



REGULAR MEETING OF THE CITY COMMISSION AGENDA

Tuesday, July 18, 2023 at 4:30 PM
City Hall – 38 1st Street West Dickinson, ND 58601

City Commissioners:

President: Scott Decker

Vice President: John Odermann

Jason Fridrich

Suzi Sobolik

Robert Baer

CALL TO ORDER

Next Resolution No: 15-2023

Next Ordinance No: 1779

ROLL CALL

OPENING CEREMONIES: PLEDGE OF ALLEGIANCE

1. ORDER OF BUSINESS: CONSIDERATION FOR APPROVAL

A. Memo (Enc.)

2. CONSENT AGENDA

A. Approval of Meeting Minutes dated June 6, 2023, June 15, 2023, June 20, 2023 and June 28, 2023 (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. Monthly Financial Report

Presented by: Finance Supervisor Morey

Consideration to approve (Enc.)

B. Monthly Hiring Journal (Enc.)

Presented by: HR Director Nameniuk

4. PUBLIC WORKS

A. ND Dept. of Environmental Quality Loan Application

Presented by: Public Works Director Zuroff

Consideration to approve Resolution (Enc.)

B. Apex Engineering Task Order - Water Reclamation Facility - Facility Plan

Presented by: Public Works Director Zuroff

| Consideration to approve Resolution (Enc.)

5. PUBLIC SAFETY - FIRE

6. PUBLIC SAFETY - POLICE

7. COMMUNITY DEVELOPMENT

A. Special Use Permit - 3936 6th Avenue East

Presented by: City/County Planner Josephson

Consideration to approve Resolution (Enc.)

B. Special Use Permit - 990 3rd Avenue West

Presented by: City/County Planner Josephson

Consideration to approve Resolution (Enc.)

C. Final Plat - Duchscher Subdivision

Presented by: Engineering and Community Development Director

Skluzacek

Consideration to approve Resolution (Enc.)

D. Final Plat - North Lake Subdivision

Presented by: Engineering and Community Development Director

Skluzacek

Consideration to approve Resolution (Enc.)

E. Highlands Engineering Task Order - North Industries Utilities Construction

Presented by: Engineering and Community Development Director

Skluzacek

Consideration to approve (Enc.)

F. Patterson Lake Imagery and LIDAR Proposal

Presented by: Engineering and Community Development Director

Skluzacek

Consideration to approve. (Enc.)

G. KLJ Task Order - 2024 Road Maintenance

Presented by: Engineering and Community Development Director

Skluzacek

Consideration to approve Resolution (Enc.)

H. Transportation Master Plan and Comprehensive Plan Staff Report

Presented by: Engineering and Community Development Director

Skluzacek

I. Monthly Engineering Report

Presented by: Engineering and Community Development Director \

Skluzacek

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

A. SW Art Gallery and Science Center

Presented by: Shirley Dukart

B. Public Hearing - Chapter 29 Code Amendment

Presented by: HR Director Nameniuk

*Consideration to approve second reading and final passage of
Ordinance No. 1776 (Enc.)*

C. Public Hearing - Chapter 29 Code Amendment

Presented by: HR Director Nameniuk

*Consideration to approve second reading and final passage of
Ordinance No. 1777 (Enc.)*

D. Public Hearing - Chapter 9 Code Amendments

Presented by: Interim Deputy Public Works Director Praus

*Consideration to approve second reading and final passage of
Ordinance No. 1778 (Enc.)*

E. Public Hearing - Chapter 11 Code Amendment

Presented by: Attorney Wenko

Consideration to approve first reading of Ordinance No. _____ (Enc.)

F. Public Hearing - Rezone Request - Riverview Addition Subdivision

Presented by: City/County Planner Josephson

*Consideration to approve first reading of Ordinance No. _____
(Enc.)*

G. Public Hearing - Rezone Request - District Addition Subdivision

Presented by: City/County Planner Josephson

*Consideration to approve first reading of Ordinance No. _____
(Enc.)*

H. Special Events Permits

Presented by: Bernie and Max Marsh

I. Public Comments not on Agenda

Presented by: President Decker

9. COMMISSION

10. ADJOURNMENT

Link for viewing Commission Meeting:

This link will not be live until approximately 4:20 p.m. on July 18, 2023

Meeting Packet: <https://tinyurl.com/CCM-07-18-2023-Packet>

Stream Link: <https://tinyurl.com/CCM-07-18-2023-Stream>

Teams Meeting: <https://tinyurl.com/CCM-07-18-2023-Teams>

Meeting ID: 228 658 219 184

Meeting Passcode: VCHqMy

Teams Phone #: +1 701-506-0320

Phone Conference ID: 357 581 95#

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 p.m.

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

Memo

To: City Commissioners

From: City Staff

Date: 7/13/2023

Re: Order of Business for July 18, 2023 Commission Meeting

1. Order of Business

Consent Agenda

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

3. Non-Timetable Agenda

Administration/Finance

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

4. Public Works

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

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

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

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

C. Farm Lease – Tracy Heiser (Enc.)

5. Public Safety

A. Fire Department

Reports:

- 1. None

B. Police Department

Reports:

- 1. None

6. Community Development

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

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

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

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

C. Final Plat – Duchscher Subdivision (Enc.)

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

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

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

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

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

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

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

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

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

The city engineering staff recommends approval.

Motion

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

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

I. Monthly Engineering Report (Enc.)

7. Public Hearing and Public Comments not on Agenda

A. SW Art Gallery and Science Center

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

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

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

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

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

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

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

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

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

H. Special Events Permits

I. Public Comments not on Agenda

8. Commission

JUNE 6, 2023

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

II. ROLL CALL

Present were: President Scott Decker, Commissioners Jason Fridrich, Suzi Sobolik and Robert Baer

Telephone: None

Absent: Commissioner John Odermann

1. PLEDGE OF ALLEGIANCE

2. ORDER OF BUSINESS

MOTION BY: Robert Baer

SECONDED BY: Suzi Sobolik

To approve the June 6, 2023 Order of Business as presented with the removal of the 5:05 p.m. time table, Sundance Coves.

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

3. CONSENT AGENDA

MOTION BY: Jason Fridrich

SECONDED BY: Suzi Sobolik

A. Approval of Meeting Minutes dated May 2, May 16 and May 30, 2023.

B. Approval of Accounts Payable, Commerce Bank and Checkbook

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

4. ADMINISTRATION/FINANCE

A. Gaming Site Authorizations

Deputy City Administrator Linda Carlson presented the following gaming Sites. She reviewed the types of games for each entity and recommended approval of them.

1. Dickinson Eagles #2328

2. DSU Heritage Foundation – Bernie's Esquire Club

3. Fort Abraham Lincoln Foundation – Paragon Bowl

MOTION BY: Suzi Sobolik

SECONDED BY: Robert Baer

To approve the Gaming Sites for Dickinson Eagles #2328; DSU Heritage Foundation – Bernie’s Esquire Club; and Fort Abraham Lincoln Foundation – Paragon Bowl.

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

B. City Lot Sales

1. Lot 3, Block 3, Fisher East Side Second Subdivision and Lot 4, Block 3, Fisher East Side Second Subdivision.

Deputy City Administrator Linda Carlson stated sealed bids for the above listed properties were received and opened on May 16, 2023 at 10:00 a.m. There was one bidder for each parcel.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve the sale of Lot 3, Block 3, Fisher East Side Second Subdivision and Lot 4, Block 3, Fisher East Side Second Subdivision for \$50,000 to Russ Heiser.

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

2. Lot 2, Block 5, Springwood 2nd Addition, and Phase 2 Area B, of Block 1 Surrey Heights Addition.

MOTION BY: Suzi Sobolik SECONDED BY: Robert Baer
To approve the lot sales of Lot 2, Block 5, Springwood 2nd Addition, and Phase 2 Area B,
of Block 1 Surrey Heights Addition for \$45,000 to Tooz Construction.

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

MOTION BY: Suzi Sobolik
Adopt Resolution No. 11-2023.

RESOLUTION NO. 11-2023
A RESOLUTION AUTHORIZING THE SALE OF CERTAIN CITY LOTS

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

C. Ridgeway Church Roof Repair

Deputy City Administrator Linda Carlson presented the church in Prairie Outpost Park needs repair of the roof. She stated the city thought this would be a 2023 project but because of the damage and needed repairs she is asking for this project to be completed in 2023. The cost estimate is around \$20,000. There are building roofs in this same area that are being repaired, and she would like to add the church to the list for repairs. Deputy City Administrator Carlson stated the funding would come out of the Building and Construction Fund. There is \$72,000 in this fund; \$25,000 is dedicated to parking signs, and \$25,000 to the parking lot fund. There would be a remaining \$22,000 left to use on the roof of the church.

MOTION BY: Jason Fridrich
To approve the Ridgeway Church Roof Repair.

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

D. Reports:

1. SW Regional Grants

Deputy City Administrator Linda Carlson provided this for informational purposes only.

2. Beautification Committee Update

City Forester Blake Johnson updated the Commission on the progress of the downtown beautification. Forester Johnson stated this is a brand new committee, and started in response to the concerns of the lack of beautification in the downtown area. He stated the committee brainstormed and addressed goals and objectives. He stated there will be a meeting at the end of August to identify the pros and objectives to see if these have been met. He stated the flowers in the large black pots have been installed and taken care of by volunteers. The main goal is consistency using live plants from local areas.

5. PUBLIC WORKS

A. Apex Task Order – Reuse Water Evaluation

Public Works Director Gary Zuroff presented an Apex Task Order for Reuse Water Evaluation. Director Zuroff stated this is for an amendment to Task Order N0. 2023-2, and includes an alternative evaluation of possible solutions to supplement WRF flows with the Cell 4 stored reuse water. With the possible future demands of reuse water there is the need to analyze and develop long term alternatives using our Cell #3 and Cell #4 for storage and use. The scope includes boundary survey, and study and report services.

SECONDED BY: Suzi Sobolik

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

A. Fire Department

Fire Chief Jeremy Presnell presented an office space agreement for the State Fire Marshal. Chief Presnell stated they have an open office available at this time. City Attorney Christina Wenko did review the contract.

SECONDED BY: Suzi Sobolik

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

Fire Chief Jeremy Presnell presented a MOU which has been in place since 2011. This has been updated with verbiage changes, training requirements, mission statement, and vision for the team. City Attorney Christina Wenko reviewed the contract. This contract has very little impact. Chief Presnell stated the city receives between \$35,000 and \$45,000 dollars each year to support this team.

SECONDED BY: Robert Baer

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

Fire Chief Jeremy Presnell updated the Commissioners on the monthly report which has been a very busy month with 180 calls for service. He stated 78% of the calls were EMS calls, and Station #1 has the majority of the calls. He discussed training, inspections, and prevention activities.

Reports:

A. Introduction of new City Planner

Mr. Matthew Galibert was born in North Carolina and lived in Europe where he graduated from Norway. He is engaged in the city's procedures, but he is also interested in gaining a new people's vision in Dickinson. He has reviewed the Comprehensive Plan from 2013 and can understand what the visions were before. He is going to update this plan now and eagerly work on it. He is interested, and available, to discuss with community members.

10

Engineering and Community Development Director Josh Skluzacek presented a lead service line construction agreement. The proposal is from American Engineering Testing, Inc. to provide construction material testing for the project as a time and materials estimate not to exceed \$13,397.00. In the past, construction material testing was the responsibility of the contractor. City engineering staff is working toward direct contracting this scope of work to gain visibility and timeliness to the testing reports and daily field reporting. The project was bid and the construction awarded at April 4, 2023 City Commission meeting to BEK Consulting LLC to complete the Bid Schedule 1 for Pipe Bursting in the amount of \$2,479,520.00. The project started on May 29, 2023 and is scheduled to be completed on August 25, 2023.

MOTION BY: Robert Baer

SECONDED BY: Suzi Sobolik

To approve the Lead Serviced Line Construction Agreement with American Engineering Testing, Inc.

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

C. Bid Openings

1. Legacy Square Parking Lot Bid Award

Engineering and Community Development Director Josh Skluzacek presented the Legacy Square Parking Lot Bid, which had only one bidder, Northern Improvement. This project does include striping. The total cost would be \$419,341.00.

MOTION BY: Jason Fridrich

SECONDED BY: Suzi Sobolik

To approve the Legacy Square Parking Lot Bid Award to Northern Improvement.

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

2. South Dickinson Cemetery Bid Award

Engineering and Community Development Director Josh Skluzacek presented the south Dickinson cemetery bid award which was a bid for concrete. The bid was from Northern Improvement for \$406,378.00. Director Skluzacek stated that due to the cost difference, Engineering staff recommends asphalt alternative. Staff does need to relook at for future bids. There will be wider roads than the previous cemetery.

MOTION BY: Suzi Sobolik

SECONDED BY: Robert Baer

To approve the bid from Winn Construction for asphalt for the south Dickinson cemetery.

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

3. 2023 Sidewalk Program Bid Award

Engineering and Community Development Director Josh Skluzacek presented the 2023 sidewalk program bid award from Winn Construction. He stated this is associated with City of Dickinson sidewalk program, which is run annually.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve the 2023 Sidewalk Program Bid Award to Winn Construction.

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

D. Reports:

1. Monthly Report

Engineering and Community Development Director Skluzacek stated it has been quite a

busy month. They have onboarded a new Admin for the front desk. He stated Building and Codes have picked up quite a considerably along with fees. There has been a very significant number of permits for the past couple of months. The Building Inspector II position has been filled with Blaine Dukart. The Code Enforcement position is open and is tough to fill. He discussed other positions and happenings in his department for the month.

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

A. Introduction and Approval of New Library Board Members

Library Director Danielle Kappel presented three new Library Board Members, Marcus Fries, originally from Mott; Luke Hurt from Dickinson Public Schools Para and Speech Coach; and Kimberly Ho whom is a home school mom from California. She stated the city did receive six interest forms.

Commissioner Robert Baer stated there were six applications for the three positions. He is somewhat concerned of how the city has the initial interview process. He stated with HB1205, the city had a renegade board and wanted to do whenever they wanted. They are currently signed on with a lawsuit with the State. He stated back in April, City Attorney Wenko stated the city staff was going to be neutral, and understood the board is not independent. The Commissioner do not get a chance to interview all six applicants. He questioned if these individuals will take the city in the right direction.

President Scott Decker asked if the interviewees felt threatened, why was this not related to staff and Commissioners. This is the first time the Commissioners have heard of this concern. Commissioner Baer stated he spoke to Deputy City Administrator Linda Carlson about the matter.

Deputy City Administrator Linda Carlson stated that Commissioner Baer and herself spoke about the issue and she felt it was not an issue. Library Director Kappel are ex officials and are not on the board. She stated all members were interviewed, and no contention from any one of them. Commissioner Baer is welcomed to watch the video. Ms. Carlson did not feel anything was threatening. This was a complete board decision.

Commissioner Robert Baer did suggest for the applicants to come to the commission meeting to express their concern.

Director Kappel did not make any recommendations. She stated any of the six she would have been fine with them. She did not ask any questions, and left the final decision to the board.

City Attorney Christina Wenko stated per century code, the board of commissioners can appoint five members to the library board. Century code talks about appointment process and designates requirement of library board once appointed. The library board is to determine policies, etc. This is a separate board from the commissioners. The interview process of these candidates was more thoroughly vetted than any other servicing board. She does not recall a time that applicants were interviewed. The library board is giving the recommendation and asking the commission to appoint those individuals. The commissioners need to trust the boards representative capacities and any other board we do vest with the current board to make responsibilities and recommendations.

Ms. Terry Bolke was one of the applicants. She received an email from Danny asking if she was interested in the board. Danny then requested an interview. When being interviewed, she was confused as to why the candidates were not told of this earlier. Since when does the board chose their own members? No diversity of ideas or goals. She stated one goal is to get rid of all the books in the library, and this is not what a library is for. She is still interested in being on the board. She did not feel threatened, but was concerned of the process and feels it is unfair.

Ms. Ruth Healy is the one whom made a video of the meeting. She stated candidates were uninformed of what was happening, and this was not communicated ahead of time. They were unsure of the role of the library director in this process. Some candidates were interviewed prior to the meeting.

President Scott Decker stated that the city does not see any candidates for any board. The city does have one commissioner for each board. This is the first any of the commission has heard of this.

Maureen Braaten, she stated she attended the library board in November but didn't hear of any process of the library board discussion processes. She stated all six candidates were asked and were unaware that they were going to be interviewed. She thanked them for taking time out of their lives to support the community.

Stacey Piatz stated based on her experience would like to get involved. She didn't hear anything about the board until April, 2023, and heard of the interview. She was quite anxious and stated it was like a job interview, and she thought it was a volunteer position. The questions asked didn't really pertain to what the position did entail. She was later given an email to report to the meeting. She felt threatened as she didn't know she was going to be interviewed. She stated this was almost hostile. The board members gave her a feeling of not wanting to be there. She didn't feel like her time was valued. She doesn't think the questions pertained to the subject at hand. She is relieved she was not picked for the board. She feels this is the problem in the community right now. She thought she was going to benefit the community. She felt threatened by questions as she didn't get a list prior. She didn't feel this was inclusive.

City Attorney Christina Wenko stated this is not just about the library board. She questioned whether the commissioners are going to be more involved in the process. This has to apply to all boards if they change for the library board. She doesn't recall any boards to have interviews for the candidates.

Director Braaten stated she had gotten advice from her mentor, Ms. Carlson, to bring them in and visit with the candidates. She basically wanted to let them know what they were going to get into. The did not know the actual process, and did not ask anything during the meeting, and they made their own decision.

Deputy City Administrator Carlson stated the process was all brand new for everyone.

Commissioner Jason Fridrich feels the city would have to change the process.

Ms. Mickey Thompson was present at the board meeting and was surprised the board was questioning the candidates, and felt this was unprofessional. She stated the decision was made right before the candidates and very unprofessional. She stated citizens elect commissioners, and feels they should have confidence in them. She feels maybe the process needs to be reviewed. She did contact other library board members from other citizens and they stated they were never brought before a board to be interviewed. This was very awkward.

City Attorney Christina Wenko stated the city wants to be transparent to the public. She stated, first and foremost, everyone's voice is being heard. She thinks there is a very good possibility there would be an open meeting violation. She presumes this is why they made that decision.

Commissioner Jason Fridrich is not opposed to looking at the city's process. This would be to interview all potential board members. This has not been an issue in the past. The city can research a better way. He does not feel this process is broken.

MOTION BY: Jason Fridrich SECONDED BY: Suzi Sobolik
To approve Kimberly Ho, Luke Hurt, and Marcus Fries to the Library Board.

DISPOSITION: Roll call vote...Aye 3, Nay 1 (Baer), Absent 1
Motion declared duly passed

B. Public Hearing -Sundance Coves Lighting special Improvement District
Removed from agenda.

C. Dickinson Parks and Rec Update

Executive Director Benjamin Rae thanked the Commissioners for the long-term relationship with the City and Parks and Rec. Director Rae stated the community center has seen an increase in revenue over the last three years. He stated the revenue gains are from memberships. The revenue is strong and to keep expenses in check. He reviewed the upcoming projects such as golf cart storage, condensing towner, etc. The Friendship Park is scheduled to open in June, 2023. He stated a survey sent out had received 1,250 responses.

D. Convention and Visitors Bureau Presentation

Executive Director Terri Theil presented her annual Convention and Visitors Bureau report. She reviewed the activities for the year. They have now hired Anika Plummer. She discussed events and meetings. She stated they have been very busy lately and are pleased with the traffic. Director Theil reviewed community outreach programs. She stated that Peggy Rixen Kuntz, whom was an employee for the past 20 years, has passed away. She stated Shirley Gengler is now their new summer employee. She stated Occupancy and Lodging tax are both up.

E. Public Hearing – Houston Engineering CWSRF Loan – Landfill Cell 3B5

Project Manager Dennis McAlpine presented an update of the future development of the landfill. He stated there will continue to be disposal at Cell 3B5. They are trying to maximize the facility and continue operation at this site. The challenge with this site is such an aggressive slope. They have used up all the usable space but a master plan is being completed in an effort to identify sequencing. The improvement will provide for about 14 more years of capacity. The project’s estimated cost is \$3 million dollars with engineering design and construction management support. The schedule at this time is to work to finish plans and get the DEQ for their approval and move on with the project. With the delay of workers, this project may go in 2024. Mr. McAlpine stated they are trying to save material with a more slopped area.

President Scott Decker opened the public hearing at 6:38 p.m. Hearing no public comments, the hearing was closed at 6:40 p.m.

F. Public Hearing – Chapter 9 Code Amendment

Solid Waste Recycling Manager Aaron Praus presented Chapter 9 code amendments. This would include mausoleums into the code which would include definitions; living plants, which will not be permitted on the cemetery; floral displays secured to the monuments and foundation; mausoleums with floral arrangements attached to the covers, niches, crypts that have to be secured vases; amongst other items listed for changes on the chapter 9 code amendment. He stated the city would like to have privately owned benches to be removed as it is very difficult to maintain around these items.

President Scott Decker suggested that if people would like to have benches they would be responsible for maintaining them themselves.

Commissioner Robert Baer would like to see a grandfather clause to allow the benches that are already there. Commissioner Baer has spoken to Nic Stevenson about the benches and the benches are very heavy and having someone to remove these could cause damage to the area. He stated people have paid a lot of money for those benches.

President Scott Decker stated who is going to police this item. He questioned the weekends, as this is somewhat understandable. President Decker questioned the selling of lots and why the city cannot sell the lots where people want them.

Solid Waste Recycling Manager Praus stated the work day is Monday through Friday until 4 p.m. The reason they would like to go row by row is so no spots get skipped out of.

City Attorney Christina Wenko envisions that would be like the Police Department or Code Enforcement would monitor these items.

President Scott Decker opened the public hearing at 6:55 p.m.

Mr. Jim Ladbury stated he appreciates all the city has done but he feels this presentation is wrong. He stated several of the benches are used for monuments. He stated the city has

allowed this for as long as they are allowed on the foundation. Recently it was changed that there is no more than one marker above the ground or grave space. Mr. Ladbury understands the one upright monument for grave site. He stated to limit burials is going to be difficult. This is a small community and we take care of people. He stated the city has no involvement in burial in the cemetery. He stated 75% of the funerals are on Saturday, and this is would hinder the service. He stated they were never notified of the meeting. He stated the wording is off a bit as burials instead of funerals.

Mr. Jeff Ficek stated some of the markers are made out of granite and weigh 1,000 lbs. He stated when these are adjacent to the grave site, they are in someone else’s spot, and when he comes to dig that spot, they have a 1,000 lb. bench sitting on that grave site. He stated if the ground is frozen, the granite breaks. He feels this should be grandfathered in. He feels restricting funerals for the weekends does cause quite an issue. He stated ND Century Code states if you don’t want to be embalmed you have to be buried within 48 hours. He feels some of the suggestions would be difficult to regulate.

President Scott Decker feels these changes need to be reviewed again prior to the next meeting.

Mr. Nic Stevenson stated for the most part he does agree with a lot of changes. It does go along way to update the code and language needs to be updated. There is some room for compromise. He stated for no burials on Saturday or Sunday he feels they need to look at a model cemetery. He feels that a common ground can be found and to realize that the city is running the cemetery and not the veterans. He feels there are challenges with benches as everyone has learned this from the past.

President Scott Decker closed the public hearing at 7:10 p.m.

Solid Waste Recycling Manager Praus would entertain having another meeting with 2 funeral directors, Mr. Ficek, and a Commissioner.

Commissioner Robert Baer will be on the committee for review of the code amendment.

MOTION BY: Robert Baer
To table the Chapter 9 Code Amendment until the next meeting.

SECONDED BY: Suzi Sobolik

DISPOSITION:

Roll call vote...Aye 4, Nay 0, Absent 1
Motion declared duly passed

G. Public Comments not on Agenda

Mr. Howard Wolf discussed the storm drainage of 1st Street West and State Avenue. He stated this is a specific issue at an intersection. He stated there is a low point from State Addition, and damage from Villard, and even as far as DSU stadium. This is all pooling to the low point. He stated the water advances up the street, and to the east and south. This has been going on for years. He stated he first contacted the city is 2015. He needs something specific to be done. He stated houses have sandbags around the windows and others have tires in the window wells. The neighbors have been running sump pumps in the basement to get the water out. Mr. Wolf stated this issue has been going on for years and is getting worse.

Engineering and Community Development Director Skluzacek stated State Avenue is just a mil and overlay, and stormwater is not part of the project. He stated the city can take a look at the area.

Commissioner Jason Fridrich stated there may be some study already completed on this area. He stated there is more flooding ongoing in this intersection.

President Scott Decker stated he has been on the Commission since 2014, and this is the first time he has heard of this issue. He stated many areas of the city are affected. He does not disagree with Commissioner Fridrich to provide some kind of relief. He stated the city should look at the abandoned house on the corner. He stated maybe this could find some temporary relief until the city gets to the root of the problem.

9. **COMMISSION**
No comments

ADJOURNMENT

MOTION BY: Jason Fridrich
Adjournment of the meeting was at 8:10 P.M.

SECONDED BY: Robert Baer

DISPOSITION:

Roll call vote... Aye 4, Nay 0, Absent 1
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: July 18, 2023

SPECIAL COMMISSION MIG DICKINSON CITY COMMISSION JUNE 15, 2023

1. CALL TO ORDER

President Scott Decker called the meeting to order at 1:00 PM.

2. ROLL CALL

Present were: President Scott Decker, Commissioners Jason Fridrich, Suzi Sobolik and Robert Baer

Absent: Vice President John Odermann

3. ADMINISTRATION

City Administrator Dustin Dassinger states the city opened the bids for the Legacy Square liquor license at 10:00 a.m. on June 15, 2023. There was one bid from JK3S LLC for \$10,000. City Attorney Christina Wenko reviewed the bid and she along with city staff recommend approval.

President Scott Decker states the wrist bands are not included in the bid and the city will process the wrist bands during events.

MOTION BY: Jason Fridrich SECONDED BY: Robert Baer
To approve the Legacy Square Liquor License Bid from JK3S LLC.

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

4. ADJOURNMENT

MOTION BY: Jason Fridrich SECONDED BY: Robert Baer
Adjournment of the meeting at approximately 1:05 P.M.

DISPOSITION: Roll call vote... Aye 4, Nay 0, Absent 1
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: July 18, 2023

JUNE 20, 2023

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

II. ROLL CALL

Present were: President Scott Decker, Vice President John Odermann,
Commissioners Jason Fridrich, Suzi Sobolik and Robert Baer

Telephone: None

Absent: None

1. PLEDGE OF ALLEGIANCE

2. ORDER OF BUSINESS

MOTION BY: Suzi Sobolik

To approve the June 20, 2023 Order of Business as presented.

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

3. CONSENT AGENDA

MOTION BY: Robert Baer

A. 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. Gaming Site Authorization – Dunn County Fair Association - Phat Fish

City Administrator Dustin Dassinger presented a Gaming Site Authorization for Dunn County Fair Association. He reviewed the gaming they would like to have at Phat Fish.

MOTION BY: Jason Fridrich SECONDED BY: Suzi Sobolik
To approve the Gaming Site Authorization for Dunn County Fair Association at Phat Fish.

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

B. Deputy Public Works Position

City Administrator Dustin Dassinger stated that at a previous commission meeting he had presented the Deputy Public Works position. He asked at this time to fill this position with Solid Waste Recycling Manager Aaron Praus for an interim position and then open the position up upon PW Director's retirement internally and externally. Administrator Dassinger stated this is not a budgeted item for 2023, but with the empty positions there are enough funds to fill this position. This will not impact the budget. Aaron Praus would be appointed to the Interim Deputy Public Works Director.

MOTION BY: Suzi Sobolik
 To approve the appointment of Aaron Praus to the Interim Public Works Director.

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

C. Reports:

1. Budget Workshop – June 28, 2023 from 1-5 p.m.

City Administrator reminded the commissioners of the budget workshop on Wednesday, June 28, 2023 from 1-5 p.m.

D. Monthly Financial Report

Finance Supervisor Robbie Morey presented the monthly financial report. He stated not much has changed from the last report given. The interest rate has gone up slightly from 2.55 to 2.80. Investments have shown a decrease of 2% due to distributions; 1% sales tax is slightly higher than 2022; hospitality and occupancy tax are slightly higher; and oil impact has decreased slightly from 2022. The general revenue and expenses were discussed. Supervisor Morey will contact the State of ND to see why the revenue has decreased and what the exact figures are for the decrease.

MOTION BY: Robert Baer
To approve the Monthly Financial Report.

SECONDED BY: Suzi Sobolik

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

E. 2023 Fee Schedule Amendment

Finance Supervisor Robbie Morey presented a fee schedule amendment to include the 2023 Dickinson Legacy Square fee Schedule.

Marketing and Events Director Joel Walters stated he has contacted other local vendors for comparison and other similar venues for the fees they are charging. He stated the price for the full venue comes in under what you might see at the high end, and a bit above the hotels. He stated this fee is right on par without coming over and under. This is the first draft and we need to get this fee schedule in place for the summer. Director Walters stated he has been contacted for the venue for birthday parties. Director Walter stated that other venues do not have the amenities that the city of Dickinson has. He feels this is a fairly decent price for rental.

MOTION BY: John Odermann
Adopt Resolution No. 12-2023.

SECONDED BY: Jason Fridrich

RESOLUTION NO. 12-2023
A RESOLUTION AMENDING THE CITY OF DICKINSON FEE SCHEDULE REGARDING THE LEGACY TOWN SQUARE

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

F. Chapter 16 Code Amendment

HR Director Shelly Nameniuk presented a change to Chapter 16 Code. She stated that in 2020 the section for emergency call out was changed. Unfortunately, it was not changed in the master code. She requested the change back from 2020. She is hoping that with the new Municode this will not be an issue in the future.

Commissioner Jason Fridrich pointed out that 16.6 should be struck out as there is no longer differential pay.

MOTION BY: Robert Baer
To approve first reading of Ordinance No. 1776.

SECONDED BY: John Odermann

ORDINANCE NO. 1776
AN ORDINANCE AMENDING AND RE-ENACTING SECTION 29.08.04070 OF ARTICLE 29 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO THE ON-CALL PAY FOR EMPLOYEES

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

G. Chapter 18 Code Amendment

Commissioner John Odermann stated he is glad the ordinance now has changed from City Administrator to HR Director to oversee the process.

MOTION BY: John Odermann
To approve first reading of Ordinance No. 1777.

ORDINANCE NO. 1777

**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 29.08.04080
– 18.17 OF CHAPTER 18 OF THE MUNICIPAL CODE OF THE CITY OF
DICKINSON, NORTH DAKOTA, RELATING TO THE SICK LEAVE BANK**

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

H. Reports:

1. Monthly Hiring Journal

HR Director Shelly Nameniuk updated the commission on the monthly hiring journal. She stated they have been getting more and more applicants for positions at this time, and they are very excited about this opportunity. Director Nameniuk discussed the open positions and the positions that have been filled.

5. PUBLIC WORKS

A. Chapter 9 Code Amendments

Solid Waste Recycling Manager Praus presented Chapter 9 code amendments which pertain to the cemeteries, mausoleums, etc. He stated a committee got together and visited through some changes, and recommendations are coming from the committee. The updated code would not allow live plantings. There will be secured floral arrangements that can be attached to the covers. The maintenance will be performed by the city and authorized personnel only. He reviewed other changes as noted in the code amendment. There are high water tables in the south cemetery so double depth casket burials will not be allowed. Term years will be changed for 80 to 60 for unused burial spaces.

