest rate for 120 monthly payments of \$529.97 will have a 4.99% annual percentage rate.

Project to be completed within 9 months of loan closing. First payment due on Gate City Bank loan within 30 days from completion of project.

Revised 3/8/2024.

QUESTIONS on Property, Contractor, or Renovation Items?
Call or E-mail City of Mandan Planning Department - Andrew Stromme
Phone: 701.667.3225
Email: andrew.stromme@cityofmandan.com

QUESTIONS on Loan Processing/Appraisals?
Call or E-mail Pam Grange-Bernard (NMLS #491575) at Gate City Bank
Phone: 701.355.7685
E-mail: pamgrange-bernard@gatecitybank.com

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:
City of Mandan Planning Department
Attn: Neighborhood Revitalization Initiative
205 2nd Ave NW
Mandan, ND 58554



Eligibility

- Located within the City of Dickinson
- Zoned residential
- Outside of 100-year floodplain
- Current assessed property value of <\$300,000
- Owner-occupied single-family/manufactured home on permanent foundation
- Current on property taxes and special assessments

Ineligible Property Types

- Condos or Townhomes
- Rental properties (including Duplexes & Apartments)
- Mobile Homes (unless on permanent foundation)



Possible Projects

- Major mechanical replacements
- Room additions or interior remodeling
- Foundation work or retaining wall upgrades
- Radon mitigation
- Landscaping or porch/deck upgrades

Ineligible Projects

- Projects must be new improvements, anything in-progress at time of applying is not eligible
- No work in the City ROW is eligible (including SID, sidewalk repairs, water main connections, etc.)



Additional Comments

- If a code enforcement issue is present on the applying property, the applicant will be required to use part of the loan to bring their property into code compliance
- Applicants can apply for a minimum loan of \$10,000 and a maximum loan of \$100,000
- Gate City Bank will allocate a total amount available for the program in early 2025 (normally starts at around \$1,000,000)
- Any fees the project will require (outside of closing costs & fees attached to obtaining the loan) can be included in the amount being loaned. This includes the fee for a building permit
- Separate years or projects require separate loans
- Final approval for a partnership is completed by an internal committee in early 2025



Questions?