City Attorney Christina Wenko stated the City will sign a contract with each independent grave digger and then the City will know who is in the City's cemeteries. This would be no changes to the code but to work with a separate document.

MOTION BY: John Odermann
To approve first reading of Ordinance No. 1777.

ORDINANCE NO. 1777

**AN ORDINANCE AMENDING AND REENACTING CHAPTER 9 OF THE
MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH DAKOTA,
RELATING TO CEMETERIES AND MAUSOLEUMS**

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

B. Fee Schedule Amendment

Solid Waste Recycling Manager Praus presented a fee schedule amendment to include the south cemetery lots which would be sold for \$900 for city residents and for non-city residents the lots would be sold for \$1,000 each. These lot sales would have a revenue of \$615,600. Manager Praus stated the project for the asphalt for the cemetery is \$406,378 and this does not include the land value, lighting, signage, irrigation or fencing. The mausoleum would have 160 crypts; 368 niches and urn spaces of 192.

MOTION BY: Robert Baer
Adopt Resolution No. 14-2023.

SECONDED BY: Jason Fridrich

RESOLUTION NO. 14-2023
A RESOLUTION AMENDING THE CITY OF DICKINSON FEE SCHEDULE REGARDING CEMETERY RATES

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

C. Bid Opening for Waste Handler Wheel Loader

Solid Waste Recycling Manager Praus stated the bid opening for the waste handler wheel loader was held and there were three bids. Manager Praus recommended the purchase of the 962 Cat loader from Butler Machinery for \$312,750 dollars. He stated this new piece of equipment would replace the 950K. This purchase is budgeted in the 2023 budget.

MOTION BY: John Odermann
SECONDED BY: Suzi Sobolik
To approve the Waste Handler Wheel Loader purchase from Butler Machinery.

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

D. Public Works Monthly Report

Public Works Director Gary Zuroff thanked Breanna Schmaltz for working so hard on the PowerPoint. He stated it is difficult for her to gather the information for the PowerPoint. He reviewed the capital project mausoleum and gave a final update on the construction. He reviewed special events which include on June 29th Family Fun Day. Director Zuroff reviewed service requests, mowing and weed eating, fuel usage, solid waste tonnage spike, and others. He stated the Backyard Buckets Program is a great program. Director Zuroff updated the commissioners on the open positions to include Building and Grounds, Fleet Department, Solid Waste, and others. Public Works Director Zuroff discussed the drop site at Broadway, and stated there is some contamination but not much. He feels keeping the public informed is working well.

President Scott Decker suggested that staff could possibly look at boxes with screens on them to allow for grass only.

6. PUBLIC SAFETY
A. Fire Department
Reports:
None

B. Police Department

1. MOU – City of Dickinson/DSU Campus Resource Officer

Chief Joe Cianni presented an MOU with the City of Dickinson and DSU for a Campus Resource Officer. This is the first of its kind of MOU, and they have been working on this project for six months. Chief Cianni stated there is an educational component with allowing 12 credit hours for the Dickinson Police Department Hours, for up to 120 hours. He feels the college component will be good for recruitment.

MOTION BY: Robert Baer
SECONDED BY: Suzi Sobolik
To approve the MOU between the City of Dickinson and DSU Campus Resource Officer.

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

2. 2022 Dickinson Police Department Annual Report

Lt. Mike Hanel presented the 2022 Annual Report for the Dickinson Police Department. He stated they have put a lot of time and effort into the year-end report and did a fantastic report. Chief Joe Cianni has built strong partnerships for a long time with the community. Lt. Hanel stated there are 73 fulltime employee positions for 2023; 49 sworn officers and the remaining unsworn staff. He stated the budget for the Police Department is \$7.11 million. Lt. Hanel, along with the staff, appreciate the support given to them from the Commissioners. He reviewed calls for service, crash data, parking enforcement, top citations of speeding, and other statistics. He stated crime statistics are trending downward, especially crimes against property. He reviewed training, which he is very proud of the training in the Police Dept. He updated the Commissioners on the K-9 unit, drug related offenses, and 144 canine sniffs. He stated the Badlands Crime Stoppers is a great program. There were 10,197 communication center calls. He discussed the podcast program. Lt. Hanel stated the department thanks them for all the support.

President Scott Decker thanked the department for doing a great job as he has heard nothing but positive things about the PD and Emergency Services. They do a lot for the community and it is appreciated.

7. COMMUNITY DEVELOPMENT SERVICES

A. Sundance Coves Lighting

Combined with Public Hearing.

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

A. Elder Care Presentation

Executive Director Colleen Rodakowski presented Elder Care and Public Transit annual report. Director Rodakowski thanked the Commissioners and the City of Dickinson for the continued support. Director Rodakowski introduced Rose Drake and Erin Humphrey. She stated Public Transit has increased ridership; top transits in 2022 are work and medical, and then shopping, etc. In 2022, there were 24,909 trips. She stated this service needs to sustain. They need to maintain/increase funding, and continue relationships with major partners. The income is \$2.6 million and expenses were \$2.8 million. She stated this shows a loss because of less funding, capital projects and repairs, less local match, and increased food costs. She stated the prediction is for 1,400 more meals this year. She stated Mr. Brian Kopp has received the Friend of Transit Award for the State of ND. Director Rodakowski reviewed their goals, which are financial stability, shopping, shuttle, etc. Again, Ms. Rodakowski thanked the Commissioners for all their support and service.

President Scott Decker stated Ms. Rodakowski and her staff do a great job.

B. Public Hearing – Sundance Coves Lighting Special Improvement District

Engineering and Community Development Director Skluzacek presented the Sundance Coves lighting project which is a special improvement district. He stated the protest period has now ended and the City had received 15 out of 189 properties protesting. He stated this is 7.9% of the property owners protesting. The project will begin design review next week, and get out to bid soon. This is definitely reasonable for a probability project for 2024.

President Scott Decker opened the public hearing at 5:16 p.m. Hearing no public comments, the public hearing was closed at 5:18 p.m. and the following motion was made.

MOTION BY: Suzi Sobolik
Adopt Resolution No. 13-2023.

SECONDED BY: Robert Baer

RESOLUTION NO. 13-2023
A RESOLUTION DETERMINING THE PROTESTS OF THE SUNDANCE COVES LIGHTING SPECIAL IMPROVEMENT DISTRICT NO. 202301-1 AND DIRECTION TO ADVERTISE FOR BIDS.

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

Motion declared duly passed

C. Public Comments not on Agenda

Mr. Jeff Ficek from the SW Patriots stated on Mother's Day his son was struck on his bike by Villard and Sims and sustained major injuries. He stated both he and his wife thank and commend the Dickinson Police Department. Mr. Ficek stated Officer Danika and Lieutenant Hanel were quick to respond in handling this situation. He also thanked the Dickinson Fire Department and EMT's for their experience in emergency services in Dickinson and has nothing but good to say. He would like to thank the community, but this cannot be enough with all the prayers and thoughts for a horrible situation that turned out the best it could.

9. COMMISSION

No comments

ADJOURNMENT

MOTION BY: John Odermann

SECONDED BY: Jason Fridrich

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: July 18, 2023

SPECIAL COMMISSION MIG DICKINSON CITY COMMISSION JUNE 28, 2023

1. CALL TO ORDER

President Scott Decker called the meeting to order at 1:00 PM.

2. ROLL CALL

Present were: President Scott Decker, Commissioners John Odermann, Jason
Fridrich, Suzi Sobolik and Robert Baer

Absent: None

**3. ADMINISTRATION
2024 BUDGET SESSION**

President Scott Decker, City Commissioners along with City Staff gathered to discuss the
2024 budget.

4. ADJOURNMENT

Adjournment of the meeting at approximately 4:45 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: July 18, 2023

Please Approve the following Manual Checks on 07-18-2023

CK#124362	REVOLVING FUNDS	\$119.50
CK#124363	REVOLVING FUNDS	\$1,000.00
CK#124504	VERIZON WIRELESS	\$5,706.55
CK#124364	PRINCIPAL LIFE INSURANCE CO	\$16,332.76
CK#124517	REVOLVING FUNDS	\$800.00
CK#124518	CONSOLIDATED COMM CORP	\$3,109.16
CK#124519	ANNA MARIE FADORSEN	\$1,165.00
CK#124520	MONTANA-DAKOTA UTILITIES	\$60,303.81
CK#124521	MOUNTAIN-PLAINS YOUTH SRV	\$15,964.03
CK#124522	ULINE	\$10,513.68
CK#124523	ENTERTAINMENT EXPLOSION	\$2,537.50
CK#124524	MONTANA-DAKOTA UTILITIES	\$207.65
CK#124525	SOUTHWEST WATER AUTHORITY	\$635,074.73
<u>CB07032023</u>	<u>COMMERCE BANK CREDIT CARD</u>	\$20,060.04
<u>CB07182023</u>	COMMERCE BANK CREDIT CARD	\$16,455.39

[PAYROLL TRANSACTIONS FROM PAY DATE 6/02/2023](#)

[GROSS WAGES](#) \$ 555,253.75

[NET WAGES](#) \$ 389,139.22

TAXES

FEDERAL	\$	44,310.55
FICA	\$	80,284.76
STATE	\$	5,376.18

PENSIONS

DEFINED BENEFIT - EE	\$	2,470.72
DC-A EE	\$	3,310.33
DC-A ER	\$	- Forfeitures Applied
NDPERS EE	\$	25,452.98
NDPERS ER	\$	34,181.83

[PAYROLL TRANSACTIONS FROM PAY DATE 6/16/2023](#)

[GROSS WAGES](#)

[NET WAGES](#)

TAXES

FEDERAL	\$	49,815.68
FICA	\$	87,194.92
STATE	\$	5,945.51

PENSIONS

DEFINED BENEFIT - EE	\$	2,494.12	
DC-A EE	\$	3,252.89	
DC-A ER	\$	-	Forfeitures Applied
NDPERS EE	\$	26,368.83	
NDPERS ER	\$	35,499.35	

PAYROLL TRANSACTIONS FROM PAY DATE 6/30/2023

<u>GROSS WAGES</u>	\$	577,177.95
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<u>NET WAGES</u>	\$	434,035.43
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TAXES

FEDERAL	\$	50,545.56
FICA	\$	88,149.04
STATE	\$	6,088.09

PENSIONS

DEFINED BENEFIT - EE	\$	2,479.66	
DC-A EE	\$	3,144.06	
DC-A ER	\$	-	Forfeitures Applied
NDPERS EE	\$	25,842.66	
NDPERS ER	\$	34,670.36	



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

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

CITY OF DICKINSON
LINDA CARLSON
38 1ST ST W
DICKINSON ND 58601-510638

**00000000

Account ID

Account Number

Payment Due Date JUL 18, 2023

Amount Due \$16,455.39

Current Balance \$16,455.39

Amount Enclosed \$

To ensure your payment is posted promptly,
please submit all payments to:
PO BOX 846451
KANSAS CITY, MO 64184-6451

Section 2. Item B.

800000188386IIII 001645539001645539

Please detach and return with your payment

ACCOUNT MESSAGES

Visa Purchasing

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

CITY OF DICKINSON

TOTAL CORPORATE ACTIVITY

\$20,060.04

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-03	07-03		AUTO PAYMENT - THANK YOU!	\$20,060.04CR

FINANCE CHARGE SUMMARY

	Average Daily Balance	Daily Periodic Rate	Corresponding Annual Percentage Rate	Periodic Finance Charge
PURCHASES	\$0.00	0.0000%	00.00%	\$0.00
CASH ADVANCES	\$0.00	0.0360%	13.15%	\$0.00

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

Account ID

Account Summary

Account Number

Statement Date

Payment Due Date

Credit Limit

Available Credit

Amount Due

Disputed Amount

Previous Balance \$20,060.04

Purchases & Other Charges \$16,749.95

Cash Advances \$0.00

Cash Advance Fees \$0.00

Late Charges \$0.00

Finance Charges \$0.00

Credits \$294.56

Payments \$20,060.04

New Balance \$16,455.39



Statement Date	JUL 11, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2023
Cash Advance Balance	\$0.00	Amount Due	\$16,455.39
Available Credit	\$103,544.61	New Balance	\$16,455.39
CITY OF DICKINSON			
Account ID			
8000-0018-8386			

CARDHOLDER ACTIVITY**DARNYL MALKOWSKI**

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$69.97	\$0.00	\$0.00	\$69.97

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-11	07-10	24427333191730259447457	CASH WISE #3044 DICKINSON ND	69.97

CARDHOLDER ACTIVITY**FIRE DEPARTMENT**

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$1,010.04	\$0.00	\$243.04	\$767.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-03	06-30	24000973181035004083650	THE UPS STORE 4954 209-7775558 ND	26.65
07-04	07-03	24226383184360887468142	WAL-MART #1567 DICKINSON ND	28.84
07-04	07-03	24755423184271842245777	BRAUN DISTRIBUTING DICKINSON ND	218.76
07-06	07-05	24000973186059503135105	THE UPS STORE 4954 209-7775558 ND	26.65
07-11	07-05	74755423191261864512911	BRAUN DISTRIBUTING DICKINSON ND	193.04CR
07-07	07-06	74116413187286813800274	FENIEX INDUSTRIES AUSTIN TX	50.00CR
07-10	07-07	24755423189271897297124	DOUBLETREE HOTELS 406-2527400 MT	215.68
CHECK IN DATE:07-05-23 CONFIRMATION #:420068				
07-10	07-07	24755423189271897297314	DOUBLETREE HOTELS 406-2527400 MT	215.68
CHECK IN DATE:07-05-23 CONFIRMATION #:420067				
07-10	07-10	24431063191083753356775	AMAZON.COM*E63X19IM3 AMZNAMZN.COM/BILLWA	99.96
07-10	07-10	24692163191109796100425	AMZN Mktg US*NQ9RN4KR3 Amzn.com/billWA	52.82
07-11	07-10	24013393191001079032596	ALABAMA FIRE COLLEGE AND 205-3913775 AL	125.00

CARDHOLDER ACTIVITY**GARY ZUROFF**

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$308.25	\$0.00	\$0.00	\$308.25

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-29	06-27	24323003179400287000575	CLOVERDALE FOODS CO MANDAN ND	152.00
06-29	06-28	24692163179100543136099	WPY*Baker Boy 855-999-3729 ND	80.92
06-29	06-28	24455013179141002278166	WAL-MART #1567 DICKINSON ND	26.21
06-30	06-29	24427333180730267979940	CASH WISE #3044 DICKINSON ND	49.12



Statement Date	JUL 11, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2023
Cash Advance Balance	\$0.00	Amount Due	\$16,455.39
Available Credit	\$103,544.61	New Balance	\$16,455.39
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY

SHELLY NAMENIUK		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$244.00	\$0.00	\$0.00	\$244.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-30	06-29	24436543181021334836087	SOCIETYFORHUMANRESOURCE 800-2837476 VA	244.00

CARDHOLDER ACTIVITY

FIRE DEPARTMENT 2		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$80.20	\$0.00	\$0.00	\$80.20

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-10	07-06	24941663188838000437784	HOLIDAY STATIONS 0285 BILLINGS MT	75.20
07-10	07-07	24755423189271897296498	DOUBLETREE HOTELS 406-2527400 MT	5.00
CHECK IN DATE:07-05-23 CONFIRMATION #:420068				

CARDHOLDER ACTIVITY

RITA BINSTOCK		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$30.00	\$0.00	\$23.71	\$6.29

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-07	07-06	74138293188084003278487	LANDS END BUS OUTFITTERS DODGEVILLE WI	23.71CR
07-11	07-10	24692163191100408892111	NDRIN *ND RECRDS COPY 701-364-1280 ND	30.00

CARDHOLDER ACTIVITY

FINANCE DEPARTMENT		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$309.25	\$0.00	\$0.00	\$309.25

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-04	07-03	24492153185207733308563	PAYFLOW/PAYPAL PAYFLOW-SUPPONE	309.25



Statement Date	JUL 11, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2023
Cash Advance Balance	\$0.00	Amount Due	\$16,455.39
Available Credit	\$103,544.61	New Balance	\$16,455.39
CITY OF DICKINSON			
Account ID			
8000-0018-8386			

CARDHOLDER ACTIVITY

JADE PRAUS		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$586.85	\$0.00	\$0.00	\$586.85

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-30	06-29	24692163180101127676960	AMZN Mktp US*IE51H47O3 Amzn.com/billWA	297.98
07-04	07-03	24692163184104724846115	AMZN Mktp US*RV5VB6S93 Amzn.com/billWA	288.87

CARDHOLDER ACTIVITY

RENEE NEWTON		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$289.61	\$0.00	\$0.00	\$289.61

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-27	06-26	24692163177108795184636	AMZN Mktp US*WT45P72Q3 Amzn.com/billWA	197.81
06-28	06-27	24717053178271786348165	EOU SERVICE FEE 541-9623185 OR	1.80
06-28	06-27	24717053178271786533121	EOU STUDENT ACCOUNTS 541-9623590 OR	90.00

CARDHOLDER ACTIVITY

GRANT CARLSON		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$804.34	\$0.00	\$0.00	\$804.34

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-27	06-26	24692163177108868793586	AMZN Mktp US*WW11K9CM3 Amzn.com/billWA	444.51
06-28	06-27	24692163178109807152610	AMZN Mktp US*V19GB8S23 Amzn.com/billWA	167.90
07-10	07-08	24692163189108331540644	Amazon.com*VG2P50SJ3 Amzn.com/billWA	161.94
07-10	07-09	24692163190109524667654	AMZN Mktp US*T36WX7CQ3 Amzn.com/billWA	29.99

CARDHOLDER ACTIVITY

JOSEPH CIANNI		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$349.61	\$0.00	\$27.81	\$321.80

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-29	06-28	24801973180839000186785	PETRO GAS FARGO ND	57.20
06-30	06-28	24943003180708698209610	HOLIDAY INN FARGO FARGO ND	292.41
CHECK IN DATE:06-25-23			NUMBER OF NIGHTS:03	
CONFIRMATION #:15623094				



Statement Date	JUL 11, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2023
Cash Advance Balance	\$0.00	Amount Due	\$16,455.39
Available Credit	\$103,544.61	New Balance	\$16,455.39
<p>CITY OF DICKINSON</p> <p>Account ID</p> <p>8000-0018-8386</p>			

CARDHOLDER ACTIVITY

JOSEPH CIANNI		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$349.61	\$0.00	\$27.81	\$321.80
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-03	07-01	74943003183708702007267	HOLIDAY INN FARGO FARGO ND		27.81CR

CARDHOLDER ACTIVITY

KYLAN KLAUZER		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$59.98	\$0.00	\$0.00	\$59.98
Post Date	Tran Date	Reference Number	Transaction Description		Amount
06-30	06-29	24427333180730267986317	CASH WISE #3044 DICKINSON ND		59.98

CARDHOLDER ACTIVITY

POLICE DEPT TRAVEL 2		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$10.00	\$0.00	\$0.00	\$10.00
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-03	06-29	24943003181708699915404	HOLIDAY INN EXPRESS WILL WILLISTON ND		10.00
		CHECK IN DATE:06-29-23	NUMBER OF NIGHTS:01		
		CONFIRMATION #:21131477			

CARDHOLDER ACTIVITY

MICHAEL HANEL		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$75.06	\$0.00	\$0.00	\$75.06
Post Date	Tran Date	Reference Number	Transaction Description		Amount
06-28	06-27	24055233179207788704564	RUNNINGS OF DICKINSON DICKINSON ND		12.58
07-05	07-04	24011343185000018548212	BUZZSPROUT* BUZZSPROUT WWW.BUZZSPROUFL		12.00
07-10	07-07	74609053188000011211177	CARMOUNT TALLINN		49.98
07-10	07-10	74609053188000011211177	INTERNATIONAL SERVICE FEE		0.50

Statement Date	JUL 11, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2023
Cash Advance Balance	\$0.00	Amount Due	\$16,455.39
Available Credit	\$103,544.61	New Balance	\$16,455.39
CITY OF DICKINSON			
Account ID			
8000-0018-8386			

CARDHOLDER ACTIVITY

TRAVIS HOLDING EAGLE			PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$110.55	\$0.00	\$0.00	\$110.55
Post Date	Tran Date	Reference Number	Transaction Description			Amount
06-28	06-27	24226383179360853815463	WAL-MART #1567 DICKINSON ND			110.55

CARDHOLDER ACTIVITY

ANIMAL SHELTER			PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$181.92	\$0.00	\$0.00	\$181.92
Post Date	Tran Date	Reference Number	Transaction Description			Amount
06-27	06-26	24226383178360848048767	WAL-MART #1567 DICKINSON ND			56.00
07-03	06-30	24247603181300796757705	WEST DAKOTA VETERINARY DICKINSON ND			74.00
07-07	07-06	24226383188091001487660	WAL-MART #1567 DICKINSON ND			51.92

CARDHOLDER ACTIVITY

MUSEUM			PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$3,145.84	\$0.00	\$0.00	\$3,145.84
Post Date	Tran Date	Reference Number	Transaction Description			Amount
06-28	06-22	24639233178900016500012	SILVER STREAK INDUSTRIES 480-5747528 AZ			204.05
06-27	06-27	24492163178000008786508	TEDCO TOYS FAIRE HTTPSWWW.FAIRCA			252.48
06-28	06-27	24492163179000000471595	STREAMLINE FAIRE HTTPSWWW.FAIRCA			246.50
06-29	06-27	24896303179019692263478	GEO 513-3363100 OH			811.20
06-29	06-28	24445003180400190520222	WM SUPERCENTER #1567 DICKINSON ND			89.48
07-03	06-29	24789303181032401167084	OTC BRANDS INC 800-2280475 NE			95.54
07-03	06-30	24226383182091000294386	WAL-MART #1567 DICKINSON ND			58.86
07-04	07-03	24493983185026429716858	DOVER PUBLICATIONS 833-591-2797 NY			119.85
07-07	07-06	24011343187000043609722	SP COLOR MINTED HTTPSCOLORMINCO			269.25
07-07	07-06	24492163187000046942872	SHIPPO.COM HTTPSGOSHIPPOCA			6.92
07-07	07-06	24275393187900019249492	IMPACT PHOTOGRAPHICS 801-8206621 CA			861.63
07-07	07-06	24226383188091000926031	WAL-MART #1567 DICKINSON ND			93.32
07-11	07-10	24427333191730259444694	CASH WISE #3044 DICKINSON ND			36.76

Statement Date	JUL 11, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2023
Cash Advance Balance	\$0.00	Amount Due	\$16,455.39
Available Credit	\$103,544.61	New Balance	\$16,455.39
CITY OF DICKINSON			
Account ID			
8000-0018-8386			

CARDHOLDER ACTIVITY

ROBERT FUHRMAN		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$6.22	\$0.00	\$0.00	\$6.22
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-07	07-06	24231683187747001239925	CONSOLIDATED TELCOM 701-483-4000 ND		6.22

CARDHOLDER ACTIVITY

AARON PRAUS		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$273.87	\$0.00	\$0.00	\$273.87
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-03	06-29	24164073181110020224074	SIMONSON S D10200079 DICKINSON ND		21.00
07-03	06-29	24733093181258000560601	M&H #22 DICKINSON ND		47.92
07-07	07-05	24445003187100305965477	DOLLAR GENERAL #23282 DICKINSON ND		204.95

CARDHOLDER ACTIVITY

PURCHASING DEPARTMENT		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$2,148.42	\$0.00	\$0.00	\$2,148.42
Post Date	Tran Date	Reference Number	Transaction Description		Amount
06-27	06-26	24692163177108985606919	AMZN Mktp US*655OR0NZ3 Amzn.com/billWA		205.57
06-28	06-27	24445003178200136391645	WALMART.COM 8009666546 800-966-6546 AR		59.87
06-28	06-27	24108383178083315348105	SHOPLET.COM 800-757-3015 FL		64.68
06-28	06-28	24692163179100023932215	AMZN Mktp US*T71W59QA3 Amzn.com/billWA		39.18
06-29	06-28	24692163179100138235884	AMZN Mktp US*5F48C61H3 Amzn.com/billWA		119.60
06-29	06-28	24692163179100465211979	AMZN Mktp US*KM0K13CA3 Amzn.com/billWA		80.99
06-29	06-28	24431063179083735247726	AMAZON.COM*5E9W08JD3 AMZNAMZN.COM/BILLWA		272.74
07-03	07-01	24692163182102527893716	AMZN Mktp US*TI8551KM2 Amzn.com/billWA		19.59
07-04	07-03	24692163184104794670395	AMZN Mktp US*W46QU4OA3 Amzn.com/billWA		85.51
07-06	07-05	24431063186083749111901	AMAZON.COM*6D70N8UG3 AMZNAMZN.COM/BILLWA		53.15
07-07	07-06	24692163187107210013683	AMZN Mktp US*214TO6JY3 Amzn.com/billWA		215.96
07-10	07-07	24108383188083334552099	SHOPLET.COM 800-757-3015 FL		385.81
07-10	07-08	24692163189108171641973	AMZN Mktp US*5Q0A54EA3 Amzn.com/billWA		19.59
07-10	07-08	24692163189108526953123	AMZN Mktp US*XL5S006B3 Amzn.com/billWA		23.49
07-11	07-10	24692163191100069518146	AMZN Mktp US*WS0RF7C73 Amzn.com/billWA		59.99
07-11	07-10	24692163191100072789874	AMZN Mktp US*NH3PT13N3 Amzn.com/billWA		12.50
07-11	07-10	24431063192083733444427	AMAZON.COM*9F8FF3ER3 AMZNAMZN.COM/BILLWA		195.15
07-11	07-11	24692163192100506002414	Amazon.com*0Q42I9UK3 Amzn.com/billWA		235.05

Statement Date	JUL 11, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2023
Cash Advance Balance	\$0.00	Amount Due	\$16,455.39
Available Credit	\$103,544.61	New Balance	\$16,455.39
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY

		DUANE ZASTOUIL		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
				\$182.10	\$0.00	\$0.00	\$182.10
Post Date	Tran Date	Reference Number	Transaction Description				Amount
07-04	07-03	24034543184000308753018	MARATHON PETRO261917 MAPLETON ND				127.49
07-04	07-03	24003223185753007721489	EXXON RUD'S CORPORATION NEW SALEM ND				54.61

CARDHOLDER ACTIVITY

		MATT HANSON		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
				\$79.38	\$0.00	\$0.00	\$79.38
Post Date	Tran Date	Reference Number	Transaction Description				Amount
06-28	06-26	24137463178100411142805	MENARDS DICKINSON ND DICKINSON ND				79.38

CARDHOLDER ACTIVITY

		PD TRAVEL 3		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
				\$120.00	\$0.00	\$0.00	\$120.00
Post Date	Tran Date	Reference Number	Transaction Description				Amount
07-03	06-30	24011343181000035847989	NPCA.NET NPCA.NET AZ				60.00
07-03	06-30	24011343181000035965971	NPCA.NET NPCA.NET AZ				60.00

CARDHOLDER ACTIVITY

		DAVID WILKIE		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
				\$43.85	\$0.00	\$0.00	\$43.85
Post Date	Tran Date	Reference Number	Transaction Description				Amount
06-27	06-26	24137463178001421895889	USPS KIOSK 3724009550 DICKINSON ND				17.10
07-06	07-05	24137463187001356518752	USPS KIOSK 3724009550 DICKINSON ND				17.10
07-10	07-07	24137463189001558000979	USPS PO 3724000905 DICKINSON ND				9.65

Statement Date	JUL 11, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2023
Cash Advance Balance	\$0.00	Amount Due	\$16,455.39
Available Credit	\$103,544.61	New Balance	\$16,455.39
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY

		INDY THRONBURG		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
				\$480.15	\$0.00	\$0.00	\$480.15
Post Date	Tran Date	Reference Number	Transaction Description				Amount
07-03	06-30	24325453183900011505673	DEMCO INC 800-9624463 WI				480.15

CARDHOLDER ACTIVITY

POLICE DEPARTMENT			PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$248.79	\$0.00	\$0.00	\$248.79
Post Date	Tran Date	Reference Number	Transaction Description			Amount
06-30	06-28	24717053180161805723751	TLP*SIMPLY FLOWERS AND GI701-2258301 ND			100.00
06-30	06-29	24435653180762745653608	GALLS 859-266-7227 KY			60.59
07-03	06-30	24943003182708700420997	HOLIDAY INN EXPRESS WILL WILLISTON ND			88.20
CHECK IN DATE:06-29-23			NUMBER OF NIGHTS:01			
CONFIRMATION #:11131477						

CARDHOLDER ACTIVITY

		RACHEL SHUMAKER		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
				\$107.04	\$0.00	\$0.00	\$107.04
Post Date	Tran Date	Reference Number	Transaction Description				Amount
07-10	07-07	24492153188852015585466	FULL SOURCE LLC 800-975-0986 FL				107.04

CARDHOLDER ACTIVITY

		DENVER FOWLER		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
				\$1,877.66	\$0.00	\$0.00	\$1,877.66
Post Date	Tran Date	Reference Number	Transaction Description				Amount
06-27	06-26	24226383178400001436225	WAL-MART #4247 HAVRE MT				129.72
06-28	06-27	24445003179400189805876	WM SUPERCENTER #4247 HAVRE MT				39.96
06-29	06-28	24034543179003220952053	CONOCO - EZZIE HAVRE B/P HAVRE MT				64.08
07-03	06-30	24034543181003484414614	CONOCO - EMPORIUM FOOD & HAVRE MT				70.00
07-03	06-30	24733093182400112002432	NORTH 40 OUTFITTERS HAV HAVRE MT				99.31
07-03	06-30	24003223182754000995545	EXXON HAVRE #1244 HAVRE MT				128.00

Statement Date	JUL 11, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2023
Cash Advance Balance	\$0.00	Amount Due	\$16,455.39
Available Credit	\$103,544.61	New Balance	\$16,455.39
CITY OF DICKINSON			
Account ID			
8000-0018-8386			

CARDHOLDER ACTIVITY

		PURCHASES		CASH ADVANCES	CREDITS	TOTAL ACTIVITY
DENVER FOWLER		\$1,877.66		\$0.00	\$0.00	\$1,877.66
Post Date	Tran Date	Reference Number	Transaction Description			Amount
07-03	06-30	24003223182754000995594	EXXON HAVRE #1244 HAVRE MT			22.57
07-03	06-30	24445003182400213377590	WM SUPERCENTER #4247 HAVRE MT			548.40
07-04	07-03	24226383184360887376840	WAL-MART #4247 HAVRE MT			8.00
07-04	07-03	24034543184000315401486	CONOCO - EZZIE HAVRE B/P HAVRE MT			37.70
07-10	07-07	24034543188000728782213	CONOCO - EMPORIUM FOOD & HAVRE MT			77.00
07-10	07-07	24733093189400114002334	NORTH 40 OUTFITTERS HAV HAVRE MT			26.11
07-10	07-07	24003223189754000930271	EXXON HAVRE #1244 HAVRE MT			23.94
07-10	07-07	24003223189754000930404	EXXON HAVRE #1244 HAVRE MT			136.41
07-10	07-07	24226383189360913157102	WAL-MART #4247 HAVRE MT			418.41
07-11	07-10	24003223192754000786066	EXXON HAVRE #1244 HAVRE MT			48.05

CARDHOLDER ACTIVITY

		PURCHASES		CASH ADVANCES	CREDITS	TOTAL ACTIVITY
JOEL WALTERS		\$233.42		\$0.00	\$0.00	\$233.42
Post Date	Tran Date	Reference Number	Transaction Description			Amount
07-04	07-03	24445003185400228558827	WM SUPERCENTER #1567 DICKINSON ND			125.60
07-05	07-04	74377993185326224726937	WONDERSHARE.COM HONG KONG			20.99
07-05	07-04	24226383186091004089143	WAL-MART #1567 DICKINSON ND			86.62
07-05	07-05	74377993185326224726937	INTERNATIONAL SERVICE FEE			0.21

CARDHOLDER ACTIVITY

		PURCHASES		CASH ADVANCES	CREDITS	TOTAL ACTIVITY
LACHEL WALDO		\$79.52		\$0.00	\$0.00	\$79.52
Post Date	Tran Date	Reference Number	Transaction Description			Amount
06-27	06-26	24226383178091007401840	WAL-MART #1567 DICKINSON ND			48.60
07-07	07-06	24226383188091006256995	WAL-MART #1567 DICKINSON ND			30.92

Statement Date	JUL 11, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2023
Cash Advance Balance	\$0.00	Amount Due	\$16,455.39
Available Credit	\$103,544.61	New Balance	\$16,455.39
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY

ARON MEYER	PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
	\$3,204.06	\$0.00	\$0.00	\$3,204.06

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-30	06-29	24492163181000001880667	WWW.UI.COM WWW.UI.COM NY	211.00
07-03	07-01	24011343183000005362934	WASABI TECHNOLOGIES WWW.WASABI.COM	138.61
07-03	07-01	24164073183105132780425	STAPLES DIRECT 800-3333330 MA	45.48
07-10	07-07	24240523188286475100962	BARCODES GR ID PRODUCTS 8007178080 IL	509.99
07-10	07-07	24399003188503319084299	BESTBUYCOM806775310432 888BESTBUY MN	1,999.00
07-10	07-07	24399003188503320078173	BESTBUYCOM806775310432 888BESTBUY MN	299.98



Commerce Bank

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

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

CITY OF DICKINSON
LINDA CARLSON
38 1ST ST W
DICKINSON ND 58601-510638

**00000000

Account ID

Account Number

Payment Due Date JUL 03, 2023

Amount Due \$20,060.04

Current Balance \$20,060.04

Amount Enclosed \$

To ensure your payment is posted promptly,
please submit all payments to:
PO BOX 846451
KANSAS CITY, MO 64184-6451

Section 2. Item B.

800000188386IIII 002006004002006004

Please detach and return with your payment

ACCOUNT MESSAGES

Visa Purchasing

IS 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

CITY OF DICKINSON

TOTAL CORPORATE ACTIVITY

\$34,906.51

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-19	06-19		AUTO PAYMENT - THANK YOU!	\$34,906.51CR

FINANCE CHARGE SUMMARY

	Average Daily Balance	Daily Periodic Rate	Corresponding Annual Percentage Rate	Periodic Finance Charge
PURCHASES	\$0.00	0.0000%	00.00%	\$0.00
CASH ADVANCES	\$0.00	0.0360%	12.90%	\$0.00

For Customer Service Call:

1-800-892-7104

Outside the U.S., Call:

1-402-691-7800

Account ID

Account Summary

Account Number

Statement Date

Payment Due Date

JUN 26, 2023

JUL 03, 2023

Credit Limit

Available Credit

\$120,000.00

\$99,939.96

Amount Due

Disputed Amount

\$20,060.04

\$0.00

Previous Balance \$34,906.51

Purchases & Other Charges \$20,235.75

Cash Advances \$0.00

Cash Advance Fees \$0.00

Late Charges \$0.00

Finance Charges \$0.00

Credits \$175.71

Payments \$34,906.51

New Balance \$20,060.04

Send Billing Inquiries To:

COMMERCE BANK
PO BOX 414084
KANSAS CITY MO 64141

Statement Date	JUN 26, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 03, 2023
Cash Advance Balance	\$0.00	Amount Due	\$20,060.04
Available Credit	\$99,939.96	New Balance	\$20,060.04
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY

RE DEPARTMENT	PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
	\$2,767.91	\$0.00	\$0.00	\$2,767.91

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-14	06-13	24906413164176077795656	WIX.COM*1060330477 800-6000949 NY	132.00
06-15	06-14	24270763165069192955237	SETON IDENTIFICATION PRD 800-243-6624 CT	343.65
06-16	06-14	24269793166500635292886	COLUMBIA SOUTHERN UNIV 251-981-3771 AL	350.00
06-19	06-17	24493983169200076000011	GRANT WRITING USA 702-592-7251 CA	990.00
06-19	06-18	24692163169102421833872	UPS*29NJC7AKC50 800-811-1648 GA	8.00
06-22	06-21	24116413172286813300145	FENIEX INDUSTRIES 800-615-8350 TX	50.00
06-22	06-21	24431063173091113000217	DUNHAMS 256 DICKINSON ND	90.00
06-23	06-22	24492153173713617796918	FORYOURPARTY 866-383-8957 IL	337.61
06-23	06-22	24492153173745618250222	FORYOURPARTY 866-383-8957 IL	50.00
06-26	06-23	24941663174838000607218	HOLIDAY STATIONS 0454 FARGO ND	71.05
06-26	06-23	24943003175970298657237	CANDLEWOOD SUITES 7012358200 ND	172.80
		CHECK IN DATE:06-21-23	NUMBER OF NIGHTS:02	
		CONFIRMATION #:0002827012358200		
06-26	06-23	24943003175970298685808	CANDLEWOOD SUITES 7012358200 ND	172.80
		CHECK IN DATE:06-21-23	NUMBER OF NIGHTS:02	
		CONFIRMATION #:0002837012358200		

CARDHOLDER ACTIVITY

ARY ZUROFF	PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
	\$195.06	\$0.00	\$0.00	\$195.06

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-21	06-19	24071053171939139606714	BOUNCE RIGHT RENTALS A 701-6900991 ND	195.06

CARDHOLDER ACTIVITY

SHELLY NAMENIU	PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
	\$272.51	\$0.00	\$0.00	\$272.51

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-13	06-11	24692163163107574554080	UNITED 0164214097433800-932-2732 TX	35.00
06-19	06-16	24055233168046681173805	CURB LV TAXI NEW CA QUEENS NY	38.51
06-26	06-23	24436543175020962033080	SOCIETYFORHUMANRESOURCE 800-2837476 VA	199.00

Statement Date	JUN 26, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 03, 2023
Cash Advance Balance	\$0.00	Amount Due	\$20,060.04
Available Credit	\$99,939.96	New Balance	\$20,060.04
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
ITA BINSTOCK		\$252.73	\$0.00	\$0.00	\$252.73

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-16	06-14	24445003167000914112236	FAMILY FARE 3122 DICKINSON ND	15.98
06-19	06-14	24692163167100826823102	QDOBA 2906 DICKINSON ND	231.75
06-22	06-21	24692163172105068791738	NDRIN *ND RECRDS COPY 701-364-1280 ND	5.00

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
ADE PRAS		\$300.07	\$0.00	\$0.00	\$300.07

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-13	06-12	24430993163828754661562	APPLE.COM/BILL 408-974-1010 CA	10.99
06-14	06-13	24445003164200135997729	WALMART.COM 8009666546 800-966-6546 AR	73.14
06-21	06-20	24692163171104004270742	AMZN Mktp US*1V8YH1SR3 Amzn.com/billWA	22.75
06-23	06-22	24692163173105689729074	AMZN Mktp US*BJ8BB01Y3 Amzn.com/billWA	193.19

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
RANT CARLSON		\$356.24	\$0.00	\$0.00	\$356.24

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-13	06-12	24692163163107765935510	AMZN Mktp US*S35Q05003 Amzn.com/billWA	22.01
06-14	06-13	24431063164083738366967	AMAZON.COM*LC4BY5MX3 AMZNAMZN.COM/BILLWA	23.40
06-20	06-19	24431063171083714173198	AMAZON.COM*B20IW22K3 AMZNAMZN.COM/BILLWA	310.83

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
EB KIRSCHENHEITER		\$948.24	\$0.00	\$0.00	\$948.24

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-16	06-15	24692163166100172716653	WALMART.COM 800-966-6546 AR	106.49
06-20	06-18	24000973170979000676814	COUNTRY INN & STES MAS MASON CITY IA	186.49

Statement Date	JUN 26, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 03, 2023
Cash Advance Balance	\$0.00	Amount Due	\$20,060.04
Available Credit	\$99,939.96	New Balance	\$20,060.04
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
EB KIRSCHENHEITER		\$948.24	\$0.00	\$0.00	\$948.24

Post Date	Tran Date	Reference Number	Transaction Description	Amount
			CHECK IN DATE:06-17-23 CONFIRMATION #:0000000170	
06-26	06-22	24755423174171743649881	PZAZZFUNCITY 319-7532223 IA	546.60
			CHECK IN DATE:06-18-23 CONFIRMATION #:1294328	
06-26	06-23	24801973175750375442454	COBBLESTONE HUTCHINSON HUTCHINSON MN	108.66
			CHECK IN DATE:06-22-23 CONFIRMATION #:36571425-GUEST	

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
POLICE DEPARTMENT TRAVEL		\$83.29	\$0.00	\$0.00	\$83.29

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-14	06-12	24034543164001487095258	YESWAY 1185 PIERRE SD	39.54
06-26	06-23	24941663175838001355279	COWBOY STORE #6 PIERRE SD	43.75

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
KYLAN KLAUZER		\$125.00	\$0.00	\$0.00	\$125.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-13	06-12	24492153163717129179739	EB NDASRO SUMMER SAFE 801-413-7200 CA	125.00

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
POLICE DEPT TRAVEL 2		\$264.60	\$0.00	\$0.00	\$264.60

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-26	06-22	24755423174161746579888	HOME 2 SUITES BISMARCK BISMARCK ND	264.60
			CHECK IN DATE:06-19-23 CONFIRMATION #:00951344	



Statement Date	JUN 26, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 03, 2023
Cash Advance Balance	\$0.00	Amount Due	\$20,060.04
Available Credit	\$99,939.96	New Balance	\$20,060.04
<p>CITY OF DICKINSON</p> <p>Account ID</p> <p>8000-0016-8386</p>			

CARDHOLDER ACTIVITY

MICHAEL HANEL

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$9.00	\$0.00	\$0.00	\$9.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-20	06-20	24492163171000005915552	PROBOARDS, INC. HTTPSPROBOARDCA	9.00

CARDHOLDER ACTIVITY

ANIMAL SHELTER

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$74.00	\$0.00	\$0.00	\$74.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-26	06-24	24247603175300643310417	WEST DAKOTA VETERINARY DICKINSON ND	74.00

CARDHOLDER ACTIVITY

MUSEUM

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$461.19	\$0.00	\$0.00	\$461.19

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-16	06-15	24455013166141008736188	WAL-MART #1567 DICKINSON ND	66.79
06-20	06-19	24445003171400199742901	WM SUPERCENTER #1567 DICKINSON ND	62.82
06-22	06-21	24226383173091005002231	WAL-MART #1567 DICKINSON ND	63.50
06-23	06-22	24431063174091524001589	NEWBYS ACE HDWE DICKINSON ND	65.67
06-26	06-23	24492163174000022020763	TOYSMITH FAIRE HTTPSWWW.FAIRCA	202.41

CARDHOLDER ACTIVITY

ROBERT FUHRMAN

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$311.20	\$0.00	\$0.00	\$311.20

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-14	06-13	24427333164730261496552	CASH WISE #3044 DICKINSON ND	5.79
06-19	06-18	24431063169083727655185	AMAZON.COM*0G5UF2HG3 AMZNAMZN.COM/BILLWA	38.69
06-21	06-20	24692163171103798875609	AMZN Mktp US*X45ST69P3 Amzn.com/billWA	42.89
06-21	06-20	24692163171103977945272	AMZN Mktp US*NJ1QZ8AZ3 Amzn.com/billWA	25.79
06-22	06-21	24692163172104733093927	AMZN Mktp US*OA09N78J3 Amzn.com/billWA	198.04



Statement Date	JUN 26, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 03, 2023
Cash Advance Balance	\$0.00	Amount Due	\$20,060.04
Available Credit	\$99,939.96	New Balance	\$20,060.04
CITY OF DICKINSON			
Account ID			
8000-0018-8386			

CARDHOLDER ACTIVITY

ARON PRAUS		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$30.00	\$0.00	\$0.00	\$30.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-16	06-15	24427333166730266332198	CASH WISE #3044 DICKINSON ND	30.00

CARDHOLDER ACTIVITY

PURCHASING DEPARTMENT		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$2,293.29	\$0.00	\$156.80	\$2,136.49

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-13	06-12	74692163163107836134395	AMZN Mktp US Amzn.com/billWA	156.80CR
06-14	06-13	24108383164083346844896	SHOPLET.COM 800-757-3015 FL	93.25
06-15	06-15	24431063166083701034657	AMAZON.COM*Z58FQ8DQ3 AMZNAMZN.COM/BILLWA	222.83
06-16	06-15	24692163166109947224893	AMZN Mktp US*0L8B18RL3 Amzn.com/billWA	73.79
06-16	06-15	24692163166100166169232	AMZN Mktp US*NT0J11MM3 Amzn.com/billWA	9.81
06-16	06-15	24692163166100192345053	AMZN Mktp US*FF85Y0UW3 Amzn.com/billWA	351.48
06-19	06-17	24692163168101578133954	AMZN Mktp US*5Z3199TY3 Amzn.com/billWA	40.45
06-19	06-18	24692163169102523101178	AMZN Mktp US*K981Y0YD3 Amzn.com/billWA	9.95
06-19	06-18	24692163169102523195360	AMZN Mktp US*4U9BW5E33 Amzn.com/billWA	19.99
06-19	06-18	24692163169102647974013	AMZN Mktp US*6R2BQ07F3 Amzn.com/billWA	599.47
06-19	06-18	24431063169083738073063	AMZN MKTP US*TG0253KX3 AMAMZN.COM/BILLWA	29.88
06-20	06-19	24692163170103350773281	AMZN Mktp US*YQ3DN4JH3 Amzn.com/billWA	141.49
06-20	06-19	24055233170083330671877	WALMART.COM 800-966-6546 AR	103.99
06-21	06-20	24692163171103979674599	AMZN Mktp US*T08D35IF3 Amzn.com/billWA	145.00
06-21	06-20	24692163171104210907152	AMZN Mktp US*VR6AQ7DS3 Amzn.com/billWA	89.77
06-22	06-21	24692163172104693968159	AMZN Mktp US*4R6LX9CZ3 Amzn.com/billWA	31.86
06-22	06-21	24692163172104881561253	AMZN Mktp US*FL41C4XS3 Amzn.com/billWA	52.49
06-22	06-21	24690293172017027615089	SHOPKEEP.COM 800-820-9814 NY	20.00
06-22	06-22	24431063173083724295682	AMAZON.COM*AL2KL3K03 AMZNAMZN.COM/BILLWA	29.00
06-22	06-22	24692163173105220002106	Amazon.com*CZ6BV2CK3 Amzn.com/billWA	29.00
06-26	06-23	24692163174106393741438	AMZN Mktp US*TG4011OA3 Amzn.com/billWA	199.79

CARDHOLDER ACTIVITY

DRETTA MARSHIK		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$259.00	\$0.00	\$0.00	\$259.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-19	06-18	24692163169102735684623	NDRIN *ND RECRDS COPY 701-364-1280 ND	30.00

Statement Date	JUN 26, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 03, 2023
Cash Advance Balance	\$0.00	Amount Due	\$20,060.04
Available Credit	\$99,939.96	New Balance	\$20,060.04
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY
LORETTA MARSHIK

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$259.00	\$0.00	\$0.00	\$259.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-26	06-23	24431063175207628000074	APWA - NATIONAL 816-595-5279 MO	229.00

CARDHOLDER ACTIVITY
DUANE ZASTOUPIL

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$735.44	\$0.00	\$0.00	\$735.44

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-15	06-14	24941663165602356513532	QUALITY LOGO PRODUCTS 866-312-5646 IL	735.44

CARDHOLDER ACTIVITY
MATT HANSON

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$191.79	\$0.00	\$0.00	\$191.79

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-16	06-15	24492153166719598282033	TACTICALGEAR.COM 636-680-8051 MO	191.79

CARDHOLDER ACTIVITY
PD TRAVEL 3

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$473.55	\$0.00	\$0.00	\$473.55

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-16	06-15	24003223167752000260539	EXXON JAMESTOWN I-94 JAMESTOWN ND	73.55
06-21	06-20	24755423172131724403304	NATIONAL ASSOCIATION OF S205-7396060 AL	400.00

Statement Date	JUN 26, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 03, 2023
Cash Advance Balance	\$0.00	Amount Due	\$20,060.04
Available Credit	\$99,939.96	New Balance	\$20,060.04
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
AVID WILKIE		\$33.00	\$0.00	\$0.00	\$33.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-23	06-22	24137463174001483011957	USPS KIOSK 3724009550 DICKINSON ND	33.00

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
POLICE DEPARTMENT		\$888.50	\$0.00	\$0.00	\$888.50

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-13	06-12	24692163163107761880348	SQ *BURIED TREASURES GARDBowman ND	200.00
06-16	06-15	24943003167970095075757	CANDLEWOOD SUITES 7012358200 ND	313.20
		CHECK IN DATE:06-12-23 CONFIRMATION #:0022597012358200 NUMBER OF NIGHTS:03		
06-23	06-20	24692163173105594349331	QDOBA 2906 DICKINSON ND	169.40
06-22	06-21	24492153172852361041484	POLICASSND 888-877-0450 ND	205.90

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
RACHEL SHUMAKER		\$975.87	\$0.00	\$18.91	\$956.96

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-22	06-21	24247603172300697828184	WEST DAKOTA VETERINARY DICKINSON ND	16.08
06-23	06-22	24492153173719615983838	CUSTOMINK LLC 800-293-4232 VA	309.79
06-23	06-22	24492153173852391643720	SOLID WASTE ASSOCIA 240-494-2224 MD	325.00
06-23	06-22	24492153173852391237028	SOLID WASTE ASSOCIA 240-494-2224 MD	325.00
06-23	06-22	74492153173745626625170	CUSTOMINK LLC 8002934232 VA	18.91CR

CARDHOLDER ACTIVITY

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
DENVER FOWLER		\$1,744.38	\$0.00	\$0.00	\$1,744.38

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-16	06-14	24034543166001721703871	CONOCO - EZZIE HAVRE B/P HAVRE MT	68.85

Statement Date	JUN 26, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 03, 2023
Cash Advance Balance	\$0.00	Amount Due	\$20,060.04
Available Credit	\$99,939.96	New Balance	\$20,060.04
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY

ENVER FOWLER	PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
	\$1,744.38	\$0.00	\$0.00	\$1,744.38

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-16	06-14	24226383166360780443871	WAL-MART #4247 HAVRE MT	36.67
06-19	06-16	24034543167001869218202	CONOCO - EMPORIUM FOOD & HAVRE MT	49.00
06-19	06-16	24492163167000053250056	SHIPPO.COM HTTPSGOSHIPPOCA	15.62
06-19	06-16	24733093168400114002883	NORTH 40 OUTFITTERS HAV HAVRE MT	16.03
06-19	06-16	24003223168754000944111	EXXON HAVRE #1244 HAVRE MT	47.71
06-19	06-16	24941663168838000468833	HOLIDAY STATIONS 0272 HAVRE MT	7.77
06-19	06-16	24226383168360792737284	WAL-MART #4247 HAVRE MT	347.96
06-19	06-16	24091623169017043303429	SOCIETY OF VERTEBRATE 301-634-7024 VA	125.00
06-20	06-19	24226383171400004415249	WAL-MART #4247 HAVRE MT	70.50
06-20	06-19	24003223171754000806760	EXXON HAVRE #1244 HAVRE MT	45.82
06-22	06-21	24445003173400110534732	WM SUPERCENTER #4247 HAVRE MT	62.57
06-26	06-23	24034543174002673069279	CONOCO - EMPORIUM FOOD & HAVRE MT	77.00
06-26	06-23	24445003175400204047417	WM SUPERCENTER #4247 HAVRE MT	502.43
06-26	06-23	24733093175400118002088	NORTH 40 OUTFITTERS HAV HAVRE MT	9.85
06-26	06-23	24003223175754000894291	EXXON HAVRE #1244 HAVRE MT	94.86
06-26	06-23	24226383175360833236842	WAL-MART #4247 HAVRE MT	130.30
06-26	06-24	24226383176400003135769	WAL-MART #4247 HAVRE MT	16.44
06-26	06-24	24003223176754000817770	EXXON HAVRE #1244 HAVRE MT	20.00

CARDHOLDER ACTIVITY

DEL WALTERS	PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
	\$1,817.10	\$0.00	\$0.00	\$1,817.10

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-19	06-16	24431063167083731139491	SWANK MOTION PICTURES IN 800-876-5445 MO	591.08
06-19	06-19	24204293169000196453528	FACEBK C6K4ZN7N22 650-5434800 CA	250.00
06-22	06-21	24204293172000127656822	FACEBK 38T7APFN22 650-5434800 CA	37.33
06-23	06-22	24445003174400171566010	WM SUPERCENTER #1567 DICKINSON ND	157.26
06-26	06-23	24427333174730269777993	CASH WISE #3044 DICKINSON ND	17.52
06-26	06-23	24445003175400204047748	WM SUPERCENTER #1567 DICKINSON ND	99.94
06-26	06-23	24744003174900017501053	PONDEROSA LIQUOR DICKINSON ND	66.97
06-26	06-23	24226383175360833123065	WAL-MART #1567 DICKINSON ND	493.00
06-26	06-24	24445003176400213337741	WM SUPERCENTER #1567 DICKINSON ND	104.00

Statement Date	JUN 26, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 03, 2023
Cash Advance Balance	\$0.00	Amount Due	\$20,060.04
Available Credit	\$99,939.96	New Balance	\$20,060.04
<p align="center">CITY OF DICKINSON</p> <p align="center">Account ID</p> <p align="center">8000-0018-8386</p>			

CARDHOLDER ACTIVITY

DRIAN KREBS				
PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY	
\$28.50	\$0.00	\$0.00	\$28.50	

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-19	06-15	24801973167726862470471	DICKINSON MOTOR VEHICLE DICKINSON ND	25.50
06-19	06-16	24801973167726640470504	MUNICIPAY*SERVICE FEE 877-590-5097 ME	3.00

CARDHOLDER ACTIVITY

CHRISTOPHER KIMMERLE				
PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY	
\$636.27	\$0.00	\$0.00	\$636.27	

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-14	06-13	24492153164852010621355	NJ CRIMINAL 402-935-7733 NJ	450.00
06-15	06-14	24435653165207084100166	TRITECH FORENSICS 910-457-6600 NC	186.27

CARDHOLDER ACTIVITY

ACHEL WALDO				
PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY	
\$191.24	\$0.00	\$0.00	\$191.24	

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-21	06-20	24692163171103942707260	AMZN Mktp US*4R6GT6YS3 Amzn.com/billWA	76.94
06-23	06-22	24011343174000000209537	CANVA* I03824-40042010 HTTPSCANVA.CODE	54.00
06-26	06-22	24943003174400294000019	PIZZA HUT 033427 DICKINSON ND	60.30

CARDHOLDER ACTIVITY

ARON MEYER				
PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY	
\$3,516.78	\$0.00	\$0.00	\$3,516.78	

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-15	06-14	24240523165286475000771	BARCODES GROUP ID PROD 800-717-8080 IL	315.99
06-16	06-15	24492163166000047385571	WWW.UI.COM WWW.UI.COM NY	245.00
06-16	06-15	24492153166852101763890	PAYPAL *SIGNS.COM 402-935-7733 CA	25.33
06-19	06-17	24116413168083314426891	NEWEGG INC. 800-390-1119 CA	584.97
06-19	06-17	24164073169105130142279	STAPLES DIRECT 800-3333330 MA	238.88
06-20	06-19	24692163170103502896397	DRI*SIGNS 888-222-4929 CA	105.52



Statement Date	JUN 26, 2023	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 03, 2023
Cash Advance Balance	\$0.00	Amount Due	\$20,060.04
Available Credit	\$99,939.96	New Balance	\$20,060.04
CITY OF DICKINSON			
Account ID			
8000-0018-8386			

CARDHOLDER ACTIVITY

ARON MEYER

PURCHASES

CASH ADVANCES

CREDITS

TOTAL ACTIVITY

\$3,516.78

\$0.00

\$0.00

\$3,516.78

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-21	06-20	24164073171105130701427	STAPLES DIRECT 800-3333330 MA	127.17
06-26	06-23	24164073174105131457638	STAPLES DIRECT 800-3333330 MA	1,838.04
06-26	06-24	24906413175176855574973	DNH*GODADDY.COM 480-5058855 AZ	35.88

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

Vendor ID: 8		Name: ABLE 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
	2023 GRANT FUNDS	INV	6/23/2023	6/23/2023	\$3,000.00	GRANT FUNDS 2023		\$3,000.00			
							Due				
Voucher(s): 1		Aged Totals:					\$3,000.00	\$3,000.00	\$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
	AR1685994	INV	6/26/2023	6/26/2023	\$38.39	LEASE AGREEMENT		\$38.39			
	AR1685995	INV	6/26/2023	6/26/2023	\$512.34	LEASE AGREEMENT		\$512.34			
	AR1685996	INV	6/26/2023	6/26/2023	\$326.65	LEASE AGREEMENT		\$326.65			
	AR1685997	INV	6/26/2023	6/26/2023	\$395.56	LEASE AGREEMENT		\$395.56			
	AR1685998	INV	6/26/2023	6/26/2023	\$137.44	LEASE AGREEMENT		\$137.44			
	AR1685999	INV	6/26/2023	6/26/2023	\$305.96	LEASE AGREEMENT		\$305.96			
	AR1686000	INV	6/26/2023	6/26/2023	\$181.51	LEASE AGREEMENT		\$181.51			
	AR1686001	INV	6/26/2023	6/26/2023	\$370.56	LEASE AGREEMENT		\$370.56			
	AR1686002	INV	6/26/2023	6/26/2023	\$151.99	LEASE AGREEMENT		\$151.99			
	AR1686003	INV	6/26/2023	6/26/2023	\$297.07	LEASE AGREEMENT		\$297.07			
	AR1686004	INV	6/26/2023	6/26/2023	\$224.71	LEASE AGREEMENT		\$224.71			
	AR1686005	INV	6/26/2023	6/26/2023	\$172.00	LEASE AGREEMENT		\$172.00			
	AR1686006	INV	6/26/2023	6/26/2023	\$183.65	LEASE AGREEMENT		\$183.65			
	AR1686007	INV	6/26/2023	6/26/2023	\$219.22	LEASE AGREEMENT		\$219.22			
	AR1686008	INV	6/26/2023	6/26/2023	\$72.28	LEASE AGREEMENT		\$72.28			
							Due				
Voucher(s): 15		Aged Totals:					\$3,589.33	\$3,589.33	\$0.00	\$0.00	\$0.00

Section 2. Item B.

Vendor ID: 6161		Name: ADVANCED COLLISION CENTER					Class ID:		FED TAX CLAS:		C CORP		Section 2. Item B.
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		
	15761	INV	6/20/2023	6/20/2023	\$1,369.80	WORK DONE ON ND PD VEHIC		\$1,369.80					
							Due						
Voucher(s): 1		Aged Totals:					\$1,369.80	\$1,369.80	\$0.00	\$0.00	\$0.00		
Vendor ID: 6459		Name: ADVANCED ELEMENTS OPERATIONAL TECHNOL					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		
	1584	INV	4/18/2023	4/18/2023	\$2,600.00	OPWORKS RENEWAL				\$2,600.00			
							Due						
Voucher(s): 1		Aged Totals:					\$2,600.00	\$0.00	\$0.00	\$2,600.00	\$0.00		
Vendor ID: 4977		Name: ADVANTAGE CREDIT BUREAU					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		
	59055	INV	6/30/2023	6/30/2023	\$585.00	CREDIT BUREAU CHECKS		\$585.00					
							Due						
Voucher(s): 1		Aged Totals:					\$585.00	\$585.00	\$0.00	\$0.00	\$0.00		
Vendor ID: 9714		Name: ADVENTUREKEEN					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		
	JA2356386	INV	6/22/2023	6/22/2023	\$139.12	GIFT SHOP STOCK		\$139.12					
							Due						
Voucher(s): 1		Aged Totals:					\$139.12	\$139.12	\$0.00	\$0.00	\$0.00		
Vendor ID: 4206		Name: AED EVERYWHERE					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		
	25018	INV	6/20/2023	6/20/2023	\$2,004.45	ZOLL AED PLUS COVER, PEDI		\$2,004.45					
							Due						
Voucher(s): 1		Aged Totals:					\$2,004.45	\$2,004.45	\$0.00	\$0.00	\$0.00		
Vendor ID: 5458		Name: AFFORDABLE TREE SERVICE LLC					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		
	3639	INV	6/27/2023	6/27/2023	\$2,000.00	REMOVAL OF TREES, CLEAN		\$2,000.00					
							Due						
Voucher(s): 1		Aged Totals:					\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00		
Vendor ID: 4806		Name: ALEX AIR APPARATUS 2 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		
	7008	INV	6/16/2023	6/16/2023	\$395.00	QUARTERLY AIR QUALITY TEST		\$395.00					
							Due						
Voucher(s): 1		Aged Totals:					\$395.00	\$395.00	\$0.00	\$0.00			

City of Dickinson

Section 2. Item B.

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
	4604176664	INV	6/14/2023	6/14/2023	\$128.11	HTR HOSE		\$128.11			
	4604176975	INV	6/27/2023	6/27/2023	\$35.44	NOZZLE ASSY		\$35.44			
							Due				
Voucher(s): 2		Aged Totals:					\$163.55	\$163.55	\$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
	133522	INV	6/22/2023	6/22/2023	\$2,134.75	202302 WATERMAIN REPLACE		\$2,134.75			
							Due				
Voucher(s): 1		Aged Totals:					\$2,134.75	\$2,134.75	\$0.00	\$0.00	\$0.00
Vendor ID: 4300		Name: ANDYS REPAIR LLC					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
	1241	INV	7/8/2023	7/8/2023	\$1,387.68	OIL, AIR, OIL & FUEL FILTERS		\$1,387.68			
							Due				
Voucher(s): 1		Aged Totals:					\$1,387.68	\$1,387.68	\$0.00	\$0.00	\$0.00
Vendor ID: 4418		Name: ARAMARK UNIFORM & CAREER APPAREL GROU					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
	2550177125	INV	6/7/2023	6/7/2023	\$138.37	MATS			\$138.37		
	2550177127	INV	6/7/2023	6/7/2023	\$126.89	MATS			\$126.89		
	2550179901	INV	6/14/2023	6/14/2023	\$96.20	MATS		\$96.20			
	2550179922	INV	6/14/2023	6/14/2023	\$66.95	UNIFORM CLEANING		\$66.95			
	2550179923	INV	6/14/2023	6/14/2023	\$190.90	MATS		\$190.90			
	2550183103	INV	6/21/2023	6/21/2023	\$156.14	MATS		\$156.14			
	2550183104	INV	6/21/2023	6/21/2023	\$66.95	UNIFORM CLEANING		\$66.95			
	2550183105	INV	6/21/2023	6/21/2023	\$141.83	MATS		\$141.83			
	2550183915	INV	6/22/2023	6/22/2023	\$321.34	MATS		\$321.34			
	2550186091	INV	6/28/2023	6/28/2023	\$106.01	MATS		\$106.01			
	2550186112	INV	6/28/2023	6/28/2023	\$66.95	COVERALLS		\$66.95			
	2550186113	INV	6/28/2023	6/28/2023	\$190.90	MATS		\$190.90			
	2550189068	INV	7/5/2023	7/5/2023	\$156.14	MATS		\$156.14			
	2550189069	INV	7/5/2023	7/5/2023	\$66.95	UNIFORM CLEANING		\$66.95			

Section 2. Item B.

Voucher(s): 14		Aged Totals:		Due		\$1,892.52		\$1,627.26		\$265.26		\$0.00		\$0.00		Section 2. Item B.	
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	06132 INV	6/13/2023	6/13/2023	\$26.50	MONTHLY PHONE BILLING-LIE		\$26.50									
Voucher(s): 1		Aged Totals:		Due		\$26.50		\$26.50		\$0.00		\$0.00		\$0.00			
Vendor ID: 6032		Name: AUTO VALUE, APH STORE		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						
	416084263	INV	6/6/2023	6/6/2023	\$45.99	TAPE, REFLECT A			\$45.99								
	416084330	INV	6/13/2023	6/13/2023	\$161.64	SHOP SUPPLIES		\$161.64									
	416084831	INV	6/23/2023	6/23/2023	\$15.99	WTPF RELAY & PIGTAIL		\$15.99									
Voucher(s): 3		Aged Totals:		Due		\$223.62		\$177.63		\$45.99		\$0.00		\$0.00			
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						
	111367	INV	6/7/2023	6/7/2023	\$465.00	FIXED STREET LIGHTS 40TH S			\$465.00								
Voucher(s): 1		Aged Totals:		Due		\$465.00		\$0.00		\$465.00		\$0.00		\$0.00			
Vendor ID: 5717		Name: BADLANDS MINISTRIES		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						
	GRANT FUNDS 2023	INV	6/21/2023	6/21/2023	\$2,000.00	GRANT FUNDS 2023		\$2,000.00									
Voucher(s): 1		Aged Totals:		Due		\$2,000.00		\$2,000.00		\$0.00		\$0.00		\$0.00			
Vendor ID: 3480		Name: BADLANDS TRAILERS		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						
	6149	INV	6/21/2023	6/21/2023	\$808.00	HAZMAT TRAILER REPAIR		\$808.00									
Voucher(s): 1		Aged Totals:		Due		\$808.00		\$808.00		\$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						
	2037584611	INV	6/7/2023	6/7/2023	\$46.36	DIP CH			\$46.36								
	2037588363	INV	6/8/2023	6/8/2023	\$425.91	DIP CH			\$425.91								
	2037592502	INV	6/9/2023	6/9/2023	\$27.45	SLOPE CH			\$27.45								
	2037593651	INV	6/13/2023	6/13/2023	\$332.93	DIP CH		\$332.93									

53

Section 2. Item B.

2037596000	INV	6/13/2023	6/13/2023	\$181.70	BC	\$181.70
2037596034	INV	6/13/2023	6/13/2023	\$301.16	DIP	\$301.16
2037606559	INV	6/19/2023	6/19/2023	\$597.29	DIP	\$597.29
2037606561	INV	6/19/2023	6/19/2023	\$433.18	BC	\$433.18
2037612049	INV	6/20/2023	6/20/2023	\$80.37	DIP CH	\$80.37
2037614558	INV	6/22/2023	6/22/2023	\$68.23	DIP CH	\$68.23

Voucher(s): 10	Aged Totals:	Due	\$2,494.58	\$1,994.86	\$499.72	\$0.00	\$0.00
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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
	73680-2	INV	6/15/2023	6/15/2023	\$128.50	CLOTHING FOR PD		\$128.50			
	75048-1	INV	6/15/2023	6/15/2023	\$65.00	CLOTHING FOR PD		\$65.00			
	75275-1	INV	6/15/2023	6/15/2023	\$197.25	CLOTHING FOR PD		\$197.25			

Voucher(s): 3	Aged Totals:	Due	\$390.75	\$390.75	\$0.00	\$0.00	\$0.00
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Vendor ID: 4637			Name: BEAVERBUILT METAL FABRICATION				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	
	5887	INV	4/17/2023	4/17/2023	\$20,838.00	CARDBOARD RECYCLING RO				\$20,838.00		

Voucher(s): 1	Aged Totals:	Due	\$20,838.00	\$0.00	\$0.00	\$20,838.00	\$0.00
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Vendor ID: 817			Name: BECKER, DANA			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
	HEALTH INS PREMIU	INV	7/10/2023	7/10/2023	\$1,021.26	OPEB HLTH BENEFIT		\$1,021.26			

Voucher(s): 1	Aged Totals:	Due	\$1,021.26	\$1,021.26	\$0.00	\$0.00	\$0.00
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Vendor ID: 4670			Name: BEK CONSULTING				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
	6079	INV	4/17/2023	4/17/2023	\$3,039.00	EXTRA WORK FORM 1				\$3,039.00	
	6125	INV	5/31/2023	5/31/2023	\$3,800.00	EXTRA WORK FORM			\$3,800.00		
	6123	INV	6/9/2023	6/9/2023	\$6,446.51	EXTRA WORK FORM			\$6,446.51		
	202111 2	INV	6/27/2023	6/27/2023	\$168,318.00	202111 DICKINSON SIMS ST IN		\$168,318.00			

Voucher(s): 4	Aged Totals:	Due	\$181,603.51	\$168,318.00	\$10,246.51	\$3,039.00	
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Section 2. Item B.

Vendor ID: 6318		Name: BERG-JOHNSON ASSOCIATES, 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
	65311-0	INV	6/2/2023	6/2/2023	\$3,780.96	AMETEK SUBMERSIBLE			\$3,780.96		

Voucher(s): 1		Aged Totals:		Due											
				\$3,780.96		\$0.00		\$3,780.96		\$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
	85244	INV	5/25/2023	5/25/2023	\$127.50	TROUBLESHOOT GEN SET NC			\$127.50		
	85289	INV	6/6/2023	6/6/2023	\$837.22	TROUBLESHOOT DIALER			\$837.22		
	85293	INV	6/6/2023	6/6/2023	\$212.50	TROUBLESHOOT VFD			\$212.50		
	85360	INV	6/13/2023	6/13/2023	\$5,245.65	TROUBLESHOOT VFD/PUMP		\$5,245.65			
	85361	INV	6/13/2023	6/13/2023	\$366.42	REPAIR BROKEN ARM ON LITI		\$366.42			
	85362	INV	6/13/2023	6/13/2023	\$345.00	TROUBLESHOOT & REPAIR S		\$345.00			
	85377	INV	6/15/2023	6/15/2023	\$3,223.92	REPAIR LIGHT POLE		\$3,223.92			

Voucher(s): 7		Aged Totals:		Due											
				\$10,358.21		\$9,180.99		\$1,177.22		\$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
	17885	INV	6/9/2023	6/9/2023	\$1,231.72	NEW TIRES FOR UNIT #R8			\$1,231.72		
	17815	INV	6/15/2023	6/15/2023	\$50.00	AIR GAUGE		\$50.00			
	17884	INV	6/23/2023	6/23/2023	\$420.94	NEW TIRES FOR UNIT #R1		\$420.94			

Voucher(s): 3		Aged Totals:		Due											
				\$1,702.66		\$470.94		\$1,231.72		\$0.00		\$0.00			

Vendor ID: 67		Name: BISMARCK TRIBUNE				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
	104-00001816 053023	INV	5/30/2023	5/30/2023	\$465.00	SUBSCRIPTION FOR LIBRARY			\$465.00		

Voucher(s): 1		Aged Totals:		Due											
				\$465.00		\$0.00		\$465.00		\$0.00		\$0.00			

Vendor ID: 72		Name: BOESPFLUG TRAILERS & FEED 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
	98718	INV	7/6/2023	7/6/2023	\$14.50	RV SOCKET		\$14.50			
	98791	INV	7/11/2023	7/11/2023	\$14.50	RV SOCKET		\$14.50			

City of Dickinson

Section 2. Item B.

Voucher(s): 2		Aged Totals:		Due		\$29.00		\$29.00		\$0.00		\$0.00		Section 2. Item B.	
Vendor ID: 78		Name:		BOSCH LUMBER CO		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				
	417485/1	CRM	8/3/2022		(\$71.81)	RETURN FIRRING STRIPS (16		(\$2.44)							
	421339/1	INV	6/14/2023	6/14/2023	\$22.77	3 PL POLY PREMIUM ADHESIV		\$22.77							
Voucher(s): 2		Aged Totals:		Due		\$20.33		\$20.33		\$0.00		\$0.00		\$0.00	
Vendor ID: 6272		Name:		BOSS OFFICE PRODUCTS		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				
	555595-0	INV	6/23/2023	6/23/2023	\$159.99	CHAIRMAT, 46X60		\$159.99							
	557020-0	INV	6/28/2023	6/28/2023	\$72.00	POCKET, FILE, LTR, STR		\$72.00							
	556973-0	INV	6/29/2023	6/29/2023	\$21.99	POCKET, FILE, LTR, STR		\$21.99							
Voucher(s): 3		Aged Totals:		Due		\$253.98		\$253.98		\$0.00		\$0.00		\$0.00	
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				
	35107	INV	6/15/2023	6/15/2023	\$29.85	4 5 GAL SPRING WATERS		\$29.85							
	338075	INV	6/16/2023	6/16/2023	\$62.90	10 CASES NESTLE PURE LIGH		\$62.90							
	338525-2	INV	6/21/2023	6/21/2023	\$237.91	FOOD TRAYS, BOWLS, CAND		\$237.91							
	35136	INV	6/23/2023	6/23/2023	\$39.80	4 5 GAL SPRING WATERS		\$39.80							
	338205	INV	6/27/2023	6/27/2023	\$408.80	MISC ITEMS FOR PW EVENT		\$408.80							
	35148	INV	6/29/2023	6/29/2023	\$29.85	3 5 GAL SPRING WATERS		\$29.85							
	35062	INV	7/6/2023	7/6/2023	\$51.80	4 5 GAL SPRING WATERS		\$51.80							
Voucher(s): 7		Aged Totals:		Due		\$860.91		\$860.91		\$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				
	B343331	INV	5/25/2023	5/25/2023	\$9,739.25	202230 DRAINAGE DITCH ERC			\$9,739.25						
	B347694	INV	6/27/2023	6/27/2023	\$504.25	202230 DRAINAGE DITCH ERC		\$504.25							
Voucher(s): 2		Aged Totals:		Due		\$10,243.50		\$504.25		\$9,739.25		\$0.00		\$0.00	

Section 2. Item B.

Section 2. Item B.

Vendor ID: 592		Name: BRAVERA INSURANCE					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
	15285	INV	6/19/2023	6/19/2023	\$883.00	ADD 2023 FORD EXPLORER		\$883.00			
							Due				
Voucher(s): 1		Aged Totals:					\$883.00	\$883.00	\$0.00	\$0.00	\$0.00
Vendor ID: 5773		Name: BROCK WHITE ENTERTAINMENT					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
	118	INV	6/20/2023	6/20/2023	\$50.00	LEGACY SQUARE VO		\$50.00			
							Due				
Voucher(s): 1		Aged Totals:					\$50.00	\$50.00	\$0.00	\$0.00	\$0.00
Vendor ID: 1432		Name: BROWN, DAN					Class ID:		FED TAX CLAS: EMPLOYEE/RETIREE		
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
	HEALTH INS PREMIU	INV	7/14/2023	7/14/2023	\$276.50	OPEB HLTH BENEFIT		\$276.50			
							Due				
Voucher(s): 1		Aged Totals:					\$276.50	\$276.50	\$0.00	\$0.00	\$0.00
Vendor ID: 6086		Name: BUILDERS FIRSTSOURCE 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
	65846849	INV	5/31/2023	5/31/2023	\$279.80	FIELDWORK SUPPLIES			\$279.80		
							Due				
Voucher(s): 1		Aged Totals:					\$279.80	\$0.00	\$279.80	\$0.00	\$0.00
Vendor ID: 92		Name: BURESH, KAREN					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
	HEALTH INS PREMIU	INV	7/14/2023	7/14/2023	\$241.95	OPEB HLTH BENEFIT		\$241.95			
							Due				
Voucher(s): 1		Aged Totals:					\$241.95	\$241.95	\$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
	09PS0340015	INV	6/13/2023	6/13/2023	\$73.75	BLADE A		\$73.75			
	09PS0340307	INV	6/16/2023	6/16/2023	\$124.95	HYDO ADV (2)		\$124.95			
	09WO0114960	INV	6/21/2023	6/21/2023	\$3,200.85	WORK DONE ON UNIT R-56		\$3,200.85			
	09WO0115064	INV	6/27/2023	6/27/2023	\$330.00	TEST/CHECK ADJUST RIDE R		\$330.00			
	09PS0341204	INV	6/30/2023	6/30/2023	\$249.91	HYDO ADV 10 2.5 GA S		\$249.91			
							Due				
Voucher(s): 5		Aged Totals:					\$3,979.46	\$3,979.46	\$0.00	\$0.00	

Section 2. Item B.

Vendor ID: 6279		Name: C&J SAYLES 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
	39514	INV	6/16/2023	6/16/2023	\$216.56	GIFT SHOP STOCK-MUSEUM		\$216.56			
							Due				
Voucher(s): 1		Aged Totals:			\$216.56	\$216.56	\$0.00	\$0.00	\$0.00		
Vendor ID: 9721		Name: CAP-IT-ALL 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
	7119	INV	6/30/2023	6/30/2023	\$590.00	MISC PATCHES FOR POLICE (\$590.00			
							Due				
Voucher(s): 1		Aged Totals:			\$590.00	\$590.00	\$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
	2781-400312	INV	6/14/2023	6/14/2023	\$20.73	POWERATED BLT		\$20.73			
	2781-400389	INV	6/15/2023	6/15/2023	\$19.38	2 WIPER BLADES		\$19.38			
	2781-400614	INV	6/20/2023	6/20/2023	\$171.49	BATTERY FOR UNIT W66, COF		\$171.49			
	2781-400821	INV	6/23/2023	6/23/2023	\$30.39	BEHICLE SPD SNSR		\$30.39			
	2781-401361	INV	7/6/2023	7/6/2023	\$164.47	OXYGEN SENSOR, VAPOR VA		\$164.47			
	2781-401430	INV	7/7/2023	7/7/2023	\$51.60	BRAKE MSTR CYLINDER		\$51.60			
	2781-401465	INV	7/7/2023	7/7/2023	\$173.89	VAPOR CANISTER		\$173.89			
							Due				
Voucher(s): 7		Aged Totals:			\$631.95	\$631.95	\$0.00	\$0.00	\$0.00		
Vendor ID: 3431		Name: CENGAGE LEARNING				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
	81358576	INV	6/8/2023	6/8/2023	\$101.21	SLOPE			\$101.21		
	81365659	INV	6/9/2023	6/9/2023	\$47.98	SLOPE BOOKS			\$47.98		
	81366120	INV	6/9/2023	6/9/2023	\$54.73	DIP			\$54.73		
	81432809	INV	6/21/2023	6/21/2023	\$77.97	DIP		\$77.97			
	81433091	INV	6/21/2023	6/21/2023	\$71.22	SLOPE		\$71.22			
							Due				
Voucher(s): 5		Aged Totals:			\$353.11	\$149.19	\$203.92	\$0.00	\$0.00		
Vendor ID: 109		Name: CENTRAL MECHANICAL 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
	201531 16	INV	6/23/2023	6/23/2023	\$2,880.00	201531 DICKINSON TOWN SQ		\$2,880.00			

System: 7/12/2023 4:42:50 PM		AGED TRIAL BALANCE WITH OPTIONS - DETAIL										Page: 10
User Date: 7/12/2023		City of Dickinson										User ID: Marlease
												Section 2. Item B.
Voucher(s): 1		Aged Totals:					Due					
							\$2,880.00		\$2,880.00		\$0.00	
									\$0.00		\$0.00	
Vendor ID: 9713		Name: CITY AIR MECHANICAL, INC.					Class ID:		FED TAX CLAS:		S CORP	
Voucher/							Writeoff					
Payment No.		Doc Number		Type		Doc Date		Due Date		Doc Amount		
		41620		INV		5/31/2023		5/31/2023		\$1,042.59		
										Description		
										HVAC REPAIR		
										Writeoff Amount		
										Current Period		
										31 - 60 Days		
										61 - 90 Days		
										91 and Over		
										\$1,042.59		
Voucher(s): 1		Aged Totals:					Due					
							\$1,042.59		\$0.00		\$1,042.59	
									\$0.00		\$0.00	
Vendor ID: 9595		Name: CLAWSON STEVEN					Class ID:		FED TAX CLAS:			
Voucher/							Writeoff					
Payment No.		Doc Number		Type		Doc Date		Due Date		Doc Amount		
		SC 070623		INV		7/6/2023		7/6/2023		\$541.58		
										Description		
										REIMBURSEMENT FOR PALEO		
										Writeoff Amount		
										Current Period		
										31 - 60 Days		
										61 - 90 Days		
										91 and Over		
										\$541.58		
Voucher(s): 1		Aged Totals:					Due					
							\$541.58		\$541.58		\$0.00	
									\$0.00		\$0.00	
Vendor ID: 2725		Name: CLEAN SWEEP VACUUM CENTER					Class ID:		FED TAX CLAS:			
Voucher/							Writeoff					
Payment No.		Doc Number		Type		Doc Date		Due Date		Doc Amount		
		2200000082175		INV		6/22/2023		6/22/2023		\$129.95		
										Description		
										SERVICE DONE ON RICCAR		
										Writeoff Amount		
										Current Period		
										31 - 60 Days		
										61 - 90 Days		
										91 and Over		
										\$129.95		
Voucher(s): 1		Aged Totals:					Due					
							\$129.95		\$129.95		\$0.00	
									\$0.00		\$0.00	
Vendor ID: 4613		Name: COCA COLA BOTTLING CO INC					Class ID:		FED TAX CLAS:			
Voucher/							Writeoff					
Payment No.		Doc Number		Type		Doc Date		Due Date		Doc Amount		
		260000		INV		7/12/2023		7/12/2023		\$266.00		
										Description		
										MISC DRINKS FOR LEGACY S		
										Writeoff Amount		
										Current Period		
										31 - 60 Days		
										61 - 90 Days		
										91 and Over		
										\$266.00		
Voucher(s): 1		Aged Totals:					Due					
							\$266.00		\$266.00		\$0.00	
									\$0.00		\$0.00	
Vendor ID: 128		Name: CONSOLIDATED COMM CORP					Class ID:		FED TAX CLAS:			
Voucher/							Writeoff					
Payment No.		Doc Number		Type		Doc Date		Due Date		Doc Amount		
		2716800 070123		INV		7/1/2023		7/1/2023		\$1,923.10		
										Description		
										MONTHLY PHONE BILLING		
										Writeoff Amount		
										Current Period		
										31 - 60 Days		
										61 - 90 Days		
										91 and Over		
										\$1,923.10		
								</				

Section 2. Item B.

Voucher(s): 1						Aged Totals:		Due		\$6,290.64		\$6,290.64		\$0.00		\$0.00		\$0.00							
Vendor ID: 142				Name: DACOTAH PAPER 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			
		11557		INV		7/3/2023		7/3/2023		\$189.99		CLEANING SUPPLIES				\$189.99									
Voucher(s): 1														Due		\$189.99		\$189.99		\$0.00		\$0.00		\$0.00	
Vendor ID: 9717				Name: DAIGLE LAW GROUP, LLC				Class ID: 1099				FED TAX CLAS:		LLC-C											
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			
		5183		INV		6/16/2023		6/16/2023		\$5,119.42		ND FIRST RESPNDER SYMPO				\$5,119.42									
Voucher(s): 1														Due		\$5,119.42		\$5,119.42		\$0.00		\$0.00		\$0.00	
Vendor ID: 147				Name: DAKOTA FILTER 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			
		3665		INV		6/15/2023		6/15/2023		\$169.73		MISC FILTERS				\$169.73									
Voucher(s): 1														Due		\$169.73		\$169.73		\$0.00		\$0.00		\$0.00	
Vendor ID: 149				Name: DAKOTA PUMP & CONTROL 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			
		29062		INV		6/14/2023		6/14/2023		\$960.00		VOGELSANG PUMP REPAIR				\$960.00									
Voucher(s): 1														Due		\$960.00		\$960.00		\$0.00		\$0.00		\$0.00	
Vendor ID: 162				Name: DENNYS 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			
		20927		INV		5/31/2023		5/31/2023		\$160.00		WORK ON TRASH COMPACTC						\$160.00							
		21180		INV		6/7/2023		6/7/2023		\$150.42		PD CALLED FOR SERVICE						\$150.42							
		201531 13		INV		6/29/2023		6/29/2023		\$18,950.93		201531 DICKINSON TOWN SQI				\$18,950.93									
Voucher(s): 3														Due		\$19,261.35		\$18,950.93		\$310.42		\$0.00		\$0.00	
Vendor ID: 6298				Name: DIAMOND H RENTALS				Class ID: 1099				FED TAX CLAS:		PARTNERSHIP											
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			
		2031		INV		7/1/2023		7/1/2023		\$400.00		HIGHWAY SIGN 1-1-23-12-31-2				\$400.00									
Voucher(s): 1														Due		\$400.00		\$400.00		\$0.00		\$0.00		\$0.00	

Section 2. Item B.

Vendor ID: 131		Name: DICKINSON CONVENTION BUREAU					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
	OCCUPANCY TAX 06/	INV	6/28/2023	6/28/2023	\$26,900.57	OCCUPANCY TAX		\$26,900.57			
							Due				
Voucher(s): 1		Aged Totals:					\$26,900.57	\$26,900.57	\$0.00	\$0.00	\$0.00
Vendor ID: 172		Name: DICKINSON FIRE DEPARTMENT					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
	23001	INV	5/30/2023	5/30/2023	\$1,483.50	COURSE FEES (69)			\$1,483.50		
							Due				
Voucher(s): 1		Aged Totals:					\$1,483.50	\$0.00	\$1,483.50	\$0.00	\$0.00
Vendor ID: 2286		Name: DICKINSON FIRE FIGHTERS ASSOCIATION					Class ID:		FED TAX CLAS:		GOV
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
	12212022	INV	6/22/2023	6/22/2023	\$380.00	JUNE 20TH WITHHOLDINGS		\$380.00			
							Due				
Voucher(s): 1		Aged Totals:					\$380.00	\$380.00	\$0.00	\$0.00	\$0.00
Vendor ID: 175		Name: DICKINSON PARKS & REC					Class ID:		FED TAX CLAS:		GOVERNMENT NON PROFIT
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
	STATE AID 06/23	INV	6/28/2023	6/28/2023	\$30,834.44	STATE AID DISTRIBUTION 06/23		\$30,834.44			
							Due				
Voucher(s): 1		Aged Totals:					\$30,834.44	\$30,834.44	\$0.00	\$0.00	\$0.00
Vendor ID: 179		Name: DICKINSON READY MIX					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
	277656	INV	6/1/2023	6/1/2023	\$375.00	GRADE RINGS (10)			\$375.00		
							Due				
Voucher(s): 1		Aged Totals:					\$375.00	\$0.00	\$375.00	\$0.00	\$0.00
Vendor ID: 167		Name: DICKINSON TR AIRPORT					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
	STARK CO COLL 06/2	INV	6/29/2023	6/29/2023	\$10,273.84	STARK COUNTY COLLECTION		\$10,273.84			
	070523	INV	7/5/2023	7/5/2023	\$91.00	DELETE 2013 FORD F150 #165		\$91.00			
							Due				
Voucher(s): 2		Aged Totals:					\$10,364.84	\$10,364.84	\$0.00	\$0.00	\$0.00
Vendor ID: 1982		Name: DIRECTMED					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
	38632	INV	5/8/2023	5/8/2023	\$118.42	MEDICAL SUPPLIES				\$118.42	

Section 2. Item B.

Section 2. Item B.																		
Voucher(s): 1		Aged Totals:					Due		\$118.42		\$0.00		\$0.00		\$118.42		\$0.00	
Vendor ID: 1855		Name: DUKES WELDING & FABRICATION					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		
		26802		INV	5/24/2023	5/24/2023	\$1,284.68	FAB ALUM GATE W/EXTENTIC				\$1,284.68						
Voucher(s): 1		Aged Totals:					Due		\$1,284.68		\$0.00		\$1,284.68		\$0.00		\$0.00	
Vendor ID: 203		Name: EAST END AUTO (POLICE)					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		
		16947		INV	6/30/2023	6/30/2023	\$50.00	TOWING 2003 CHRYSLER		\$50.00								
Voucher(s): 1		Aged Totals:					Due		\$50.00		\$50.00		\$0.00		\$0.00		\$0.00	
Vendor ID: 6501		Name: EBELHAR ROBERT					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		
		RE 070323		INV	7/3/2023	7/3/2023	\$46.25	EMP EXPENSE-ROBERT EBEL		\$46.25								
Voucher(s): 1		Aged Totals:					Due		\$46.25		\$46.25		\$0.00		\$0.00		\$0.00	
Vendor ID: 1039		Name: ELDER CARE					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		
		ELDER CARE		INV	7/11/2023	7/11/2023	\$12,500.00	SALES TAX		\$12,500.00								
		ELDER CARE TAXI		INV	7/11/2023	7/11/2023	\$4,583.34	TAXI 1% SALES TAX		\$4,583.34								
Voucher(s): 2		Aged Totals:					Due		\$17,083.34		\$17,083.34		\$0.00		\$0.00		\$0.00	
Vendor ID: 2758		Name: ELECTRONIC COMMUNICATIONS 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		
		94707		INV	6/23/2023	6/23/2023	\$17,711.00	NEW VEHICLE INSTALL		\$17,711.00								
Voucher(s): 1		Aged Totals:					Due		\$17,711.00		\$17,711.00		\$0.00		\$0.00		\$0.00	
Vendor ID: 2374		Name: ENVIRONMENTAL TOXICITY CONTROL 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		
		23-025		INV	2/21/2023	2/21/2023	\$1,112.50	ACUTE WET TESTINGS								\$1,112.50		
Voucher(s): 1		Aged Totals:					Due		\$1,112.50		\$0.00		\$0.00		\$0.00		\$1,112.50	
Vendor ID: 6237		Name: EVOQUA WATER TECHNOLOGIES LLC					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		
		905927077		INV	6/13/2023	6/13/2023	\$19,780.36	3964 GAL BIOXIDE		\$19,780.36								

62

Section 2. Item B.

Voucher(s): 1												Aged Totals:		Due		\$19,780.36		\$19,780.36		\$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									
		206-006644		INV	6/12/2023	6/12/2023	\$38.80	FUEL WATER SEPARATOR		\$38.80															
Voucher(s): 1												Aged Totals:		Due		\$38.80		\$38.80		\$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									
		NDDIC193953		INV	6/21/2023	6/21/2023	\$4,684.54	STAINLESS, PMP		\$4,684.54															
Voucher(s): 1												Aged Totals:		Due		\$4,684.54		\$4,684.54		\$0.00		\$0.00		\$0.00	
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									
		9-652-80206		INV	6/14/2023	6/14/2023	\$2.61	SHIPPING OF PACKAGE		\$2.61															
		8-182-84693		INV	7/5/2023	7/5/2023	\$59.22	SHIPPING OF PACKAGE		\$59.22															
Voucher(s): 2												Aged Totals:		Due		\$61.83		\$61.83		\$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									
		0142905		INV	6/8/2023	6/8/2023	\$109.96	CLST REP KIT				\$109.96													
		0157085		INV	6/14/2023	6/14/2023	\$3.37	3 PVC DWV RAISED CO PLUG		\$3.37															
		0184597		INV	6/29/2023	6/29/2023	\$103.43	WATERSENTRY PLUS FLTR LI		\$103.43															
Voucher(s): 3												Aged Totals:		Due		\$216.76		\$106.80		\$109.96		\$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									
		0450232		INV	5/15/2023	5/15/2023	\$1,887.26	202218 PHASE III WATER ME1				\$1,887.26													
		0450232-1		INV	5/22/2023	5/22/2023	\$11.04	2X1/8 RUB DI MTR FLG GSKT				\$11.04													
		0450229-3		INV	5/24/2023	5/24/2023	\$34,373.30	202218 PHASE 111				\$34,373.30													
		0450229-4		INV	6/12/2023	6/12/2023	\$11,716.00	202218 PHASE 111		\$11,716.00															
		0450229-5		INV	6/12/2023	6/12/2023	\$115,342.50	202218 PHASE 111		\$115,342.50															
Voucher(s): 5												Aged Totals:		Due		\$163,330.10		\$127,058.50		\$36,271.60		\$0.00		63	

Section 2. Item B.

Vendor ID: 5972		Name: FIRE & POLICE SELECTION, INCF				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	
	20989	INV	6/30/2023	6/30/2023	\$503.50	USED FACT TEST BOOKLETS		\$503.50				
Voucher(s): 1							Aged Totals:	Due				
								\$503.50	\$503.50	\$0.00	\$0.00	\$0.00
Vendor ID: 6165		Name: FITZSIMMONS, AMANDA				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	
	01-09-23 MEETING	INV	6/9/2023	6/9/2023	\$80.00	CIVIL SERVICE MEETING 01-09-23			\$80.00			
Voucher(s): 1							Aged Totals:	Due				
								\$80.00	\$0.00	\$80.00	\$0.00	\$0.00
Vendor ID: 1498		Name: FLECKS FURNITURE 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	
	440350	INV	6/13/2023	6/13/2023	\$147.99	DRAIN PUMP, WASHER NOT C		\$147.99				
Voucher(s): 1							Aged Totals:	Due				
								\$147.99	\$147.99	\$0.00	\$0.00	\$0.00
Vendor ID: 6113		Name: FLEETMIND SOLUTIONS INC.				Class ID:		FED TAX CLAS:		CORPORATION		
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	
	8986	INV	6/21/2023	6/21/2023	\$1,015.00	JUNE FEE, FLEETLINK		\$1,015.00				
Voucher(s): 1							Aged Totals:	Due				
								\$1,015.00	\$1,015.00	\$0.00	\$0.00	\$0.00
Vendor ID: 6106		Name: FLOWPOINT ENVIROMENTAL SYSTEMS				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	
	222952	INV	1/1/2023	1/1/2023	\$1,361.33	TOUCH PANEL SCREEN COLC					\$1,361.33	
Voucher(s): 1							Aged Totals:	Due				
								\$1,361.33	\$0.00	\$0.00	\$0.00	\$1,361.33
Vendor ID: 5795		Name: FORCE AMERICA DISTRIBUTING LLC				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	
	060-1026774	INV	6/9/2023	6/9/2023	\$2,227.59	2" SP FLG TEEJET PLUNGER '1			\$2,227.59			
	060-1026830	INV	6/21/2023	6/21/2023	\$1,010.75	MICRO TRAK CONTROL VALV		\$1,010.75				
	200-1043248	INV	6/28/2023	6/28/2023	\$759.00	5MB FLAT DATA PLAN US WIT		\$759.00				
Voucher(s): 3							Aged Totals:	Due				
								\$3,997.34	\$1,769.75	\$2,227.59	\$0.00	\$0.00
Vendor ID: 5859		Name: FORUM COMMUNICATIONS 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	
	I2023.00051823	INV	4/30/2023	4/30/2023	\$90.86	ADD FOR UTILITIES DEPT JET				\$90.86		

Section 2. Item B.

227371-1	INV	5/23/2023	5/23/2023	\$77.00	ADVERTISEMENT FOR BIDS	\$77.00
228601-1	INV	5/25/2023	5/25/2023	\$140.14	NOTICE OF PUBLIC HEARING	\$140.14
I2023.0051833	INV	5/31/2023	5/31/2023	\$131.60	ADVERTISING FOR KIDS CAMI	\$131.60
230628-1	INV	6/1/2023	6/1/2023	\$646.80	MAY 2 MEETING & PAYABLES	\$646.80
230634-1	INV	6/1/2023	6/1/2023	\$475.09	MAY 16 REGULAR MEETING	\$475.09
232751-1	INV	6/8/2023	6/8/2023	\$13.86	PH CLOSE OUT CDBG ABLE T	\$13.86
232886-1	INV	6/8/2023	6/8/2023	\$33.88	202401 2024 ROAD MAINTENA	\$33.88
234849-1	INV	6/15/2023	6/15/2023	\$27.72	NOTICE OF PUBLIC HEARING	\$27.72
236736-1	INV	6/21/2023	6/21/2023	\$56.98	NOTICE OF PUBLIC HEARING	\$56.98
177832450 080423	INV	6/29/2023	6/29/2023	\$183.49	12 MONTH SUBSCRIPTION	\$183.49
177836682	INV	6/29/2023	6/29/2023	\$183.49	YEARLY SUBSCRIPTION	\$183.49
I2023.00051314	INV	6/30/2023	6/30/2023	\$120.00	ADVERTISING FOR LEGACY S	\$120.00
MP119154 063023	INV	6/30/2023	6/30/2023	\$33.00	ADVERTISING FOR MUSEUM	\$33.00
STDMC2 063023	INV	6/30/2023	6/30/2023	\$18.48	HIST PRES COMM- LEGAL NC	\$18.48

Voucher(s): 15				Aged Totals:		Due					
						\$2,232.39	\$623.16	\$1,518.37	\$90.86	\$0.00	

Vendor ID: 233	Name: FOUR SEASONS TROPHIES				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
	4018	INV	6/28/2023	6/28/2023	\$75.56	PLAQUES FOR POLICE DEPT		\$75.56			

Voucher(s): 1				Aged Totals:		Due					
						\$75.56	\$75.56	\$0.00	\$0.00	\$0.00	

Vendor ID: 668	Name: GALLS 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
	024731188	INV	6/7/2023	6/7/2023	\$444.16	CLOTHING FOR FIRE DEPT			\$444.16		
	024857513	INV	6/21/2023	6/21/2023	\$2,842.60	CLOTHING FOR FIRE DEPT		\$2,842.60			

Voucher(s): 2				Aged Totals:		Due					
						\$3,286.76	\$2,842.60	\$444.16	\$0.00	\$0.00	

Vendor ID: 3601	Name: GALSTER, GERALD				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
	REIMBURSEMENT 06	INV	6/15/2023	6/15/2023	\$120.00	REIMBURSEMENT FOR TRIFO		\$120.00			

Voucher(s): 1				Aged Totals:		Due					
						\$120.00	\$120.00	\$0.00	\$0.00		

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
	15417	INV	6/12/2023	6/12/2023	\$295.74	ALUM PIPE WRENCH		\$295.74			
	15887	INV	6/29/2023	6/29/2023	\$436.40	TREAD PLATE		\$436.40			
							Due				
Voucher(s): 2		Aged Totals:					\$732.14	\$732.14	\$0.00	\$0.00	\$0.00

Vendor ID: 6082		Name: GOOSENECK IMPLEMENT					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
	10873126	CRM	5/23/2023		(\$57.90)	RETURN V BELT, BALL BEARII		(\$57.90)			
	10878120	CRM	5/30/2023		(\$512.74)	POLICY ADJUSTMENT-SERVIC		(\$512.74)			
	10840023	INV	4/5/2023	4/5/2023	\$1,619.99	16" CUT-OFF SAW CUTQUIK					\$1,619.99
	10845146	INV	4/17/2023	4/17/2023	\$512.74	ANNUAL MOWER INSPECTION				\$512.74	
	10855732	INV	5/3/2023	5/3/2023	\$22.24	CAP SCREW				\$22.24	
	10855739	INV	5/3/2023	5/3/2023	\$3.44	NUT				\$3.44	
	10887656	INV	6/12/2023	6/12/2023	\$115.69	V-BELT, WHEEL		\$115.69			
	10888404	INV	6/13/2023	6/13/2023	\$234.75	IDLER, V-BELT		\$234.75			
	10888406	INV	6/13/2023	6/13/2023	\$101.10	1 GAL PREMIX COOL GARD CA		\$101.10			
	10890300	INV	6/15/2023	6/15/2023	\$193.90	OIL FILTERS, 5 GAL TORQ GAL		\$193.90			
	10890839	INV	6/15/2023	6/15/2023	\$214.47	WHEEL		\$214.47			
	10893684	INV	6/20/2023	6/20/2023	\$8.22	PLUG, WASHERS		\$8.22			
	10895037	INV	6/21/2023	6/21/2023	\$29.14	2 WASHERS		\$29.14			
	10895573	INV	6/22/2023	6/22/2023	\$155.38	O-RINGS, FUEL FILTERS		\$155.38			
	10903513	INV	7/3/2023	7/3/2023	\$523.32	BLADE, MOWER BLADE		\$523.32			
							Due				
Voucher(s): 15		Aged Totals:					\$3,163.74	\$1,005.33	\$0.00	\$538.42	\$1,619.99

Vendor ID: 248		Name: GRAND FORKS FIRE EQUIPMENT					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
	38119	INV	6/14/2023	6/14/2023	\$22,840.00	CLOTHING FOR FIRE DEPT		\$22,840.00			
							Due				
Voucher(s): 1		Aged Totals:					\$22,840.00	\$22,840.00	\$0.00	\$0.00	\$0.00

Vendor ID: 6379		Name: GRAVES CONSULTING					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

City of Dickinson

Section 2. Item B.

1208 INV 7/1/2023 7/1/2023 \$4,745.00 FINAL INVOICE, COMPEN STU \$4,745.00

Voucher(s): 1		Aged Totals:		Due					
				\$4,745.00	\$4,745.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 4960 Name: HANSON, MIKE 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
	MH 060923	INV	6/9/2023	6/9/2023	\$129.50	EMPLOYEE EXP-MICHAEL HAI			\$129.50		

Voucher(s): 1		Aged Totals:		Due					
				\$129.50	\$0.00	\$129.50	\$0.00	\$0.00	

Vendor ID: 686 Name: HARRIS WASTE MGT GROUP/CORDELE 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
	295078	INV	6/12/2023	6/12/2023	\$772.37	ELEMENTS, FILTER 5 MICRON		\$772.37			
	295010	INV	6/15/2023	6/15/2023	\$607.39	HOSE, CLAMPS, FILTERS		\$607.39			

Voucher(s): 2		Aged Totals:		Due					
				\$1,379.76	\$1,379.76	\$0.00	\$0.00	\$0.00	

Vendor ID: 6488 Name: HARVEST READY LAWN CARE 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
	070323	INV	7/3/2023	7/3/2023	\$1,000.00	MOWING LOTS CITY OF DICKI		\$1,000.00			

Voucher(s): 1		Aged Totals:		Due					
				\$1,000.00	\$1,000.00	\$0.00	\$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
	B FREDERICK 070623	INV	7/6/2023	7/6/2023	\$156.25	LEGAL SERVICES- B FREDER		\$156.25			
	L BACA 070623	INV	7/6/2023	7/6/2023	\$187.50	LEGAL SERVICES-L BACA		\$187.50			
	M COX 070623	INV	7/6/2023	7/6/2023	\$125.00	LEGAL SERVICES-MICHAEL C		\$125.00			
	S LOUGHNAN 070623	INV	7/6/2023	7/6/2023	\$831.25	LEGAL SERVICES-S LOUGHN		\$831.25			

Voucher(s): 4		Aged Totals:		Due					
				\$1,300.00	\$1,300.00	\$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
	11-8437	INV	5/27/2023	5/27/2023	\$500.00	FULL BACK COVER			\$500.00		
	11-8443	INV	6/28/2023	6/28/2023	\$140.00	1/4 PAGE INSIDE		\$140.00			

Voucher(s): 2		Aged Totals:		Due					
				\$640.00	\$140.00	\$500.00	\$0.00	\$0.00	

Section 2. Item B.

Vendor ID: 6385		Name: HELLINGER JESSE				Class ID:		FED TAX CLAS:		EMPLOY	
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
	JH 062323	INV	6/23/2023	6/23/2023	\$391.00	EMPLOYEE EXP-JESSE HELLI		\$391.00			

Voucher(s): 1		Aged Totals:				Due					
						\$391.00	\$391.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 9715		Name: HEXAGON 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
	33461	INV	6/14/2023	6/14/2023	\$961.70	2 HEXAGON DEFOAMER 20WI		\$961.70			

Voucher(s): 1		Aged Totals:				Due					
						\$961.70	\$961.70	\$0.00	\$0.00	\$0.00	

Vendor ID: 4004		Name: HIGHLANDS ENGINEERING & SURVEYING PLLC				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
	167975-21	INV	6/14/2023	6/14/2023	\$552.00	201601 NORTH INDUSTRIES U		\$552.00			
	200122-03	INV	6/14/2023	6/14/2023	\$25,263.50	202317		\$25,263.50			
	200156-21	INV	6/14/2023	6/14/2023	\$9,413.00	202002 4TH AVE E URBAN RO.		\$9,413.00			
	231016-01	INV	6/14/2023	6/14/2023	\$1,288.00	202306 15TH ST -THE DISTRIC		\$1,288.00			

Voucher(s): 4		Aged Totals:				Due					
						\$36,516.50	\$36,516.50	\$0.00	\$0.00	\$0.00	

Vendor ID: 2778		Name: HOUSTON 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
	65974	INV	7/6/2023	7/6/2023	\$51,223.85	202313 CELL 3B 5 CONSTRUCT		\$51,223.85			

Voucher(s): 1		Aged Totals:				Due					
						\$51,223.85	\$51,223.85	\$0.00	\$0.00	\$0.00	

Vendor ID: 2255		Name: INFORMATION TECHNOLOGY DEPT				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
	DP062023.945.0	INV	6/30/2023	6/30/2023	\$703.00	SSL VPN CLIENT, USER FEE		\$703.00			

Voucher(s): 1		Aged Totals:				Due					
						\$703.00	\$703.00	\$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
	4233848	INV	6/20/2023	6/20/2023	\$259.13	US OUTDOOR NYLON		\$259.13			
	4237519	INV	6/22/2023	6/22/2023	\$36.41	TOWELS, ROLL, 2 PLY		\$36.41			
	4246735	INV	7/3/2023	7/3/2023	\$45.93	TAPE, PAPER, LASER		\$45.93			
	4252214	INV	7/10/2023	7/10/2023	\$166.02	PAPER, PENS		\$166.02			

City of Dickinson

Section 2. Item B.

Section 2. Item B.

Voucher(s): 4		Aged Totals:		Due		\$507.49		\$507.49		\$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				
	2036214	INV	5/31/2023	5/31/2023	\$12.75	HOT & COLD RENTAL UNIT			\$12.75						
	2036700	INV	6/14/2023	6/14/2023	\$88.80	8 KANDIYOHI DRINKING WATE		\$88.80							
	2037250	INV	6/29/2023	6/29/2023	\$45.60	6 KANDIYOHI 5 GAL DRINKING		\$45.60							
	2037301	INV	6/30/2023	6/30/2023	\$12.75	HOT & COLD RENTAL UNIT		\$12.75							
Voucher(s): 4		Aged Totals:		Due		\$159.90		\$147.15		\$12.75		\$0.00		\$0.00	
Vendor ID: 3143		Name: JLG ARCHITECTS		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				
	17245-42	INV	6/30/2023	6/30/2023	\$943.56	201531 DICKINSON TOWN SQ		\$943.56							
Voucher(s): 1		Aged Totals:		Due		\$943.56		\$943.56		\$0.00		\$0.00		\$0.00	
Vendor ID: 617		Name: JP 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				
	160450	INV	6/14/2023	6/14/2023	\$64.40	40 FLAT BAR, CUT TO SIZE		\$64.40							
Voucher(s): 1		Aged Totals:		Due		\$64.40		\$64.40		\$0.00		\$0.00		\$0.00	
Vendor ID: 3112		Name: JUST-IN GLASS		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				
	12439	INV	1/1/2023	1/1/2023	\$245.44	2005 CHEVY COBALT SOLAR					\$245.44				
Voucher(s): 1		Aged Totals:		Due		\$245.44		\$0.00		\$0.00		\$0.00		\$245.44	
Vendor ID: 3525		Name: KIRSCHENHEITER, DEB		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				
	DK 062823	INV	6/28/2023	6/28/2023	\$1,447.10	EMP EXP-DEB KIRSCHENHEIT		\$1,447.10							
Voucher(s): 1		Aged Totals:		Due		\$1,447.10		\$1,447.10		\$0.00		\$0.00		\$0.00	
Vendor ID: 9718		Name: KOHLER MICHELLE		Class ID:		FED TAX CLAS:		VEHCILE DAMAGE REIMB							
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				
	071023	INV	7/10/2023	7/10/2023	\$350.00	REIMBURSEMENT FOR OIL RE		\$350.00							
Voucher(s): 1		Aged Totals:		Due		\$350.00		\$350.00		\$0.00		\$0.00			

69

Section 2. Item B.

Vendor ID: 321		Name: KOLLING & KOLLING INC				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
	201917 14	INV	6/28/2023	6/28/2023	\$224,468.36	201917 MAUSOLEUM ADDITIO		\$224,468.36			
							Due				
Voucher(s): 1		Aged Totals:					\$224,468.36	\$224,468.36	\$0.00	\$0.00	\$0.00
Vendor ID: 6479		Name: KUBOTA MEMBRANE USA CORPORATION				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
	343	INV	6/15/2023	6/15/2023	\$63,696.00	MEMBRANE CARTRIDGE		\$63,696.00			
							Due				
Voucher(s): 1		Aged Totals:					\$63,696.00	\$63,696.00	\$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
	244726	INV	7/1/2023	7/1/2023	\$32.30	INTERPRETER FOR MUNI COL		\$32.30			
							Due				
Voucher(s): 1		Aged Totals:					\$32.30	\$32.30	\$0.00	\$0.00	\$0.00
Vendor ID: 9608		Name: LARDY CAROLYN M.				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
	062623	INV	6/26/2023	6/26/2023	\$75.00	GIFT SHOP STOCK		\$75.00			
							Due				
Voucher(s): 1		Aged Totals:					\$75.00	\$75.00	\$0.00	\$0.00	\$0.00
Vendor ID: 341		Name: LAWSON PRODUCTS 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
	9310688452	INV	6/13/2023	6/13/2023	\$144.09	SHOP SUPPLIES		\$144.09			
	9310705773	INV	6/20/2023	6/20/2023	\$53.23	HOSE CLAMP		\$53.23			
							Due				
Voucher(s): 2		Aged Totals:					\$197.32	\$197.32	\$0.00	\$0.00	\$0.00
Vendor ID: 9521		Name: LEAK LOCATORS of MT				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
	1744	INV	3/29/2023	3/29/2023	\$580.00	LOOKING FOR LEAK..NO LEAK					\$580.00
							Due				
Voucher(s): 1		Aged Totals:					\$580.00	\$0.00	\$0.00	\$0.00	\$580.00
Vendor ID: 6132		Name: LIBERTY DOORS, 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
	9372	INV	5/11/2023	5/11/2023	\$5,759.00	REPLACE TORSION SPRING				\$5,759.00	

City of Dickinson

Section 2. Item B.

Voucher(s): 1		Aged Totals:		Due							
				\$5,759.00		\$0.00		\$0.00		\$5,759.00	
										\$0.00	

Vendor ID: 9510		Name: LINDE GAS & EQUIPMENT INC		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
	36493335	INV	6/14/2023	6/14/2023	\$35.20	OXYGEN USP AD		\$35.20			
	36526769	INV	6/16/2023	6/16/2023	\$37.56	OXYGEN Q		\$37.56			
	36542476	INV	6/17/2023	6/17/2023	\$96.12	BLADE METAL 14" MILD STEEL		\$96.12			
	36712822	INV	6/23/2023	6/23/2023	\$35.20	OXYGEN		\$35.20			

Voucher(s): 4		Aged Totals:		Due							
				\$204.08		\$204.08		\$0.00		\$0.00	
										\$0.00	

Vendor ID: 3394		Name: LOCATORS & SUPPLIES, 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
	0307711	INV	6/9/2023	6/9/2023	\$75.17	MARKING WAND, RUSTOLEUM			\$75.17		

Voucher(s): 1		Aged Totals:		Due							
				\$75.17		\$0.00		\$75.17		\$0.00	
										\$0.00	

Vendor ID: 1218		Name: LOGO MAGIC 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
	133374	CRM	6/1/2023		(\$152.00)	RETURN PANTS-JUDY SCHOC		(\$152.00)			
	132267	INV	4/17/2023	4/17/2023	\$302.00	MISC ITEMS ORDERED-MASO				\$302.00	
	132297	INV	4/18/2023	4/18/2023	\$14.00	NAME/LOGO				\$14.00	
	132654	INV	5/1/2023	5/1/2023	\$4,510.00	GIFT SHOP STOCK				\$4,510.00	
	132841	INV	5/9/2023	5/9/2023	\$62.00	CLOTHING ORDERED-D REINI				\$62.00	
	132883	INV	5/10/2023	5/10/2023	\$30.00	CLOTHING ORDERED-LEON L				\$30.00	
	133189	INV	5/23/2023	5/23/2023	\$14.00	2 SHIRTS ORDERED-L MAGST			\$14.00		
	133415	INV	6/2/2023	6/2/2023	\$37.00	CAPS, T-SHIRTS-ORDERED K			\$37.00		
	133502	INV	6/6/2023	6/6/2023	\$110.00	2 PANTS ORDERED-B MIDDLE			\$110.00		
	133522	INV	6/6/2023	6/6/2023	\$100.00	ART/SET UP, 2 CAPS			\$100.00		
	133634	INV	6/9/2023	6/9/2023	\$24.00	3 LOGO EMB PROVIDED			\$24.00		
	133664	INV	6/12/2023	6/12/2023	\$34.00	CLOTHING ORDERED-KAYLA I		\$34.00			
	133733	INV	6/13/2023	6/13/2023	\$351.10	2500 TYVEK WRISTBANDS		\$351.10			
	133861	INV	6/15/2023	6/15/2023	\$180.00	CLOTHING ORDERED-E BRUN		\$180.00			
	133862	INV	6/15/2023	6/15/2023	\$30.00	SHIRT ORDERED-T NAMENIUH		\$30.00			

Section 2. Item B.

133880	INV	6/16/2023	6/16/2023	\$362.00	12 VESTS, 1 XXL VEST	\$362.00
134015	INV	6/23/2023	6/23/2023	\$162.00	5 POLOS ORDERED BY-J WAL	\$162.00
134018	INV	6/23/2023	6/23/2023	\$600.00	CLOTHING ORDERED-PW	\$600.00
134156	INV	6/29/2023	6/29/2023	\$22.00	CLOTHING ORDERED-B SCHM	\$22.00

Voucher(s): 19		Aged Totals:		Due					
				\$6,792.10	\$1,589.10	\$285.00	\$4,918.00	\$0.00	

Vendor ID: 6192	Name: MAC'S HARDWARE	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
	B99842/D	INV	6/14/2023	6/14/2023	\$126.24	FLATWASHERS, SCREWS, NL		\$126.24			
	C00732/D	INV	6/21/2023	6/21/2023	\$6.12	BULK FASTENERS		\$6.12			
	C00892/D	INV	6/22/2023	6/22/2023	\$15.14	NUTS, HEX, FLATWASHERS		\$15.14			
	C01544/D	INV	6/27/2023	6/27/2023	\$109.55	SOCKET TRAY, METRC SCKT		\$109.55			
	C01860/D	INV	6/29/2023	6/29/2023	\$59.46	BULK FASTENERS		\$59.46			

Voucher(s): 5		Aged Totals:		Due					
				\$316.51	\$316.51	\$0.00	\$0.00	\$0.00	

Vendor ID: 352	Name: MACKOFF KELLOGG LAW FIRM	Class ID: 1099	FED TAX CLAS:	ATTORNEY
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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
	55000-000C 070323	INV	7/3/2023	7/3/2023	\$15,000.00	PROSECUTION		\$15,000.00			
	56000-000M 070323	INV	7/3/2023	7/3/2023	\$13,500.00	CITY ATTORNEY CONTRACT		\$13,500.00			

Voucher(s): 2		Aged Totals:		Due					
				\$28,500.00	\$28,500.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 5715	Name: MARTIN'S WELDING & REFRIGERATION INC	Class ID:	FED TAX CLAS:	S 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
	45347	INV	5/23/2023	5/23/2023	\$486.00	36 RECOVERED UNITS			\$486.00		
	45448	INV	6/4/2023	6/4/2023	\$750.00	CONDENSATE PUMP			\$750.00		
	45473	INV	6/6/2023	6/6/2023	\$180.00	4 16X25X4 FILTERS			\$180.00		
	45498	INV	6/7/2023	6/7/2023	\$891.00	66 RECOVERED UNITS			\$891.00		
	45509	INV	6/12/2023	6/12/2023	\$270.00	WATER LEAK @ LIBRARY -CH		\$270.00			

Voucher(s): 5		Aged Totals:		Due					
				\$2,577.00	\$270.00	\$2,307.00	\$0.00	\$0.00	

Vendor ID: 5832	Name: MATTHEW BENDER & CO INC.	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
	3740007X	INV	6/15/2023	6/15/2023	\$122.43	ND ADV LEG SERV 2023 ISSUI		\$122.43			

Section 2. Item B.

Voucher(s): 1		Aged Totals:		Due							
				\$122.43		\$122.43		\$0.00		\$0.00	

Vendor ID:	9673	Name:	MELLING & ROSELAND LAW, PC	Class ID:		FED TAX CLAS:	S 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
	01229	INV	6/8/2023	6/8/2023	\$175.00	AWR CASE REVIEW, TELE W/			\$175.00		

Voucher(s): 1		Aged Totals:		Due							
				\$175.00		\$0.00		\$175.00		\$0.00	

Vendor ID:	4828	Name:	MENARDS	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
	32105	CRM	7/5/2023		(\$179.99)	RETURN STEEL CART		(\$179.99)			
	29939	INV	5/18/2023	5/18/2023	\$13.07	GEAR DRIVE POP UP, ELBOW			\$13.07		
	30724	INV	6/5/2023	6/5/2023	\$4.96	TOUCHNTONE GLS WHT SPR			\$4.96		
	31029	INV	6/12/2023	6/12/2023	\$94.90	50PK UTILITY BLADES, DECK :		\$94.90			
	31033	INV	6/12/2023	6/12/2023	\$29.98	ANCHOR, DECK STAR DRIVE		\$29.98			
	31047	INV	6/12/2023	6/12/2023	\$87.70	ALL PURPOSE PAIL, HEXT NU		\$87.70			
	31052	INV	6/12/2023	6/12/2023	\$320.40	18 BAGS GYPSUM, PLIERS		\$320.40			
	31055	INV	6/12/2023	6/12/2023	\$536.81	MISC ITEMS FOR LEGACY SQI		\$536.81			
	31096	INV	6/13/2023	6/13/2023	\$23.37	GLOVES, SAFETYGLASS		\$23.37			
	31114	INV	6/14/2023	6/14/2023	\$57.89	CHAIN & CABLE LUBE, BAGS,		\$57.89			
	31119	INV	6/14/2023	6/14/2023	\$31.97	BUTANE SOLDERING IRON, S		\$31.97			
	31127	INV	6/14/2023	6/14/2023	\$110.67	MISC ITEMS FOR TOWN SQUA		\$110.67			
	31129	INV	6/14/2023	6/14/2023	\$97.51	METAL BULLNOSE, KNIFE, DR		\$97.51			
	31134	INV	6/14/2023	6/14/2023	\$10.44	3 GLACIERMIST SPRING WATI		\$10.44			
	31156	INV	6/14/2023	6/14/2023	\$3.69	LAG SCREW 25 PC		\$3.69			
	31188	INV	6/15/2023	6/15/2023	\$22.56	HEX BOLTS, ALL PURPOSE P/		\$22.56			
	31205	INV	6/15/2023	6/15/2023	\$19.98	ALL URPOSE PAIL BLACK		\$19.98			
	31236	INV	6/16/2023	6/16/2023	\$42.74	2 ALL PURPOSE PAIL		\$42.74			
	31261	INV	6/16/2023	6/16/2023	\$33.91	SILCONE ULTRA BRN , FLOOF		\$33.91			
	31344	INV	6/19/2023	6/19/2023	\$18.08	SWING CHECK VALVE, DRAIN		\$18.08			
	31394	INV	6/20/2023	6/20/2023	\$168.95	CT MICROWAVE, SNIPS, SCRI		\$168.95			
	31443	INV	6/21/2023	6/21/2023	\$7.78	2 BUSHINGS		\$7.78			

City of Dickinson

Section 2. Item B.

31453	INV	6/21/2023	6/21/2023	\$24.03	SPRAYPAINT, TRIM WHITE	\$24.03
31492	INV	6/22/2023	6/22/2023	\$125.72	12 SPRAY PAINT GLS BLACK	\$125.72
31714	INV	6/27/2023	6/27/2023	\$36.62	ORANGE PEEL SPRAY, COVEI	\$36.62
31768	INV	6/28/2023	6/28/2023	\$19.94	52 CT CASCASE PLAT PLUS	\$19.94
31825	INV	6/29/2023	6/29/2023	\$121.89	PLEATED FILTER, AIR FILTER	\$121.89
32314	INV	7/10/2023	7/10/2023	\$292.32	84 PACKS OF WATER	\$292.32
32330	INV	7/10/2023	7/10/2023	\$37.59	DRILLERTOGGLE, MIRROR, TC	\$37.59

				Due						
Voucher(s):	29	Aged Totals:		\$2,215.48	\$2,197.45	\$18.03	\$0.00	\$0.00		

Vendor ID:	6400	Name:	MIDCONTINENT COMMUNICATIONS	Class ID:	1099	FED TAX CLAS:	PARTNERSHIP
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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
	22239950113364	INV	5/20/2023	5/20/2023	\$196.78	MIDCO BUSINESS INTERNET			\$196.78		
	22267580113375	INV	5/27/2023	5/27/2023	\$128.39	MIDCO BUSINESS INTERNET			\$128.39		
	22239950113421	INV	6/20/2023	6/20/2023	\$128.39	MIDCO BUSINESS INTERNET		\$128.39			
	22267580113432	INV	6/27/2023	6/27/2023	\$20.00	MIDCO BUSINESS INTERNET		\$20.00			

				Due						
Voucher(s):	4	Aged Totals:		\$473.56	\$148.39	\$325.17	\$0.00	\$0.00		

Vendor ID:	370	Name:	MIDWEST DOORS 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
	92386	INV	6/13/2023	6/13/2023	\$314.21	ROLL PIN, CAN OF SUPER SLI		\$314.21			

				Due						
Voucher(s):	1	Aged Totals:		\$314.21	\$314.21	\$0.00	\$0.00	\$0.00		

Vendor ID:	5645	Name:	MIDWEST LABORATORIES, INC	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
	1136896	INV	6/2/2023	6/2/2023	\$1,083.81	CHEMICALS			\$1,083.81		

				Due						
Voucher(s):	1	Aged Totals:		\$1,083.81	\$0.00	\$1,083.81	\$0.00	\$0.00		

Vendor ID:	1732	Name:	MIDWEST TAPE	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
	503935615	INV	6/15/2023	6/15/2023	\$12.74	DIP AV		\$12.74			
	503935616	INV	6/15/2023	6/15/2023	\$203.92	DIP AV		\$203.92			
	503935617	INV	6/15/2023	6/15/2023	\$72.73	DIP CH AV		\$72.73			

Section 2. Item B.

503935618	INV	6/15/2023	6/15/2023	\$55.48	BC AV	\$55.48
503935670	INV	6/15/2023	6/15/2023	\$14.99	SLOPE CHILDRENS AV	\$14.99
503962931	INV	6/22/2023	6/22/2023	\$41.98	DIP AV	\$41.98
503962932	INV	6/22/2023	6/22/2023	\$100.44	DIP CH AV	\$100.44
503962933	INV	6/22/2023	6/22/2023	\$110.95	BC AV	\$110.95
503962935	INV	6/22/2023	6/22/2023	\$5.24	SLOPE CHILDRENS AV	\$5.24
503995009	INV	6/28/2023	6/28/2023	\$86.99	DIP CH AV	\$86.99
504012686	INV	6/30/2023	6/30/2023	\$1,696.23	AUDIOBOOKS, COMICS, EBOC	\$1,696.23
504031387	INV	7/6/2023	7/6/2023	\$179.96	DIP CH AV	\$179.96
504031388	INV	7/6/2023	7/6/2023	\$22.49	DIP AV	\$22.49
504031389	INV	7/6/2023	7/6/2023	\$176.19	DIP AV	\$176.19
504035031	INV	7/6/2023	7/6/2023	\$56.23	BC AV	\$56.23
504035032	INV	7/6/2023	7/6/2023	\$26.24	BC AV	\$26.24

Voucher(s): 16		Aged Totals:		Due						
				\$2,862.80		\$2,862.80	\$0.00	\$0.00	\$0.00	\$0.00

Vendor ID: 984	Name: MINNESOTA VALLEY TESTING LAB 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
	1202027	INV	6/13/2023	6/13/2023	\$46.20	CHEMICALS		\$46.20			
	1202393	INV	6/14/2023	6/14/2023	\$138.71	CHEMICALS		\$138.71			
	1202401	INV	6/14/2023	6/14/2023	\$279.29	CHEMICALS		\$279.29			
	1202917	INV	6/16/2023	6/16/2023	\$138.71	CHEMICALS		\$138.71			
	1203533	INV	6/21/2023	6/21/2023	\$138.71	CHEMICALS		\$138.71			
	1203727	INV	6/22/2023	6/22/2023	\$279.29	CHEMICALS		\$279.29			
	1205098	INV	6/29/2023	6/29/2023	\$138.71	CHEMICALS		\$138.71			
	1205341	INV	6/30/2023	6/30/2023	\$46.20	CHEMICALS		\$46.20			
	1205342	INV	6/30/2023	6/30/2023	\$138.71	CHEMICALS		\$138.71			
	1205349	INV	6/30/2023	6/30/2023	\$138.71	CHEMICALS		\$138.71			
	1206210	INV	7/7/2023	7/7/2023	\$326.81	CHEMICALS		\$326.81			
	1206543	INV	7/10/2023	7/10/2023	\$138.71	CHEMICALS		\$138.71			
	1206545	INV	7/10/2023	7/10/2023	\$46.20	CHEMICALS		\$46.20			

City of Dickinson

Section 2. Item B.

1206546	INV	7/10/2023	7/10/2023	\$279.29	CHEMICALS	\$279.29
1206552	INV	7/10/2023	7/10/2023	\$138.71	CHEMICALS	\$138.71

				Due				
Voucher(s):	15	Aged Totals:		\$2,412.96	\$2,412.96	\$0.00	\$0.00	\$0.00

Vendor ID:	380	Name:	MONTANA-DAKOTA UTILITY			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
	605 222 1000 8	INV	6/30/2023	6/30/2023	\$26.48	W VILLARD ST BLK LIGHTS		\$26.48			
	404 322 1000 9	INV	7/5/2023	7/5/2023	\$362.75	W 14TH ST LIFT STATION SIM		\$362.75			
	414 322 1000 7	INV	7/5/2023	7/5/2023	\$51.57	2100 W 3RD AV HIGHWAY 22 S		\$51.57			
	832 435 2970 4	INV	7/5/2023	7/5/2023	\$44.13	1400 W 3RD AVE TRAFFIC SIG		\$44.13			
	89112210003 070523	INV	7/5/2023	7/5/2023	\$2,475.26	MONTHLY ELECTRICITY BILLII		\$2,475.26			
	052 953 1000 6	INV	7/7/2023	7/7/2023	\$30.80	1587 GRASSLANDS DR		\$30.80			
	156 583 1000 6	INV	7/7/2023	7/7/2023	\$79.29	1201 W 3RD AV APRINKLER S		\$79.29			
	427 322 1000 2	INV	7/7/2023	7/7/2023	\$1,481.43	989 15TH ST W LIFT 12 STATK		\$1,481.43			
	495 322 1000 9	INV	7/7/2023	7/7/2023	\$131.38	W 13TH ST		\$131.38			
	535 243 1000 9	INV	7/7/2023	7/7/2023	\$77.43	STREET LIGHT CONTROL		\$77.43			
	756 122 5199 3	INV	7/7/2023	7/7/2023	\$58.16	2999 W 21ST ST TRAFFIC SIGI		\$58.16			
	819 322 1000 8	INV	7/7/2023	7/7/2023	\$45.66	W 3RD AVE W 15TH ST LIGHT		\$45.66			
	928 009 4722 5	INV	7/7/2023	7/7/2023	\$455.90	2475 STATE AVE GENERATOF		\$455.90			

				Due				
Voucher(s):	13	Aged Totals:		\$5,320.24	\$5,320.24	\$0.00	\$0.00	\$0.00

Vendor ID:	6030	Name:	MOUNTAIN-PLAINS YOUTH SERVICES COALITIOI			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
	071023	INV	7/10/2023	7/10/2023	\$11,486.51	HUMAN TRAFFICKING GRANT		\$11,486.51			

				Due				
Voucher(s):	1	Aged Totals:		\$11,486.51	\$11,486.51	\$0.00	\$0.00	\$0.00

Vendor ID:	3956	Name:	MULTIMEDIA SALES & MARKETING			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
	1046044	INV	6/9/2023	6/9/2023	\$245.00	ADVERTISING FOR LIBRARY		\$245.00			

				Due				
Voucher(s):	1	Aged Totals:		\$245.00	\$0.00	\$245.00	\$0.00	\$0.00

Section 2. Item B.

Vendor ID: 4414		Name: NAMENIUK, SHELLY					Class ID:		FED TAX CLAS:		EMPLOY		Section 2. Item B.	
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			
	SN 06212023	INV	6/21/2023	6/21/2023	\$946.93	EMP EXPENSE-SHELLY NAME		\$946.93						
							Due							
Voucher(s): 1		Aged Totals:					\$946.93	\$946.93	\$0.00	\$0.00	\$0.00			
Vendor ID: 3184		Name: NASRO					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			
	44608	INV	7/3/2023	7/3/2023	\$450.00	REGISTRATION-KAYLA RICHA		\$450.00						
							Due							
Voucher(s): 1		Aged Totals:					\$450.00	\$450.00	\$0.00	\$0.00	\$0.00			
Vendor ID: 5620		Name: NAYAX, 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			
	1888033	INV	6/30/2023	6/30/2023	\$8.95	MONTHLY SERVCIE FEE		\$8.95						
							Due							
Voucher(s): 1		Aged Totals:					\$8.95	\$8.95	\$0.00	\$0.00	\$0.00			
Vendor ID: 1274		Name: ND DEPARTMENT OF HEALTH					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			
	601400 060523	INV	5/5/2023	5/5/2023	\$18.54	202304.601400				\$18.54				
							Due							
Voucher(s): 1		Aged Totals:					\$18.54	\$0.00	\$0.00	\$18.54	\$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			
	A PRAUS 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-AARON F		\$15.00						
	B STECKLER 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-B STECK		\$15.00						
	D MCGAHVEY 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-D MCGAH		\$15.00						
	H WILLIAMSON 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-H WILLIA		\$15.00						
	J GALSTER 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-J GALSTI		\$15.00						
	J HIERONYMUS 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-J HIERON		\$15.00						
	J OLHEISER 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-J OLHEIS		\$15.00						
	J REIS 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-JOHN RE		\$15.00						
	K SCHMIDT 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-KYLE SC		\$15.00						
	N GALSTER 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-NEIL GAL		\$15.00						
	R SHUMAKER 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-R SHUM/		\$15.00						

77

Section 2. Item B.

T MARQUARDT 2023	INV	6/15/2023	6/15/2023	\$15.00	2023 RENEWAL FEE-T MARQL	\$15.00
OPCERT-1634	INV	7/7/2023	7/7/2023	\$450.00	OPERATOR CERTICIATE RENI	\$450.00
T THIELEN 2023	INV	7/7/2023	7/7/2023	\$25.00	OPERATOR CERTIFICAT RENI	\$25.00

				Due						
Voucher(s):	14	Aged Totals:		\$655.00	\$655.00	\$0.00	\$0.00	\$0.00		

Vendor ID: 4722		Name: ND DEPT OF TRANSPORTATION-BISMARCK				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
	062623	INV	6/26/2023	6/26/2023	\$2,454.93	202103 STATE AVE VILLARD T		\$2,454.93			

				Due						
Voucher(s):	1	Aged Totals:		\$2,454.93	\$2,454.93	\$0.00	\$0.00	\$0.00		

Vendor ID: 424		Name: ND LEAGUE OF CITIES					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
	060922	INV	6/9/2022	6/9/2022	\$160.00	4 SIGNS					\$160.00

				Due						
Voucher(s):	1	Aged Totals:		\$160.00	\$0.00	\$0.00	\$0.00	\$0.00		\$160.00

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
	3054119	INV	5/31/2023	5/31/2023	\$770.20	VOICE CALL OUTS			\$770.20		

				Due						
Voucher(s):	1	Aged Totals:		\$770.20	\$0.00	\$770.20	\$0.00	\$0.00		

Vendor ID: 3257		Name: ND STATE RADIO COMMUNICATIONS				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
	LETS-72-07-23	INV	6/30/2023	6/30/2023	\$3,600.00	6 SEATS POLICE DEPT		\$3,600.00			

				Due						
Voucher(s):	1	Aged Totals:		\$3,600.00	\$3,600.00	\$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 KIRSCHENHEITER	INV	6/28/2023	6/28/2023	\$210.00	NDAAO REGISTRATION 2023		\$210.00			
	J HIRSCHFELD 2023	INV	6/28/2023	6/28/2023	\$210.00	NDAAO REGISTRATION		\$210.00			

				Due						
Voucher(s):	2	Aged Totals:		\$420.00	\$420.00	\$0.00	\$0.00	\$0.00		

Vendor ID: 3266			Name: NDLTAP			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
	B-260	INV	6/13/2023	6/13/2023	\$100.00	TRAINING FOR EMPLOYEES		\$100.00			
	B-263	INV	6/13/2023	6/13/2023	\$25.00	TRENCH & EXCAVAT-A MOLBI		\$25.00			78

Section 2. Item B.

Voucher(s): 2		Aged Totals:					Due		\$125.00	\$125.00	\$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 P814	INV	5/10/2023	5/10/2023	\$38,341.69	PURCHASE 2023 INTER SUV				\$38,341.69			
	F P815	INV	5/10/2023	5/10/2023	\$38,341.69	PURCHASE 2023 FORD INT SL				\$38,341.69			
	F P813	INV	6/1/2023	6/1/2023	\$38,066.69	NEW VEHICLE F P813			\$38,066.69				
Voucher(s): 3		Aged Totals:					Due		\$114,750.07	\$0.00	\$38,066.69	\$76,683.38	\$0.00
Vendor ID: 3098		Name: NELSON INTERNATIONAL					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		
	X104038530:01	INV	6/20/2023	6/20/2023	\$291.90	FILTER , KIT, OIL FILTER, FLUI		\$291.90					
Voucher(s): 1		Aged Totals:					Due		\$291.90	\$291.90	\$0.00	\$0.00	\$0.00
Vendor ID: 6235		Name: NEW HRADEC CATHOLIC WORKMAN					Class ID:		FED TAX CLAS:		NONPROFIT FRATERNAL		
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		
	2023 GRANT FUNDS	INV	6/29/2023	6/29/2023	\$2,500.00	GRANT FUNDS 2023		\$2,500.00					
Voucher(s): 1		Aged Totals:					Due		\$2,500.00	\$2,500.00	\$0.00	\$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		
	381990/1	INV	5/19/2023	5/19/2023	\$7.87	COUPLE INSERT POLY, TEE 11			\$7.87				
	382690/1	INV	6/7/2023	6/7/2023	\$17.99	SECURITY BIT SET 31 PC			\$17.99				
	382722/1	INV	6/8/2023	6/8/2023	\$43.13	BUNGEE CORD GRY 48"			\$43.13				
	382810/1	INV	6/12/2023	6/12/2023	\$2.51	90D ELBW INSTXFPT AX3/4"		\$2.51					
	382821/1	INV	6/12/2023	6/12/2023	\$100.76	TRUFUEL 50: 1 MIX 110 OZ		\$100.76					
	382841/1	INV	6/12/2023	6/12/2023	\$44.98	PADLOCK COM 2 1/4" RESET		\$44.98					
	382974/1	INV	6/15/2023	6/15/2023	\$14.39	BATTERY LTHM PHOTO AA 4 I		\$14.39					
	382975/1	INV	6/15/2023	6/15/2023	\$66.87	MISC ITEMS FOR SOLID WAS1		\$66.87					
	382981/1	INV	6/15/2023	6/15/2023	\$4.72	FASTENERS BY UNIT		\$4.72					
	382989/1	INV	6/15/2023	6/15/2023	\$62.99	KEROSENE 1-K 5 GAL		\$62.99					
	383059/1	INV	6/18/2023	6/18/2023	\$16.17	ACE BEST ROLLER W 9X1/2"		\$16.17					

City of Dickinson

Section 2. Item B.

383085/1	INV	6/19/2023	6/19/2023	\$11.69	VALVE TOILET ANTISIPHON	\$11.69
383095/1	INV	6/19/2023	6/19/2023	\$11.69	DECK BRUSH	\$11.69
383131/1	INV	6/20/2023	6/20/2023	\$21.57	COUPL BRS3/ WASHER HOSE	\$21.57
383135/1	INV	6/20/2023	6/20/2023	\$40.49	RAPID GRASS SUN/SHD 5.6 #	\$40.49
383169/1	INV	6/21/2023	6/21/2023	\$4.49	TOGGLE BOLT	\$4.49
383207/1	INV	6/22/2023	6/22/2023	\$14.38	ADJ SPRKLR 1800 4" HI EF	\$14.38
383217/1	INV	6/22/2023	6/22/2023	\$117.86	FLEXZLA HOSE, DUSTPAN, BF	\$117.86
383219/1	INV	6/22/2023	6/22/2023	\$26.99	FLEXZLA HOSE SWVL	\$26.99
K83319/1	INV	6/26/2023	6/26/2023	\$11.92	FASTENER BY UNIT	\$11.92
383402/1	INV	6/28/2023	6/28/2023	\$5.39	ANCHOR PLAS 8-10 CD25	\$5.39
383426/1	INV	6/28/2023	6/28/2023	\$17.98	MARKING PAINT FLR	\$17.98
383447/1	INV	6/29/2023	6/29/2023	\$7.19	BROAD HINGE	\$7.19

Voucher(s): 23		Aged Totals:		Due					
				\$674.02	\$605.03	\$68.99	\$0.00	\$0.00	

Vendor ID: 406		Name: NEWMAN SIGNS 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
	TRFINV047439	INV	6/20/2023	6/20/2023	\$63.07	MISC SIGNS FOR CITY OF DIC		\$63.07			

Voucher(s): 1		Aged Totals:		Due					
				\$63.07	\$63.07	\$0.00	\$0.00	\$0.00	

Vendor ID: 5623			Name: NORMONT EQUIPMENT CO.				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	
	3915	INV	6/9/2023	6/9/2023	\$482.06	REPAIR WARTHOG MAGNUM			\$482.06			

Voucher(s): 1		Aged Totals:		Due					
				\$482.06	\$0.00	\$482.06	\$0.00	\$0.00	

Vendor ID: 4457		Name: NORTH PRAIRIE 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
	2295	INV	6/13/2023	6/13/2023	\$1,950.00	4 DUMPSTERS		\$1,950.00			

Voucher(s): 1		Aged Totals:		Due					
				\$1,950.00	\$1,950.00	\$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
	202201 6	INV	6/29/2023	6/29/2023	\$310,366.56	202201 DICKINSON MILL & OVI		\$310,366.56			

Section 2. Item B.

Voucher(s): 1		Aged Totals:		Due		\$310,366.56		\$310,366.56		\$0.00		\$0.00		Section 2. Item B.	
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				
	19046216	INV	5/9/2023	5/9/2023	\$34.62	TIRE REPAIR				\$34.62					
	19046693	INV	6/13/2023	6/13/2023	\$89.48	FLAT TIRE REPAIR		\$89.48							
	19046822	INV	6/20/2023	6/20/2023	\$79.78	TIRE PATCH FOR UNIT 36		\$79.78							
	19046875	INV	6/23/2023	6/23/2023	\$709.60	NEW TIRES FOR UNIT B-1		\$709.60							
	19046726	INV	6/30/2023	6/30/2023	\$715.20	STOCK SPARES		\$715.20							
	2274693	INV	7/5/2023	7/5/2023	\$39.89	TIRE REPAIR		\$39.89							
	15152872	INV	7/11/2023	7/11/2023	\$35.25	SKID STEER TIRE REPAIR		\$35.25							
Voucher(s): 7		Aged Totals:		Due		\$1,703.82		\$1,669.20		\$0.00		\$34.62		\$0.00	
Vendor ID: 6093		Name: NUTRIEN AG SOLUTIONS, 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				
	51317131	INV	5/25/2023	5/25/2023	\$1,752.00	MISC MAKAZE, ALLIGARE, WE			\$1,752.00						
	51954659	INV	7/6/2023	7/6/2023	\$4,928.00	CHEMICALS		\$4,928.00							
Voucher(s): 2		Aged Totals:		Due		\$6,680.00		\$4,928.00		\$1,752.00		\$0.00		\$0.00	
Vendor ID: 2780		Name: O'DONNELL, TODD		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				
	TO 071023	INV	7/10/2023	7/10/2023	\$147.50	EMP EXPENSE-TODD O'DONN		\$147.50							
Voucher(s): 1		Aged Totals:		Due		\$147.50		\$147.50		\$0.00		\$0.00		\$0.00	
Vendor ID: 4507		Name: OCLC 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				
	1000322899	INV	7/1/2023	7/1/2023	\$4,140.03	CATALOGING & METADATA SI		\$4,140.03							
Voucher(s): 1		Aged Totals:		Due		\$4,140.03		\$4,140.03		\$0.00		\$0.00		\$0.00	
Vendor ID: 5862		Name: OKKE, SAMANTHA		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				
	2023 SPRING SEM	INV	6/8/2023	6/8/2023	\$1,500.00	TUITION REIMBURSEMENT-20			\$1,500.00						
Voucher(s): 1		Aged Totals:		Due		\$1,500.00		\$0.00		\$1,500.00		\$0.00		81	

Section 2. Item B.

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
	13895	INV	6/19/2023	6/19/2023	\$382.28	12 SMALL REINFORCED PUCK		\$382.28			
							Due				
Voucher(s): 1		Aged Totals:					\$382.28	\$382.28	\$0.00	\$0.00	\$0.00
Vendor ID: 9711		Name: PLAYAWAY PRODUCTS LLC				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
	432750	INV	6/20/2023	6/20/2023	\$74.99	REPLACEMENT LAUNCHPAD I		\$74.99			
							Due				
Voucher(s): 1		Aged Totals:					\$74.99	\$74.99	\$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
	966488	CRM	6/30/2023		(\$461.69)	REPLACED UNDER WARRANT		(\$461.69)			
	962795	INV	6/6/2023	6/6/2023	\$23.23	HI POWER V-BELT			\$23.23		
	963639	INV	6/12/2023	6/12/2023	\$23.23	HI POWER V-BELT		\$23.23			
	964530	INV	6/16/2023	6/16/2023	\$461.69	WHEEL BEARING & HUB		\$461.69			
	966435	INV	6/29/2023	6/29/2023	\$461.69	WHEEL HUB ASSEMBLY		\$461.69			
	966490	INV	6/30/2023	6/30/2023	\$18.99	HEADLIGHT CONNECTOR		\$18.99			
							Due				
Voucher(s): 6		Aged Totals:					\$527.14	\$503.91	\$23.23	\$0.00	\$0.00
Vendor ID: 9720		Name: PRAUS DILLON				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
	DP 051923	INV	5/19/2023	5/19/2023	\$140.00	EMPLOYEE EXP-DILLON PRAL			\$140.00		
							Due				
Voucher(s): 1		Aged Totals:					\$140.00	\$0.00	\$140.00	\$0.00	\$0.00
Vendor ID: 6354		Name: PRESNELL JEREMY				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
	JP 070623	INV	7/6/2023	7/6/2023	\$87.50	EMP EXPENSE-JEREMY PRES		\$87.50			
							Due				
Voucher(s): 1		Aged Totals:					\$87.50	\$87.50	\$0.00	\$0.00	\$0.00
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
	PSI 211533	INV	6/6/2023	6/6/2023	\$2,863.26	HOSE REEL FOR JETTER TRU			\$2,863.26		
	PSI 211848	INV	6/12/2023	6/12/2023	\$14.38	2 FQC X 2 MPT ALUM		\$14.38			

Section 2. Item B.

PSI 211870	INV	6/12/2023	6/12/2023	\$197.39	VALVE 2" PVC SOC X FPT	\$197.39
PSI 212372	INV	6/21/2023	6/21/2023	\$3.54	BUSH POLYP	\$3.54
PSI 212496	INV	6/26/2023	6/26/2023	\$91.96	PUMPING MANIFORD ASSY	\$91.96
PSI 212595	INV	6/27/2023	6/27/2023	\$335.80	PUMPING MANIFOLD ASSY	\$335.80
PSI 212687	INV	6/29/2023	6/29/2023	\$849.61	PET HOSE, COUPLERS, CRIMI	\$849.61

Voucher(s):	7	Aged Totals:	Due	\$4,355.94	\$1,492.68	\$2,863.26	\$0.00	\$0.00
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Vendor ID: 6012			Name: QUADIENT - POSTAGE FUNDING				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	
	9161 070121	INV	7/26/2021	7/26/2021	\$54.54	CORRECTING CREDIT ON PO:					\$54.54	
	9161 062723	INV	6/27/2023	6/27/2023	\$1,967.00	POSTAGE		\$1,967.00				

Voucher(s):	2	Aged Totals:	Due	\$2,021.54	\$1,967.00	\$0.00	\$0.00	\$54.54
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Vendor ID: 6012A			Name: QUADIENT LEASING				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	
	N9994723	INV	6/20/2023	6/20/2023	\$1,656.00	LEASE PAYMENT		\$1,656.00				
	N10011518	INV	7/2/2023	7/2/2023	\$248.85	LEASE PAYMENT		\$248.85				
	N10011535	INV	7/2/2023	7/2/2023	\$1,645.02	LEASE PAYMENT		\$1,645.02				

Voucher(s):	3	Aged Totals:	Due	\$3,549.87	\$3,549.87	\$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-14325	INV	5/22/2023	5/22/2023	\$179.00	100 LEGACY POSTERS, 50 FL'			\$179.00		
	PC-14561	INV	6/2/2023	6/2/2023	\$449.00	1,205 DRINKING REPORTS			\$449.00		
	2835 061223	INV	6/12/2023	6/12/2023	\$6,322.50	MISC ITEMS FOR TOWN SQUA		\$6,322.50			
	PC-14758	INV	6/14/2023	6/14/2023	\$59.00	8.5X11 LEGACY SQUARE FLYE		\$59.00			
	PC-14736	INV	6/23/2023	6/23/2023	\$6,322.50	CORRUGATED PLASTIC INSEI		\$6,322.50			
	PC-14862	INV	6/23/2023	6/23/2023	\$67.50	15 VIP PASSES & LANYARDS		\$67.50			
	PC-14974	INV	6/29/2023	6/29/2023	\$49.00	250 BUSINESS CARDS-M GALI		\$49.00			

Voucher(s):	7	Aged Totals:	Due	\$13,448.50	\$12,820.50	\$628.00	\$0.00	\$0.00
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City of Dickinson

Section 2. Item B.

Vendor ID: 9722		Name: R.D. OFFUTT COMPANY				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
	1674015	INV	6/29/2023	6/29/2023	\$5,000.00	CARLSON COMMAND OFFICE		\$5,000.00			
							Due				
Voucher(s): 1		Aged Totals:					\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00
Vendor ID: 6445		Name: RADWELL INTERNATIONAL, INC				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
	33667193	INV	6/13/2023	6/13/2023	\$968.47	SCHNEIDER ELECTRIC ATV		\$968.47			
	33688968	INV	6/21/2023	6/21/2023	\$3,015.00	SCHNEIDER ELECTRIC ATV		\$3,015.00			
							Due				
Voucher(s): 2		Aged Totals:					\$3,983.47	\$3,983.47	\$0.00	\$0.00	\$0.00
Vendor ID: 3360		Name: RAILROAD MANAGEMENT CO III 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
	474207	INV	1/27/2023	1/27/2023	\$344.67	LICENSE FEES					\$344.67
							Due				
Voucher(s): 1		Aged Totals:					\$344.67	\$0.00	\$0.00	\$0.00	\$344.67
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
	062623	INV	6/26/2023	6/26/2023	\$484.00	ALTER JUDGE HOURS 4.84 HC		\$484.00			
							Due				
Voucher(s): 1		Aged Totals:					\$484.00	\$484.00	\$0.00	\$0.00	\$0.00
Vendor ID: 477		Name: RAYS AUTO 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
	571828	INV	6/29/2023	6/29/2023	\$330.98	BATTERIES		\$330.98			
							Due				
Voucher(s): 1		Aged Totals:					\$330.98	\$330.98	\$0.00	\$0.00	\$0.00
Vendor ID: 5915		Name: RED ROCK FORD OF DICKINSON				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
	5060003	INV	6/12/2023	6/12/2023	\$20.64	SCREWS AND SPRINGS		\$20.64			
	5060788	INV	6/27/2023	6/27/2023	\$348.36	FLOOR MATS FOR NEW VEHIC		\$348.36			
	5060867	INV	6/28/2023	6/28/2023	\$18.04	ELEMENT ASY AIR CLEAN		\$18.04			
	653815/1	INV	6/28/2023	6/28/2023	\$324.60	NEW VEHICLE KEYPAD		\$324.60			
	5060991	INV	6/30/2023	6/30/2023	\$35.36	ELEMENT ASY AIR CLEAN		\$35.36			

City of Dickinson

Section 2. Item B.

Voucher(s): 5		Aged Totals:		Due		\$747.00		\$747.00		\$0.00		\$0.00		\$0.00		Section 2. Item B.							
Vendor ID: 485		Name: REVOLVING FUNDS-PETTY CASH		Class ID:		FED TAX CLAS:		CITY															
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	
		CASH FOR TOWN SC		INV		6/19/2023		6/19/2023		\$1,000.00		ESTABLISH PETTY CASH-TW				\$1,000.00							
Voucher(s): 1		Aged Totals:		Due		\$1,000.00		\$1,000.00		\$0.00		\$0.00		\$0.00									
Vendor ID: 5848		Name: RHODE, JARED		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	
		JR 071023		INV		7/10/2023		7/10/2023		\$147.50		EMP EXPENSE-JARED RHODE				\$147.50							
Voucher(s): 1		Aged Totals:		Due		\$147.50		\$147.50		\$0.00		\$0.00		\$0.00									
Vendor ID: 9584		Name: RICHARD KAYLA		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	
		KR 062323		INV		6/23/2023		6/23/2023		\$391.00		EMPLOYEE EXP-KAYLA RICH				\$391.00							
Voucher(s): 1		Aged Totals:		Due		\$391.00		\$391.00		\$0.00		\$0.00		\$0.00									
Vendor ID: 9635		Name: ROBERTS, WINTON		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	
		063023		INV		6/30/2023		6/30/2023		\$39.25		MILEAGE FOR JUNE 2023				\$39.25							
Voucher(s): 1		Aged Totals:		Due		\$39.25		\$39.25		\$0.00		\$0.00		\$0.00									
Vendor ID: 5450		Name: ROCKY PLETAN HANDYMAN SERVICES		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	
		070323		INV		7/3/2023		7/3/2023		\$3,580.00		MOWING LOTS AROUND DICK				\$3,580.00							
Voucher(s): 1		Aged Totals:		Due		\$3,580.00		\$3,580.00		\$0.00		\$0.00		\$0.00									
Vendor ID: 609		Name: ROUGHRIDER ELECTRIC COOPERATIVE		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	
		103699072		INV		7/1/2023		7/1/2023		\$38.15		ALERT SIREN 3343 21ST ST				\$38.15							
		103699076		INV		7/1/2023		7/1/2023		\$316.34		PHASE 3 LANDFILL				\$316.34							
		105963001		INV		7/1/2023		7/1/2023		\$33.00		SEWER VAULT				\$33.00							
		105963008		INV		7/1/2023		7/1/2023		\$141.13		NORTH 25TH AVE E & VILLARI				\$141.13							
		3699000		INV		7/1/2023		7/1/2023		\$83.00		WEST 94 LIGHTS				\$83.00							
		3699001		INV		7/1/2023		7/1/2023		\$1,085.00		10 EAST PUMP STN				\$1,085.00							

City of Dickinson

Section 2. Item B.

3699002	INV	7/1/2023	7/1/2023	\$30.00	ST PAT'S CEMETERY	\$30.00
3699003	INV	7/1/2023	7/1/2023	\$666.00	150W SODIUM LT	\$666.00
3699004	INV	7/1/2023	7/1/2023	\$723.00	250W SODIUM LT	\$723.00
3699005	INV	7/1/2023	7/1/2023	\$71.00	NORTH WATER TOWER	\$71.00
3699007	INV	7/1/2023	7/1/2023	\$139.00	HWY 22 ST LIGHT	\$139.00
3699015	INV	7/1/2023	7/1/2023	\$75.00	LAGOON PUMP CELL #4	\$75.00
3699017	INV	7/1/2023	7/1/2023	\$168.00	LIFT STN #16	\$168.00
3699018	INV	7/1/2023	7/1/2023	\$147.00	LIFT STN #17	\$147.00
3699020	INV	7/1/2023	7/1/2023	\$36.00	E 94 LIGHTS	\$36.00
3699029	INV	7/1/2023	7/1/2023	\$190.00	NEW LANDFILL	\$190.00
3699030	INV	7/1/2023	7/1/2023	\$225.00	LIFT STN #14 21ST ST	\$225.00
3699032	INV	7/1/2023	7/1/2023	\$74.00	MAUSOLEUM	\$74.00
3699035	INV	7/1/2023	7/1/2023	\$4,504.00	BALER BLDG	\$4,504.00
3699036	INV	7/1/2023	7/1/2023	\$30.00	CEMETERY	\$30.00
3699038	INV	7/1/2023	7/1/2023	\$19.00	DICKINSON PLACE	\$19.00
3699039	INV	7/1/2023	7/1/2023	\$60.00	WALMART TRAF CTRL	\$60.00
3699040	INV	7/1/2023	7/1/2023	\$77.00	WATER TANK	\$77.00
3699044	INV	7/1/2023	7/1/2023	\$30.00	TRAFFIC LTS-HWY 22 & 34TH	\$30.00
3699045	INV	7/1/2023	7/1/2023	\$73.00	ND 22 & 34TH ST SW	\$73.00
3699046	INV	7/1/2023	7/1/2023	\$340.00	ANIMAL SHELTER	\$340.00
3699047	INV	7/1/2023	7/1/2023	\$4,044.00	PW BLDG	\$4,044.00
3699048	INV	7/1/2023	7/1/2023	\$70.00	WATER RECLAMATION FACIL	\$70.00
3699049	INV	7/1/2023	7/1/2023	\$217.00	ST LT CIRCUIT	\$217.00
3699050	INV	7/1/2023	7/1/2023	\$113.83	BYPASS LIGHTS	\$113.83
3699051	INV	7/1/2023	7/1/2023	\$109.97	BYPASS LIGHTS	\$109.97
3699052	INV	7/1/2023	7/1/2023	\$135.42	BYPASS LIGHTS	\$135.42
3699053	INV	7/1/2023	7/1/2023	\$229.50	BYPASS LIGHTS	\$229.50
3699055	INV	7/1/2023	7/1/2023	\$95.00	ST LT SERVICE	\$95.00
3699056	INV	7/1/2023	7/1/2023	\$693.00	HWY 10 PUMP STN	\$693.00

Section 2. Item B.

3699057	INV	7/1/2023	7/1/2023	\$135.00	NORTHWEST TOWER	\$135.00
3699058	INV	7/1/2023	7/1/2023	\$132.00	15TH ST & 30TH AVE	\$132.00
3699059	INV	7/1/2023	7/1/2023	\$36.05	BRAUN SUB DIVISION LIGHTS	\$36.05
3699060	INV	7/1/2023	7/1/2023	\$5,006.22	PUBLIC SAFETY CENTER	\$5,006.22
3699061	INV	7/1/2023	7/1/2023	\$92.00	LIGHTS STATES & 21ST	\$92.00
3699062	INV	7/1/2023	7/1/2023	\$114.00	40TH ST LIGHTS	\$114.00
3699063	INV	7/1/2023	7/1/2023	\$33.00	2477 STATE AVE NORTH	\$33.00
3699064	INV	7/1/2023	7/1/2023	\$116.00	3450 STATE AVE	\$116.00
3699065	INV	7/1/2023	7/1/2023	\$813.00	STATE BOOSTER PUMP STN	\$813.00
3699071	INV	7/1/2023	7/1/2023	\$84.00	CALVIN DR & KOCH ST	\$84.00
5963000	INV	7/1/2023	7/1/2023	\$324.00	N RIDGE ST LITE	\$324.00
699031	INV	7/1/2023	7/1/2023	\$44.00	FLASHING BEACON HWY 22	\$44.00
699067	INV	7/1/2023	7/1/2023	\$158.77	4461 12TH ST W	\$158.77
699068	INV	7/1/2023	7/1/2023	\$90.00	STEPHANIE DR & WAHL ST	\$90.00
699069	INV	7/1/2023	7/1/2023	\$81.00	12TH AVE W & MARILYN WAY	\$81.00
699070	INV	7/1/2023	7/1/2023	\$73.00	11TH AVE W & 25TH ST	\$73.00
699073	INV	7/1/2023	7/1/2023	\$36.89	5TH AVE EAST STREET LIGHT	\$36.89
699074	INV	7/1/2023	7/1/2023	\$41.00	ST LIGHTS SIMS AND 24TH ST	\$41.00
699075	INV	7/1/2023	7/1/2023	\$45.37	4TH AVE E & 21ST ST E	\$45.37
963002	INV	7/1/2023	7/1/2023	\$46.46	4TH AVE E & 37TH	\$46.46
963003	INV	7/1/2023	7/1/2023	\$34.03	STREET LIGHTS 10TH AVE SV	\$34.03
963004	INV	7/1/2023	7/1/2023	\$45.29	STREET LIGHTS PRAIRIE OAK	\$45.29
963005	INV	7/1/2023	7/1/2023	\$31.09	STREET LIGHTS 23rd ST SW	\$31.09
963006	INV	7/1/2023	7/1/2023	\$30.00	HWY 10 AND 116TH AVE SW	\$30.00
963007	INV	7/1/2023	7/1/2023	\$85.69	2494 I-94 BUSINESS LOOP E	\$85.69

Voucher(s): 60		Aged Totals:		Due							
				\$22,809.20		\$22,809.20		\$0.00		\$0.00	
										\$0.00	

Vendor ID: 497	Name: RUDY'S LOCK & KEY LLC	Class ID:	FED TAX CLAS: S 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
	61796	INV	7/3/2023	7/3/2023	\$30.00	12 KEY CUTS		\$30.00			

Section 2. Item B.

61814INV7/6/20237/6/2023\$11.008 KEY TAGS\$11.00

Voucher(s): 2		Aged Totals:		Due							
				\$41.00		\$41.00		\$0.00		\$0.00	

Vendor ID:	42	Name:	RUNNINGS SUPPLY 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
	7635033	INV	5/19/2023	5/19/2023	\$10.74	HOSE CLAMP STAINLESS -6			\$10.74		
	7659650	INV	6/8/2023	6/8/2023	\$32.46	SANDING 1/4 SHEET, BANDSA			\$32.46		
	7664261	INV	6/12/2023	6/12/2023	\$77.88	WHITE LITHIUM GREASE SPR		\$77.88			
	7666017	INV	6/14/2023	6/14/2023	\$56.64	TUBING SQUARE STEEL WEL		\$56.64			
	7666531	INV	6/14/2023	6/14/2023	\$99.99	FUEL NOZZLE AUTO		\$99.99			
	7667170	INV	6/15/2023	6/15/2023	\$55.98	SHOVEL LHSP		\$55.98			
	7667824	INV	6/15/2023	6/15/2023	\$30.03	MUFFLER CLAMP HEAVY DUT		\$30.03			
	7672481	INV	6/19/2023	6/19/2023	\$89.94	STRETCH FILM Q/ERG HANDL		\$89.94			
	7672791	INV	6/20/2023	6/20/2023	\$39.99	RATCHET STRAP 4 PK DEWAI		\$39.99			
	7675215	INV	6/22/2023	6/22/2023	\$199.95	SPOTLIGHT, SHOVEL, BATTEI		\$199.95			
	7675391	INV	6/22/2023	6/22/2023	\$22.38	CAUTION TAPE 3" X 1000' YEL		\$22.38			
	7681792	INV	6/29/2023	6/29/2023	\$689.96	DRILL, IMPACT, BLOWER, CUT		\$689.96			
	7681820	INV	6/29/2023	6/29/2023	\$4,750.00	WIN ACTIVE DUTY 9MM 115GF		\$4,750.00			
	7682103	INV	6/29/2023	6/29/2023	\$54.52	BIKE PATROL SUPPLIES		\$54.52			
	7682375	INV	6/29/2023	6/29/2023	\$49.98	BOOT SCRUBBER (2)		\$49.98			
	7686752	INV	7/5/2023	7/5/2023	\$10.99	ROPE POLY HOLLWO BRAID		\$10.99			
	7687856	INV	7/6/2023	7/6/2023	\$17.34	6 ENGINE OIL		\$17.34			
	7688006	INV	7/6/2023	7/6/2023	\$29.99	TOW STRAP 2"X20'		\$29.99			

Voucher(s): 18		Aged Totals:		Due							
				\$6,318.76		\$6,275.56		\$43.20		\$0.00	

Vendor ID:	9719	Name:	RUSS HEISER CONSTRUCTION				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
	2023-268	INV	7/10/2023	7/10/2023	\$7,561.40	WORK DONE ON GORHAM ST		\$7,561.40			
	2023-269	INV	7/10/2023	7/10/2023	\$16,188.60	WORK DONE ON RIDGEWAY (\$16,188.60			
	2023-270	INV	7/10/2023	7/10/2023	\$5,837.60	WORK DONE ON RR DEPOT		\$5,837.60			

Section 2. Item B.

Voucher(s): 3		Aged Totals:					Due				
							\$29,587.60	\$29,587.60	\$0.00	\$0.00	\$0.00
Vendor ID: 986		Name: SAFETY-KLEEN					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
	91614629	INV	5/2/2023	5/2/2023	\$286.94	MDL 30 WITH SOLVENT				\$286.94	
	983991	INV	6/28/2023	6/28/2023	\$286.28	MDL 30 WITH PRM SOLVENT		\$286.28			
Voucher(s): 2		Aged Totals:					Due				
							\$573.22	\$286.28	\$0.00	\$286.94	\$0.00
Vendor ID: 6349		Name: SCHLABSZ DOROTHY					Class ID:		FED TAX CLAS:		OPEB HEALTH INSURANC
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
	HEALTH INS PREM	INV	7/14/2023	7/14/2023	\$256.45	OPEB HLTH BENEFIT		\$256.45			
Voucher(s): 1		Aged Totals:					Due				
							\$256.45	\$256.45	\$0.00	\$0.00	\$0.00
Vendor ID: 2781		Name: SELLE, MARK					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
	MS070523	INV	7/5/2023	7/5/2023	\$87.50	EMPLOYEE EXP-MARK SELLE		\$87.50			
Voucher(s): 1		Aged Totals:					Due				
							\$87.50	\$87.50	\$0.00	\$0.00	\$0.00
Vendor ID: 517		Name: SERVICE PRINTERS					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
	69408	INV	6/30/2023	6/30/2023	\$694.60	500 EA PARKING VIOLATIONS		\$694.60			
	69421	INV	6/30/2023	6/30/2023	\$92.10	250 MAILING LABELS		\$92.10			
	69449	INV	6/30/2023	6/30/2023	\$660.80	22 ANNUAL REPORTS & BOUN		\$660.80			
	69453	INV	6/30/2023	6/30/2023	\$298.65	500 NO 10 REG ENVELOPES		\$298.65			
	69456	INV	6/30/2023	6/30/2023	\$52.80	2 NAME PLATES & HOLDERS-I		\$52.80			
Voucher(s): 5		Aged Totals:					Due				
							\$1,798.95	\$1,798.95	\$0.00	\$0.00	\$0.00
Vendor ID: 9528		Name: SIGN SOLUTIONS					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
	406607	INV	6/15/2023	6/15/2023	\$3,021.88	TELESPAR, CUTTING CHG		\$3,021.88			
Voucher(s): 1		Aged Totals:					Due				
							\$3,021.88	\$3,021.88	\$0.00	\$0.00	\$0.00
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-IE2917	INV	5/25/2023	5/25/2023	\$1,872.50	535 GAL RUBY FIELDMASTER			\$1,872.50		

City of Dickinson

Section 2. Item B.

69000218	INV	6/7/2023	6/7/2023	\$2,488.33	717.1	FIELDMASTER AG			\$2,488.33
69000221	INV	6/9/2023	6/9/2023	\$1,383.79	401.1	FIELDMASTER AG			\$1,383.79
137576	INV	6/21/2023	6/21/2023	\$1,770.48	528.5	GAL DYED DIESEL		\$1,770.48	
137589	INV	6/26/2023	6/26/2023	\$1,205.00	359.7	DYED DIESEL #2 FM		\$1,205.00	
SX9-II7937	INV	6/30/2023	6/30/2023	\$32,317.00		MID GRADE UNLEADED, ROAI		\$32,317.00	

Voucher(s):	6	Aged Totals:	Due						
			\$41,037.10	\$35,292.48	\$5,744.62	\$0.00	\$0.00		

Vendor ID:	5631	Name:	SPEE DEE DELIVERY SERVICE, INC	Class ID:		FED TAX CLAS:	S 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
	825646	INV	6/10/2023	6/10/2023	\$36.91	STANDARD SHIPMENTS			\$36.91		
	827289	INV	6/17/2023	6/17/2023	\$47.16	STANDARD SHIPMENTS		\$47.16			
	831460	INV	6/24/2023	6/24/2023	\$48.53	STANDARD SHIPMENTS		\$48.53			

Voucher(s):	3	Aged Totals:	Due						
			\$132.60	\$95.69	\$36.91	\$0.00	\$0.00		

Vendor ID:	2232	Name:	STARK COUNTY AUDITOR	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
	070323	INV	7/3/2023	7/3/2023	\$26,823.30	STARK CO PERMIT REMITTAN		\$26,823.30			
	230053	INV	7/10/2023	7/10/2023	\$13,235.95	2ND QUARTER CO/CITY PLAN		\$13,235.95			

Voucher(s):	2	Aged Totals:	Due						
			\$40,059.25	\$40,059.25	\$0.00	\$0.00	\$0.00		

Vendor ID:	540	Name:	STARK DEVELOPMENT CORP	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
	STARK DEV	INV	7/28/2023	7/28/2023	\$50,000.00	1% SALES TAX		\$50,000.00			

Voucher(s):	1	Aged Totals:	Due						
			\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00		

Vendor ID:	543	Name:	STEFFAN'S SAW & BIKE	Class ID:	1099	FED TAX CLAS:	SOLE PROP		
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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
	13681	INV	6/29/2023	6/29/2023	\$73.98	1 CHAIN, 1 SPRKT		\$73.98			
	13683	INV	6/30/2023	6/30/2023	\$112.96	TIRES, TUBES FOR PD BIKES		\$112.96			

Voucher(s):	2	Aged Totals:	Due						
			\$186.94	\$186.94	\$0.00	\$0.00	\$0.00		

Vendor ID:	4127	Name:	STOCKIE, BRANDON	Class ID:		FED TAX CLAS:	EMPLOYEE		
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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
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Section 2. Item B.

BS 061523 INV 6/15/2023 6/15/2023 \$115.50 EMPLOYEE EXP-BRANDON S1 \$115.50

Voucher(s): 1		Aged Totals:		Due		\$115.50		\$115.50		\$0.00		\$0.00		\$0.00	
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Vendor ID:	3048	Name:	SURE SIGN, ROBINSON, KURT				Class ID:	1099	FED TAX CLAS:	SOLE PROP				
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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
	15425	INV	6/23/2023	6/23/2023	\$380.00	LETTER POLICE CAR #39		\$380.00			

Voucher(s): 1		Aged Totals:		Due		\$380.00		\$380.00		\$0.00		\$0.00		\$0.00	
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Vendor ID:	538	Name:	SW DISTRICT HEALTH UNIT/ WATER SAMPLES				Class ID:	1099	FED TAX CLAS:	MEDICAL				
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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
	004277	INV	6/27/2023	6/27/2023	\$375.00	WATER ANALYSSIS		\$375.00			

Voucher(s): 1		Aged Totals:		Due		\$375.00		\$375.00		\$0.00		\$0.00		\$0.00	
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Vendor ID:	1884	Name:	SW VICTIM WITNESS PROGRAM				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
	070323	INV	7/3/2023	7/3/2023	\$841.00	VICTIM WITNESS FEES- JUNE		\$841.00			

Voucher(s): 1		Aged Totals:		Due		\$841.00		\$841.00		\$0.00		\$0.00		\$0.00	
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Vendor ID:	551	Name:	SWANSTON EQUIPMENT				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
	G05781	INV	4/26/2023	4/26/2023	\$5,600.00	4 TOTES CRS-2 EMULSION				\$5,600.00	
	P92039	INV	6/19/2023	6/19/2023	\$2,183.64	SPRAY NOZZLE		\$2,183.64			
	G05861	INV	6/20/2023	6/20/2023	\$23,482.50	25.25 TON EMULSION		\$23,482.50			

Voucher(s): 3		Aged Totals:		Due		\$31,266.14		\$25,666.14		\$0.00		\$5,600.00		\$0.00	
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Vendor ID:	5429	Name:	SWEENEY CONTROLS COMPANY				Class ID:		FED TAX CLAS:	S 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
	STDINV17760	INV	4/6/2023	4/6/2023	\$10,634.00	WORK DONE ON SCADA LIFT					\$10,634.00
	STDINV17859	INV	6/16/2023	6/16/2023	\$4,234.92	RADIO REPAIR		\$4,234.92			

Voucher(s): 2		Aged Totals:		Due		\$14,868.92		\$4,234.92		\$0.00		\$0.00		\$10,634.00	
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Vendor ID:	646	Name:	SWMCC-PRISONER HOUSING				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
	063023	INV	6/30/2023	6/30/2023	\$7,462.19	PRISONER HOUSING FOR JUN		\$7,462.19			

Section 2. Item B.

Voucher(s): 1												Aged Totals:		Due		\$7,462.19		\$7,462.19		\$0.00		\$0.00		Section 2. Item B.	
Vendor ID: 555		Name: TEMP RIGHT SERVICES 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									
		38740		INV	5/31/2023	5/31/2023	\$571.50	CHECK FOR LEAK ON DUCTLI				\$571.50													
Voucher(s): 1												Aged Totals:		Due		\$571.50		\$0.00		\$571.50		\$0.00		\$0.00	
Vendor ID: 3940		Name: TITAN MACHINERY					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									
		18452821		INV	5/31/2023	5/31/2023	\$386.29	HYDRAULIC LEAK				\$386.29													
Voucher(s): 1												Aged Totals:		Due		\$386.29		\$0.00		\$386.29		\$0.00		\$0.00	
Vendor ID: 791		Name: TOOZ CONSTRUCTION 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									
		29995		INV	6/27/2023	6/27/2023	\$3,799.55	8 BOXES OF FIRE PLACE MED		\$3,799.55															
		201531 20		INV	7/6/2023	7/6/2023	\$310,699.20	201531 CITY OF DIX TOWN SC		\$310,699.20															
Voucher(s): 2												Aged Totals:		Due		\$314,498.75		\$314,498.75		\$0.00		\$0.00		\$0.00	
Vendor ID: 3978		Name: TOTAL SAFETY US 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									
		6859405-0001		INV	6/1/2023	6/1/2023	\$152.50	UNDERPASS GATES				\$152.50													
		6864355-0001		INV	6/14/2023	6/14/2023	\$47.61	MUFFS, SOUND CONTROL HA		\$47.61															
		6864700-0001		INV	6/15/2023	6/15/2023	\$166.16	EXT. ABC SEMTRU. 5# W/BRA		\$166.16															
		6869341-0001		INV	6/28/2023	6/28/2023	\$40.00	20LB EXTINGUISHER INSPEC1		\$40.00															
Voucher(s): 4												Aged Totals:		Due		\$406.27		\$253.77		\$152.50		\$0.00		\$0.00	
Vendor ID: 6287		Name: 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									
		14806		INV	6/5/2023	6/5/2023	\$2,469.46	06-02-23 DICKINSON-SHAKOP				\$2,469.46													
		14864		INV	6/11/2023	6/11/2023	\$2,454.93	06-09-23 DICKINSON-SHAKOP				\$2,454.93													
		14903		INV	6/19/2023	6/19/2023	\$347.87	DOT INSPECTION, BRAKE CO'		\$347.87															
		14918		INV	6/20/2023	6/20/2023	\$2,454.28	06-19-23 DICKINSON-SHAKOP		\$2,454.28															
		15024		INV	6/30/2023	6/30/2023	\$2,455.79	06-28-23 DICKINSON-SHAKOP		\$2,455.79															

Section 2. Item B.

												Section 2. Item B.	
Voucher(s): 5		Aged Totals:						Due					
								\$10,182.33		\$5,257.94			
								\$4,924.39		\$0.00			
								\$0.00		\$0.00			
Vendor ID: 2633		Name: TRANE						Class ID:		FED TAX CLAS:			
Voucher/								Writeoff					
Payment No.		Doc Number		Type		Doc Date Due Date		Doc Amount Description		Current Period			
		313683452		INV		6/14/2023 6/14/2023		\$1,136.16 INSTALLATION LABOR, MILEA		\$1,136.16			
								Due					
Voucher(s): 1		Aged Totals:						\$1,136.16		\$1,136.16			
								\$0.00		\$0.00			
								\$0.00		\$0.00			
Vendor ID: 4813		Name: TRANSUNION RISK AND ALTERNATIVE						Class ID:		FED TAX CLAS:			
Voucher/								Writeoff					
Payment No.		Doc Number		Type		Doc Date Due Date		Doc Amount Description		Current Period			
		233158 063023		INV		6/30/2023 6/30/2023		\$181.80 PAPER CHECKS FOR PD		\$181.80			
								Due					
Voucher(s): 1		Aged Totals:						\$181.80		\$181.80			
								\$0.00		\$0.00			
								\$0.00		\$0.00			
Vendor ID: 9712		Name: TREVIZO MARIAH						Class ID:		FED TAX CLAS: COURT RESTITUTION			
Voucher/								Writeoff					
Payment No.		Doc Number		Type		Doc Date Due Date		Doc Amount Description		Current Period			
		061423		INV		6/14/2023 6/14/2023		\$500.00 BOND REMITTER REFUNDED		\$500.00			
								Due					
Voucher(s): 1		Aged Totals:						\$500.00		\$500.00			
								\$0.00		\$0.00			
								\$0.00		\$0.00			
Vendor ID: 5954		Name: TURTLE TRACKS						Class ID: 1099		FED TAX CLAS: SOLE PROP/SINGLE LLC			
Voucher/								Writeoff					
Payment No.		Doc Number		Type		Doc Date Due Date		Doc Amount Description		Current Period			
		2290		INV		6/20/2023 6/20/2023		\$550.00 2 MOLLE BALLISTIC VEST CAF		\$550.00			
								Due					
Voucher(s): 1		Aged Totals:						\$550.00		\$550.00			
								\$0.00		\$0.00			
								\$0.00		\$0.00			
Vendor ID: 9652		Name: ULTRA BRIGHT LIGHTZ						Class ID:		FED TAX CLAS: LLC-C			
Voucher/								Writeoff					
Payment No.		Doc Number		Type		Doc Date Due Date		Doc Amount Description		Current Period			
		W157188		INV		6/13/2023 6/13/2023		\$20.00 ILUMEX STICK LIGHT WINDO F		\$20.00			
								Due					
Voucher(s): 1		Aged Totals:						\$20.00		\$20.00			
								\$0.00		\$0.00			
								\$0.00		\$0.00			
Vendor ID: 3317		Name: UPS STORE #4954						Class ID:		FED TAX CLAS:			
Voucher/								Writeoff					
Payment No.		Doc Number		Type		Doc Date Due Date		Doc Amount Description		Current Period			
		947352		INV		6/27/2023 6/27/2023		\$39.29 SHIPPING OF PACKAGE FOR I		\$39.29			
								Due					
Voucher(s): 1		Aged Totals:						\$39.29		\$39.29			
								\$0.00		\$0.00			
								\$0.00		\$0.00			
Vendor ID: 586		Name: VAL'S SANITATION						Class ID:		FED TAX CLAS:			
Voucher/								Writeoff					
Payment No.		Doc Number		Type		Doc Date Due Date		Doc Amount Description		Current Period			
		2023-495		INV		6/27/2023 6/27/2023		\$450.00 PORTAJON RENTAL, DELIVER		\$450.00			

Section 2. Item B.

												Due				Section 2. Item B.			
Voucher(s): 1								Aged Totals:		\$450.00		\$450.00		\$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		
		20582		INV	6/21/2023	6/21/2023	\$12,775.00	LICENSE NUMBERS			\$12,775.00								
		BILLING-JUNE 2023		INV	6/26/2023	6/26/2023	\$313,461.90	COMMERCIAL CONTRACT			\$313,461.90								
		16248		INV	6/28/2023	6/28/2023	\$2,240.00	SERVICE FEES ONLY			\$2,240.00								
								Due											
Voucher(s): 3								Aged Totals:		\$328,476.90		\$328,476.90		\$0.00		\$0.00		\$0.00	
Vendor ID: 127		Name: VERIZON WIRELESS						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		
		586846039-00001		INV	7/6/2023	7/6/2023	\$5,656.00	MONTHLY PHONE BILLING			\$5,656.00								
								Due											
Voucher(s): 1								Aged Totals:		\$5,656.00		\$5,656.00		\$0.00		\$0.00		\$0.00	
Vendor ID: 5781		Name: VILLAGE FAMILY SERVICE CENTER						Class ID:		FED TAX CLAS: NON PROFIT									
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		
		197768 062223		INV	6/22/2023	6/22/2023	\$2,211.38	AUXILIARY, CISM, PREP, TRA			\$2,211.38								
								Due											
Voucher(s): 1								Aged Totals:		\$2,211.38		\$2,211.38		\$0.00		\$0.00		\$0.00	
Vendor ID: 594		Name: WALLACE, DAVID						Class ID:		FED TAX CLAS: RETIREE									
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		
		HEALTH INS PREMIU		INV	7/17/2023	7/17/2023	\$652.11	OPEB INSURANCE PREMIUM			\$652.11								
								Due											
Voucher(s): 1								Aged Totals:		\$652.11		\$652.11		\$0.00		\$0.00		\$0.00	
Vendor ID: 605		Name: WEHNER, DARRYL						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		
		HEATLTH INS PREMI		INV	7/15/2023	7/15/2023	\$326.06	OPEB INSURANCE PREMIUM			\$326.06								
								Due											
Voucher(s): 1								Aged Totals:		\$326.06		\$326.06		\$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		
		336676		CRM	5/2/2023		(\$955.20)	INVOICE WAS WRONG-PER V			(\$955.20)								
		336677		INV	5/2/2023	5/2/2023	\$1,946.20	480 GAL DIESEL FUEL, BLUE I							\$1,946.20				
		32194		INV	6/12/2023	6/12/2023	\$393.32	KEROSENE 55 GAL, OIL STEE			\$393.32								
		337864		INV	6/13/2023	6/13/2023	\$1,804.40	UNLEAD GAS 520 GAL			\$1,804.40								

94

City of Dickinson

Section 2. Item B.

32407	INV	6/22/2023	6/22/2023	\$230.00	BLUE DEF 2.5 JUG (20)	\$230.00
338078	INV	6/22/2023	6/22/2023	\$25.50	33LB PROPANE	\$25.50
32667	INV	7/7/2023	7/7/2023	\$23.77	FILL 20LB PROPANE BOTTLE	\$23.77
32707	INV	7/10/2023	7/10/2023	\$127.50	5 33# PROPANE BOTTLES FILI	\$127.50

Voucher(s): 8				Aged Totals:		Due				
						\$3,595.49	\$1,649.29	\$0.00	\$1,946.20	\$0.00

Vendor ID:	1736	Name:	WEST PLAINS 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
	WD38000	INV	3/6/2023	3/6/2023	\$239.10	TROUBLESHOOT DEF TEMP F					\$239.10
	WD38383	INV	5/15/2023	5/15/2023	\$15,584.83	INSTALL NEW TRACK			\$15,584.83		
	ID83481	INV	6/13/2023	6/13/2023	\$141.45	YOKE CASTER		\$141.45			
	ID83667	INV	6/16/2023	6/16/2023	\$75.30	MISC FILTERS		\$75.30			
	ID83667A	INV	6/16/2023	6/16/2023	\$227.85	FILTERS		\$227.85			
	ID83789	INV	6/19/2023	6/19/2023	\$78.84	25" HI LIFT		\$78.84			
	ID84442	INV	7/5/2023	7/5/2023	\$82.02	BLADES		\$82.02			

Voucher(s): 7				Aged Totals:		Due				
						\$16,429.39	\$605.46	\$15,584.83	\$0.00	\$239.10

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
	JUNE 2023	INV	6/24/2023	6/24/2023	\$1,152.00	JUNE 2023 P/R WITHHOLDING		\$1,152.00			

Voucher(s): 1				Aged Totals:		Due				
						\$1,152.00	\$1,152.00	\$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
	613952	INV	6/13/2023	6/13/2023	\$170.99	FILTER FOR UNIT R57		\$170.99			
	427522	INV	6/15/2023	6/15/2023	\$857.15	TROUBLESHOOT 2018 FREIGHT		\$857.15			
	614250	INV	6/23/2023	6/23/2023	\$394.52	STOP HOOD, STRUT-SPRING		\$394.52			
	614441	INV	6/30/2023	6/30/2023	\$88.94	FILTER CAR		\$88.94			
	614444	INV	6/30/2023	6/30/2023	\$204.85	ARM DRAGLI		\$204.85			

Voucher(s): 5				Aged Totals:		Due				
						\$1,716.45	\$1,716.45	\$0.00	\$0.00	\$0.00

Section 2. Item B.

Vendor ID: 6324		Name: WEX HEALTH INC				Class ID:		FED TAX CLAS: LLC -C			
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
	0001767139	INV	6/30/2023	6/30/2023	\$1,134.42	COBRA & FSA EBSA MONTHL		\$1,134.42			
							Due				
Voucher(s): 1		Aged Totals:					\$1,134.42	\$1,134.42	\$0.00	\$0.00	\$0.00
Vendor ID: 1595		Name: WHITE CAP, LP				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
	15756409-00	CRM	12/22/2022		(\$1,452.00)	JOB SETTLEMENT		(\$1,452.00)			
	50022485787	INV	6/8/2023	6/8/2023	\$38,808.00	CRAFCO ROADSaver 221			\$38,808.00		
	50022568614	INV	6/14/2023	6/14/2023	\$4,815.00	5 GAL WHITE FED SPEC HI BL		\$4,815.00			
	50022711299	INV	6/26/2023	6/26/2023	\$2,500.00	5 GAL YELLOW FED SPEC HI I		\$2,500.00			
							Due				
Voucher(s): 4		Aged Totals:					\$44,671.00	\$5,863.00	\$38,808.00	\$0.00	\$0.00
Vendor ID: 6369		Name: WIDMER ROEL PC				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
	352022	INV	5/31/2023	5/31/2023	\$3,000.00	AUDIT OF 2021 FINANCIAL STI			\$3,000.00		
							Due				
Voucher(s): 1		Aged Totals:					\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00
Vendor Totals:						Vendors	Due	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
						219	\$2,600,392.36	\$2,255,258.09	\$206,311.32	\$122,471.38	\$16,351.57



Financial Report
For the Period Ending
June 30, 2023

From: *Robbie Morey, Accounting/Budget Specialist*

Budget Summary1

State Tax/Intergovernmental Revenue by Month.....2

Aged Report Summary6

Utility Revenue Summary.....7

Note: State Tax Revenue numbers are based on when they were received from the ND State Treasurer’s Office

2023 Budget Recap

As of 6/30/2023

	<u>2023 Budget</u>	<u>2023 Actual</u>	<u>Variance</u>	<u>% Expended</u>
<u>General Fund</u>	\$ 24,668,606	\$ 11,370,535	\$ 13,298,071	46.09%
<u>Special Revenue Funds</u>				
1% Sales Tax	\$ 8,334,500	\$ 4,008,702	\$ 4,325,798	48.10%
1/2% Sales Tax	\$ 4,645,337	\$ 2,217,157	\$ 2,428,181	47.73%
Town Square Fund	\$ 214,691	\$ 144,674	\$ 70,017	67.39%
Cemetery Fund	\$ 109,937	\$ 614,769	\$ (504,832)	559.20%
Future Fund	\$ 300,000	\$ 150,968	\$ 149,032	50.32%
Oil Impact Fund	\$ 24,228,417	\$ 4,205,074	\$ 20,023,343	17.36%
Hospitality Tax	\$ 1,535,000	\$ 575,142	\$ 959,858	37.47%
Highway Tax	\$ 1,400,000	\$ -	\$ 1,400,000	0.00%
Urban Forestry/Downtown Streetscape	\$ 50,000	\$ -	\$ 50,000	0.00%
Library	\$ 1,375,747	\$ 568,272	\$ 807,475	41.31%
Interest Revenue Fund	\$ 1,200,000	\$ 374,256	\$ 825,744	31.19%
<u>Debt Service Funds</u>				
WRCC Revenue Bond	\$ 1,435,000	\$ 20,520	\$ 1,414,480	1.43%
General Capital Lease Fund	\$ 400,000	\$ 153,500	\$ 246,500	38.38%
<u>Enterprise/Proprietary Funds</u>				
Water	\$ 7,701,362	\$ 3,265,304	\$ 4,436,058	42.40%
Sewer	\$ 9,216,034	\$ 1,476,407	\$ 7,739,627	16.02%
Solid Waste	\$ 5,649,079	\$ 1,913,398	\$ 3,735,681	33.87%
Storm Water	\$ 125,011	\$ 381,410	\$ (256,399)	305.10%
Wastewater Plant	\$ 1,898,807	\$ 590,807	\$ 1,308,000	31.11%
Fleet (Internal Service)	\$ 1,074,063	\$ 453,070	\$ 620,993	42.18%
<u>Totals</u>	95,561,591	32,483,964	63,077,627	33.99%

1% Sales Tax

Section 3. Item A.

6/30/2023

	2015	2016	2017	2018	2019	2020	2021	2022	2023	(Decrease) over prior year
January	798,741	408,494	380,897	369,381	503,405	576,989	443,415	479,035	597,446	118,412
February	775,913	538,000	556,619	629,177	590,900	615,580	393,184	675,922	757,033	81,111
March	655,960	436,744	350,360	417,722	417,702	345,175	449,633	433,558	576,217	142,659
April	615,579	315,288	395,606	324,713	394,368	505,251	485,343	419,590	551,078	131,489
May	639,724	442,603	387,500	549,810	543,423	505,989	514,562	428,195	464,675	36,480
June	538,617	400,295	498,003	455,476	487,623	324,748	353,963	583,886	686,093	102,207
July	644,609	307,174	503,809	401,647	425,959	584,979	607,274	581,266		-
August	727,574	409,204	545,685	664,241	765,145	527,075	568,420	569,164		-
September	557,461	540,606	445,415	517,500	517,822	494,819	523,865	751,171		-
October	566,494	475,706	438,058	473,116	568,820	490,122	512,572	677,176		-
November	525,823	481,685	589,021	609,032	600,086	472,033	447,706	553,059		-
December	645,500	285,719	458,134	556,185	438,099	491,566	634,101	597,838		-
Totals	7,691,993	5,041,518	5,549,106	5,967,998	6,253,353	5,934,326	5,934,039	6,749,860	3,632,544	612,358

1/2% Sales Tax

	2015	2016	2017	2018	2019	2020	2021	2022	2023	Increase (Decrease) over prior year
January	399,370	204,247	190,448	184,690	251,703	288,495	221,707	239,517	298,723	59,206
February	387,956	269,000	278,309	314,588	295,450	307,790	196,592	337,961	378,517	40,555
March	327,980	218,372	175,180	208,861	208,851	172,588	224,817	216,779	288,109	71,330
April	307,790	157,644	197,803	162,356	197,184	252,626	242,671	209,795	275,539	65,744
May	319,862	221,301	193,750	274,905	271,711	252,994	257,281	214,097	232,338	18,240
June	269,308	200,147	249,002	227,738	243,812	162,374	176,981	291,943	343,047	51,103
July	322,304	153,587	251,905	200,823	212,980	292,490	303,637	290,633		-
August	363,787	204,602	272,842	332,120	382,573	263,538	284,210	284,582		-
September	278,730	270,303	222,707	258,750	258,911	247,409	261,933	375,585		-
October	283,247	237,853	219,029	236,558	284,410	245,061	256,286	338,588		-
November	262,912	240,843	294,511	304,516	300,043	236,016	223,853	276,530		-
December	322,750	142,859	229,067	278,092	219,050	245,783	317,051	298,919		-
Totals	3,845,997	2,520,759	2,774,553	2,983,999	3,126,677	2,967,163	2,967,019	3,374,930	1,816,272	306,179

Hospitality Tax											
6/30/2023	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Increase (Decrease) over prior year
January	90,075	127,633	73,010	63,210	62,202	81,122	82,427	69,011	69,822	80,993	11,171
February	91,494	87,881	63,721	72,593	92,503	80,320	84,166	49,803	87,549	81,937	(5,612)
March	80,535	89,324	66,888	59,786	65,519	71,329	63,859	60,667	67,154	77,037	9,883
April	94,350	99,587	74,521	65,350	50,319	59,212	78,972	70,912	67,428	75,191	7,763
May	80,152	90,942	66,171	55,889	84,613	92,634	63,745	72,352	52,278	78,429	26,151
June	85,758	80,394	73,711	80,416	91,483	76,960	41,043	52,463	93,769	98,201	4,432
July	103,928	106,471	74,709	83,689	65,073	70,675	82,172	96,721	84,616		-
August	127,416	97,911	64,284	78,807	106,837	104,979	88,496	86,150	83,828		-
September	89,188	92,071	108,754	97,707	99,110	91,084	77,004	110,621	116,475		-
October	128,233	106,547	84,466	70,854	81,064	106,436	92,454	91,040	110,248		-
November	141,539	76,223	76,603	109,720	108,769	99,662	76,605	72,803	68,209		-
December	117,629	97,484	82,192	77,280	93,749	72,367	82,554	92,104	90,254		-
Totals	1,230,295	1,152,469	909,030	915,300	1,001,241	1,006,781	913,497	924,646	991,630	491,788	53,789

Occupancy Tax											
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Increase (Decrease) over prior year
January	47,081	85,816	25,326	25,490	14,504	23,827	23,209	19,645	22,427	25,873	3,445
February	53,243	38,539	18,022	23,565	25,752	19,796	22,931	14,115	20,959	22,081	1,122
March	40,490	62,411	22,497	18,559	12,234	20,971	11,847	9,806	14,433	16,097	1,664
April	53,132	42,526	21,172	16,935	14,283	24,396	22,041	14,038	18,074	20,706	2,632
May	34,282	39,073	25,767	20,110	24,654	23,073	19,237	16,205	17,314	27,617	10,302
June	51,167	39,610	23,688	33,376	30,921	25,315	12,864	12,547	21,977	27,036	5,058
July	58,161	45,636	28,311	22,260	19,871	37,101	12,496	26,474	26,169		-
August	72,993	42,964	21,653	35,371	40,414	37,844	27,268	50,105	44,182		-
September	59,369	52,513	61,381	45,948	48,211	44,207	28,500	43,337	49,032		-
October	70,867	72,676	40,973	31,787	41,598	63,262	33,627	37,659	61,186		-
November	116,555	35,040	34,433	47,372	50,014	47,438	29,306	52,810	41,071		-
December	81,052	48,218	38,256	34,241	41,713	24,498	22,353	27,311	31,290		-
Totals	738,390	605,021	361,480	355,015	364,167	391,727	265,679	324,053	368,116	139,409	24,224

Oil Impact Fund Revenue

6/30/2023

	2017	2018	2019	2020	2021	2022	2023	Increase (Decrease) over prior year
January	1,465,553	860,742	1,088,021	1,173,219	906,718	1,299,165	1,379,453	80,288
February	1,480,924	882,817	938,136	1,221,034	974,729	1,181,038	1,192,840	11,802
March	1,489,966	949,318	1,061,228	1,143,847	999,254	1,314,748	1,246,296	(68,452)
April	1,520,319	805,930	1,047,392	1,016,645	991,918	1,290,101	1,230,965	(59,136)
May	1,463,638	876,208	1,120,384	792,116	1,086,395	1,582,042	1,254,441	(327,601)
June	1,515,104	1,099,144	1,212,734	622,710	1,071,391	1,321,182	1,223,107	(98,075)
July	1,477,516	1,243,935	1,182,092	623,428	1,106,206	1,423,884		-
August	1,436,686	1,198,710	1,112,773	739,585	1,119,185	1,648,644		-
September	1,055,973	1,656,623	1,559,227	1,219,797	1,590,051	1,932,473		-
October	770,233	1,263,925	1,191,095	907,805	1,174,502	1,498,774		-
November	774,645	1,362,972	1,152,480	896,826	1,205,340	1,407,431		-
December	853,835	1,356,298	1,168,313	890,316	1,291,108	1,403,773		-
Totals	15,304,393	13,556,623	13,833,874	11,247,328	13,516,796	17,303,256	7,527,102	(461,174)

City of Dickinson

6/30/2023	Occupancy Tax Total Collections (Paid to CVB)		Sales Tax Revenue Monthly Breakdown					
	Occupancy Tax		1% Sales Tax		1/2% Sales Tax		Hospitality Tax	
	2022	2023	2022	2023	2022	2023	2022	2023
January	22,427	25,873	479,035	597,446	239,517	298,723	69,822	80,993
February	20,959	22,081	675,922	757,033	337,961	378,517	87,549	81,937
March	14,433	16,097	433,558	576,217	216,779	288,109	67,154	77,037
April	18,074	20,706	419,590	551,078	209,795	275,539	67,428	75,191
May	17,314	27,617	428,195	464,675	214,097	232,338	52,278	78,429
June	21,977	27,036	583,886	686,093	291,943	343,047	93,769	98,201
July	26,169	-	581,266	-	290,633	-	84,616	-
August	44,182	-	569,164	-	284,582	-	83,828	-
September	49,032	-	751,171	-	375,585	-	116,475	-
October	61,186	-	677,176	-	338,588	-	110,248	-
November	41,071	-	553,059	-	276,530	-	68,209	-
December	31,290	-	597,838	-	298,919	-	90,254	-
Total	368,116	139,409	6,749,860	3,632,544	3,374,930	1,816,272	991,630	491,788

	Intergovernmental Revenues							
	State Aid Distribution		Highway Distribution Tax		Oil Impact Revenue		Other Misc. Revenue Intergovernmental	
	2022	2023	2022	2023	2022	2023	2022	2023
January	147,564	189,768	118,912	123,168	1,299,165	1,379,453	-	-
February	202,579	226,505	99,761	111,303	1,181,038	1,192,840	-	-
March	133,060	184,004	80,664	86,510	1,314,748	1,246,296	12,728	-
April	134,478	176,214	93,701	105,233	1,290,101	1,230,965	-	-
May	143,715	180,327	95,667	99,875	1,582,042	1,254,441	10,697	10,748
June	177,029	223,438	83,754	96,104	1,321,182	1,223,107	22,995	20,532
July	173,106	-	113,361	-	1,423,884	-	-	-
August	188,464	-	85,972	-	1,648,644	-	-	-
September	241,127	-	95,604	-	1,932,473	-	-	-
October	222,167	-	110,064	-	1,498,774	-	-	-
November	203,465	-	102,356	-	1,407,431	-	-	-
December	203,790	-	120,251	-	1,403,773	-	26,068	-
Total	2,170,543	1,180,256	1,200,068	622,193	17,303,256	7,527,102	72,488	31,280

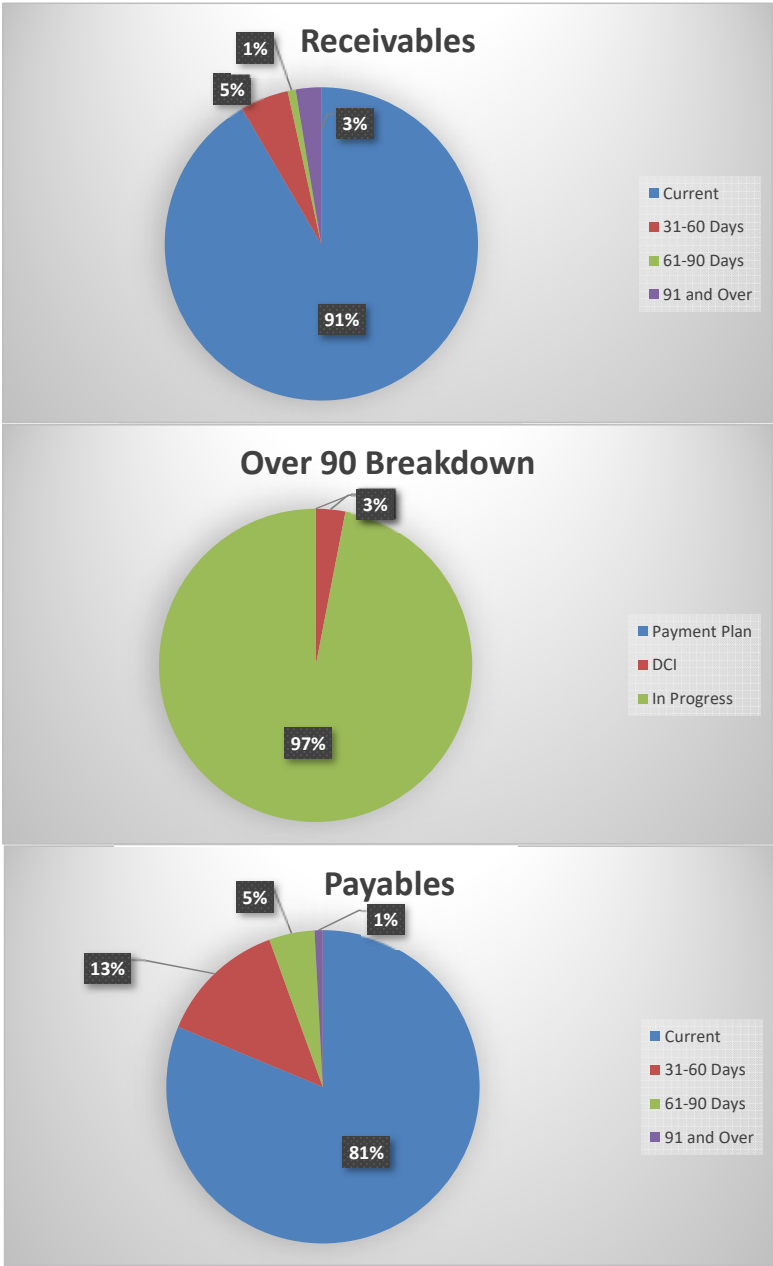
Aged Trial Balance Summary 6/30/2023

Accounts Receivable Aged Report

Current	31-60 Days	61-90 Days	91 and Over	Total Balance
\$405,655.45	\$22,076.86	\$3,686.20	\$11,598.41	\$443,016.92
91.57%	4.98%	0.83%	2.62%	

Accounts Payable Aged Report

Current	31-60 Days	61-90 Days	91 and Over	Total Balance
\$2,122,821.25	\$343,886.44	\$123,426.58	\$21,913.02	\$2,612,047.29
81.27%	13.17%	4.73%	0.84%	



Utility Revenue Summary
6/30/2023

	2019	2020	2021	2022	2023	Increase (Decrease) over prior year
<u>Water</u>						
Consumption	\$ 4,958,902	\$ 5,736,440	\$ 6,082,613	\$ 5,357,972	\$ 2,053,361	\$ (3,304,611)
Meter Charges	\$ 1,128,203	\$ 1,138,511	\$ 1,146,953	\$ 1,154,095	\$ 561,141	\$ (592,954)
Flat Rate Wells	\$ 1,118	\$ 1,140	\$ 1,141	\$ 1,080	\$ 530	\$ (550)
Connection Fees	\$ 224,862	\$ 149,035	\$ 172,079	\$ 158,153	\$ 93,825	\$ (64,328)
<u>Sewer</u>						
Consumption	\$ 1,405,157	\$ 1,462,721	\$ 1,433,404	\$ 1,348,383	\$ 575,508	\$ (772,875)
Meter Charges	\$ 1,512,798	\$ 1,525,480	\$ 1,534,287	\$ 1,543,413	\$ 751,165	\$ (792,248)
Flat Rate Wells	\$ 5,239	\$ 5,400	\$ 5,400	\$ 5,400	\$ 2,650	\$ (2,750)
Connection Fees	\$ 119,850	\$ 99,450	\$ 91,550	\$ 81,800	\$ 132,800	\$ 51,000
<u>Solid Waste</u>						
Utility Billing	\$ 1,548,347	\$ 1,533,977	\$ 1,569,909	\$ 1,576,222	\$ 851,578	\$ (724,645)
Commercial Landfill	\$ 1,002,995	\$ 934,278	\$ 812,800	\$ 1,007,974	\$ 456,665	\$ (551,309)
Gate Receipts	\$ 376,420	\$ 421,411	\$ 448,321	\$ 539,687	\$ 357,849	\$ (181,838)
UB Commercial Service	\$ 1,421,123	\$ 1,474,946	\$ 1,462,181	\$ 1,484,111	\$ 860,728	\$ (623,383)
Commercial Container Rent	\$ 183,734	\$ 182,735	\$ 220,795	\$ 177,291	\$ 118,657	\$ (58,635)
<u>General Fund</u>						
Street Light Utility	\$ 419,174	\$ 355,910	\$ 391,843	\$ 394,167	\$ 191,415	\$ (202,752)
<u>Storm Water</u>						
Utility Billing	\$ 308,495	\$ 314,276	\$ 316,190	\$ 317,917	\$ 154,658	\$ (163,259)
Total	\$ 14,616,418	\$ 15,335,710	\$ 15,689,465	\$ 15,147,665	\$ 7,162,529	\$ (7,985,136)

Note: A portion of January billing gets moved back to December of prior year based on audit requirements
2/3 of consumption and 1/3 of base charges billed on January 20th get moved back to prior year
2/3 of consumption, but none of the base charges billed on January 30th get moved back to prior year

Monthly Financial Report

Presented by: Accountant Morey

Consideration to Approve



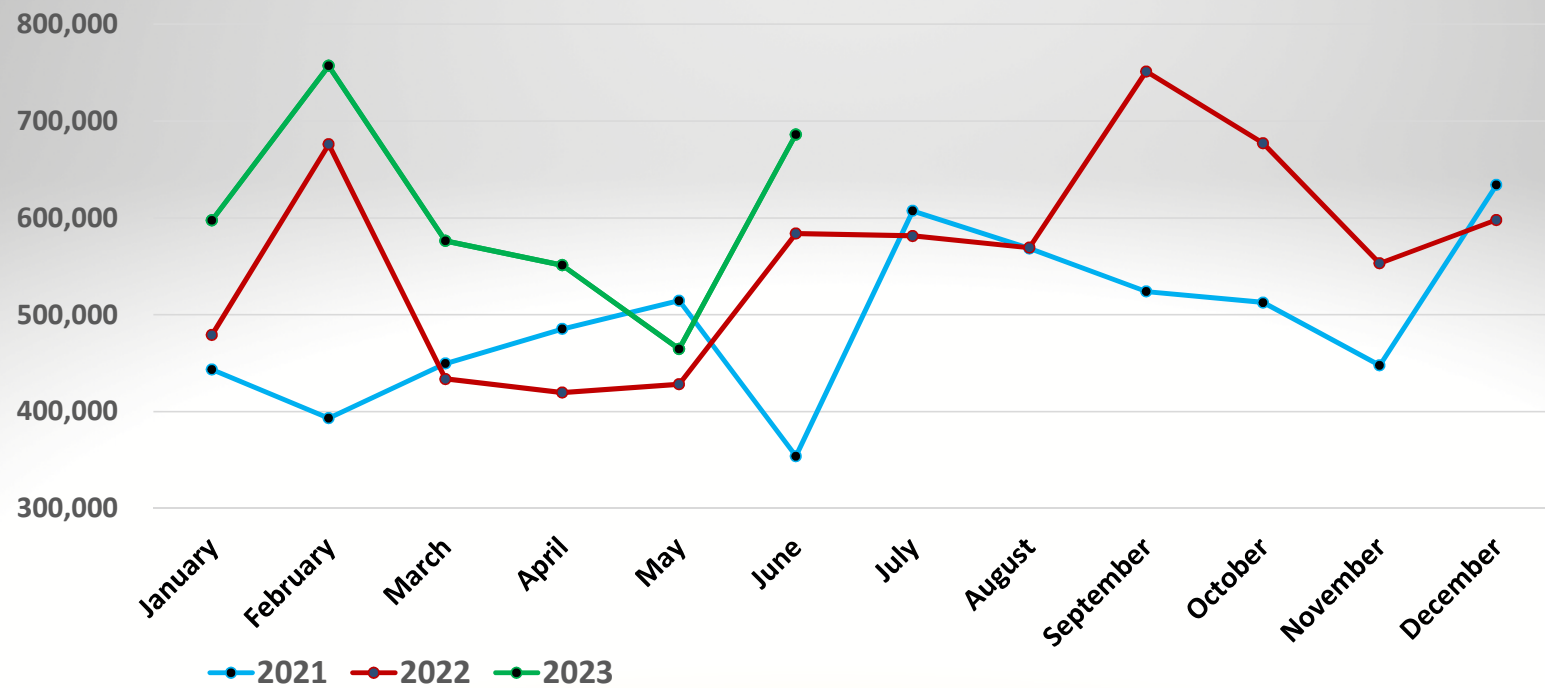
Treasurer's Report as of: June 30, 2023

➤ General Checking	\$ 175,434
➤ Demand Deposit	\$35,000,000
➤ Money Market	<u>\$35,994,371</u>
➤ Net Working Cash Total	\$71,169,805
➤ Assigned/Restricted Cash	\$61,780,016
➤ Total Unassigned Cash	\$ 7,989,844
➤ Current Interest Rate on Cash Accounts	2.80%

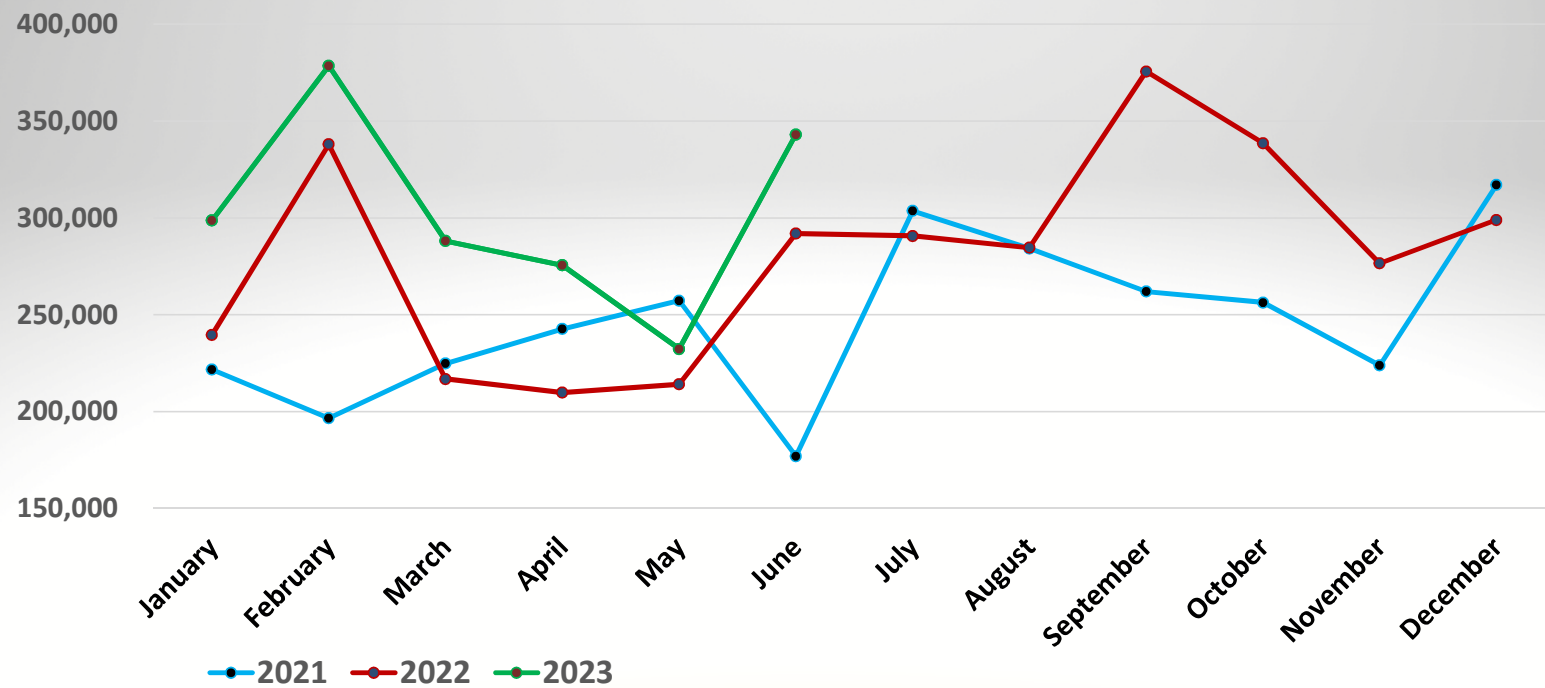
Investments as of: June 30, 2023

➤ Future Fund	\$ 6,695,248
➤ CMA	\$13,852,982
➤ City Pension	\$ 6,956,979
➤ Police Pension	\$ 6,513,599
➤ Volunteer Fire Pension	\$ 368,261
➤ OPEB	\$ 206,545

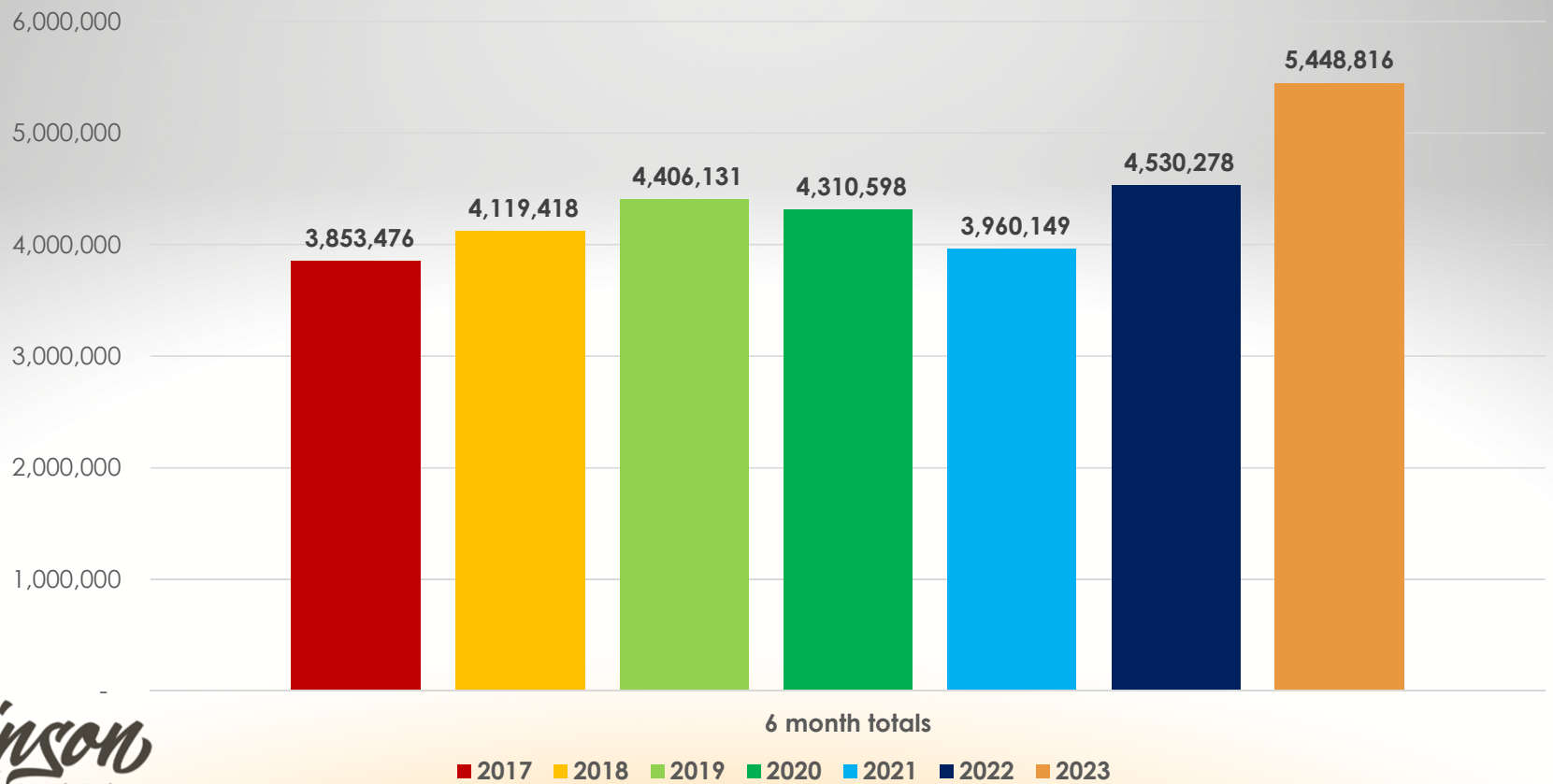
1% Sales Tax Monthly Breakdown



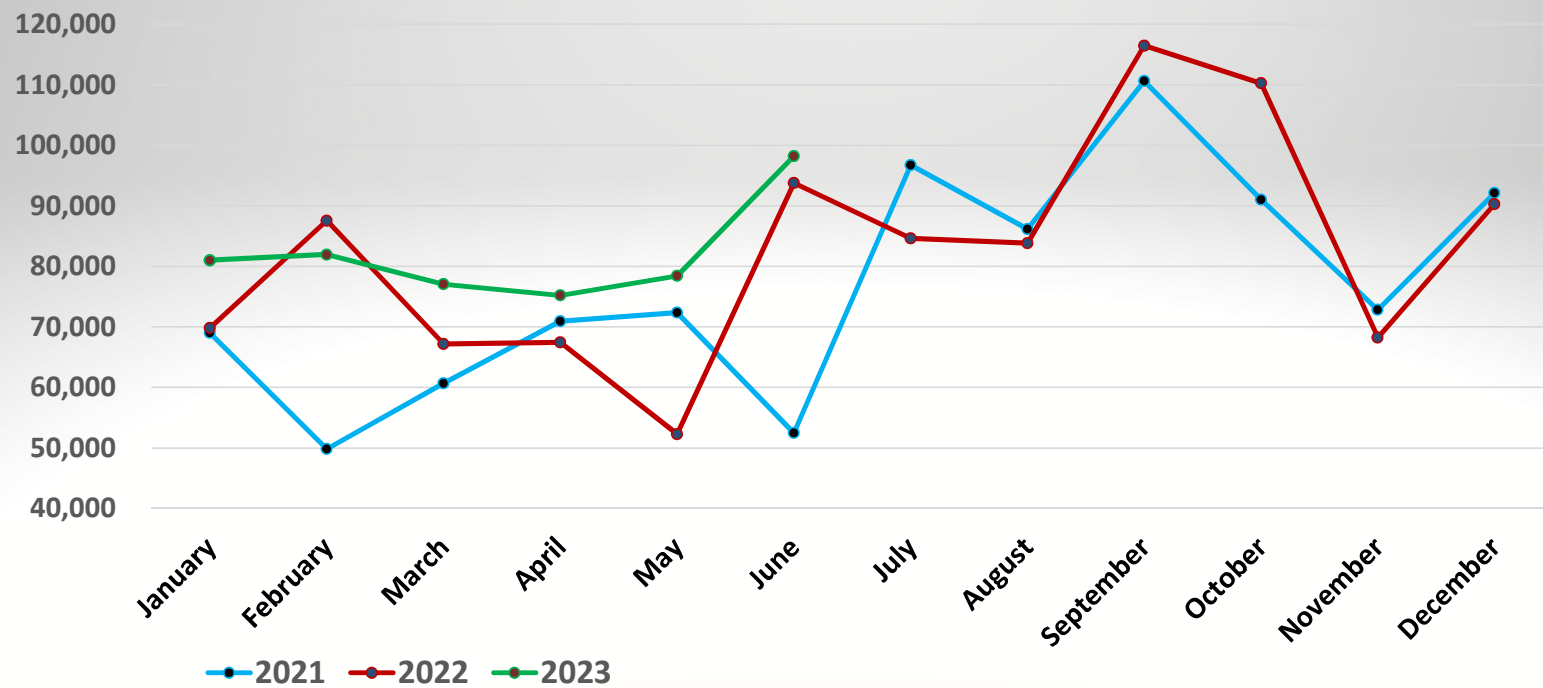
½% Sales Tax Monthly Breakdown



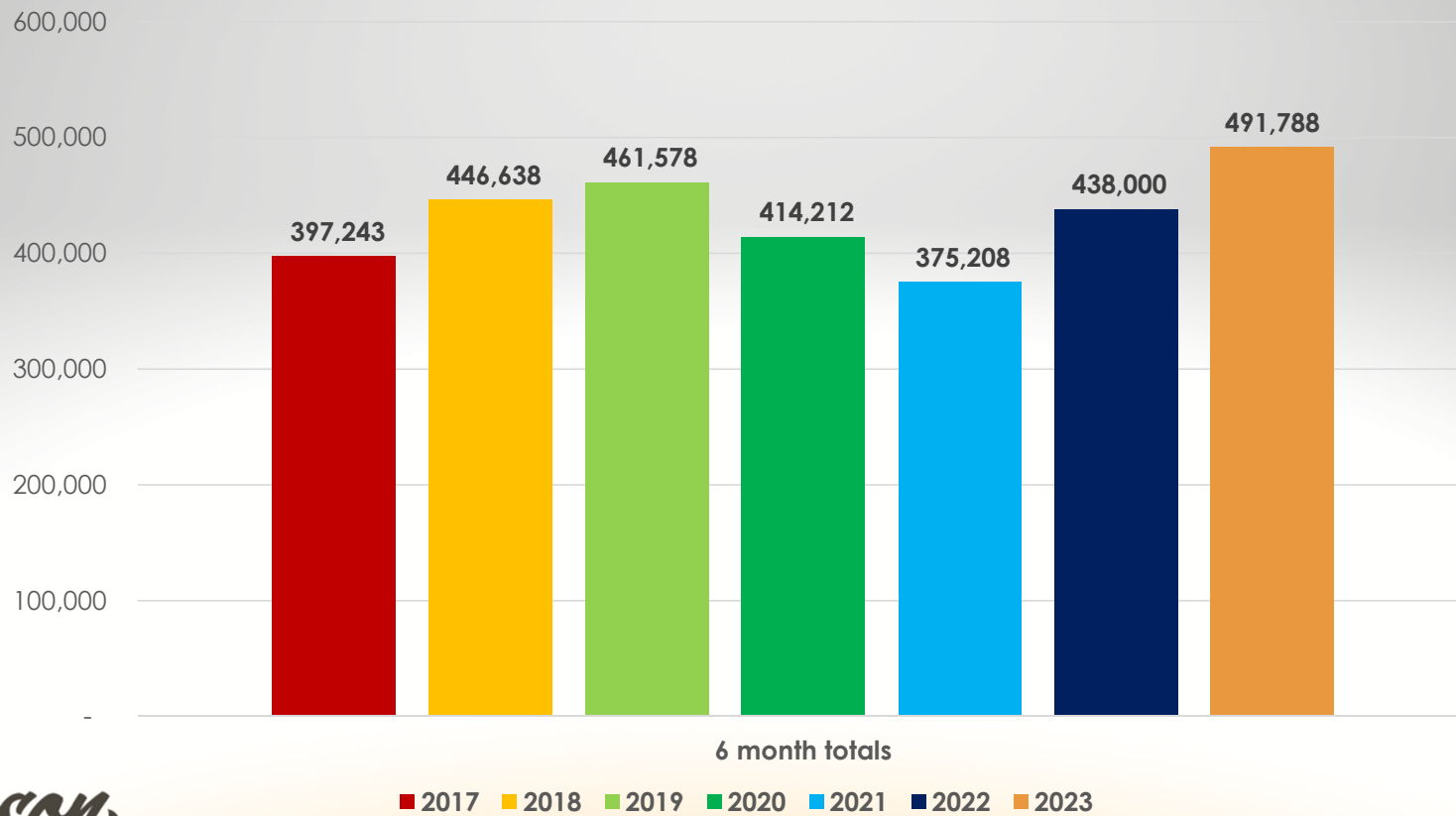
Sales Tax Comparison



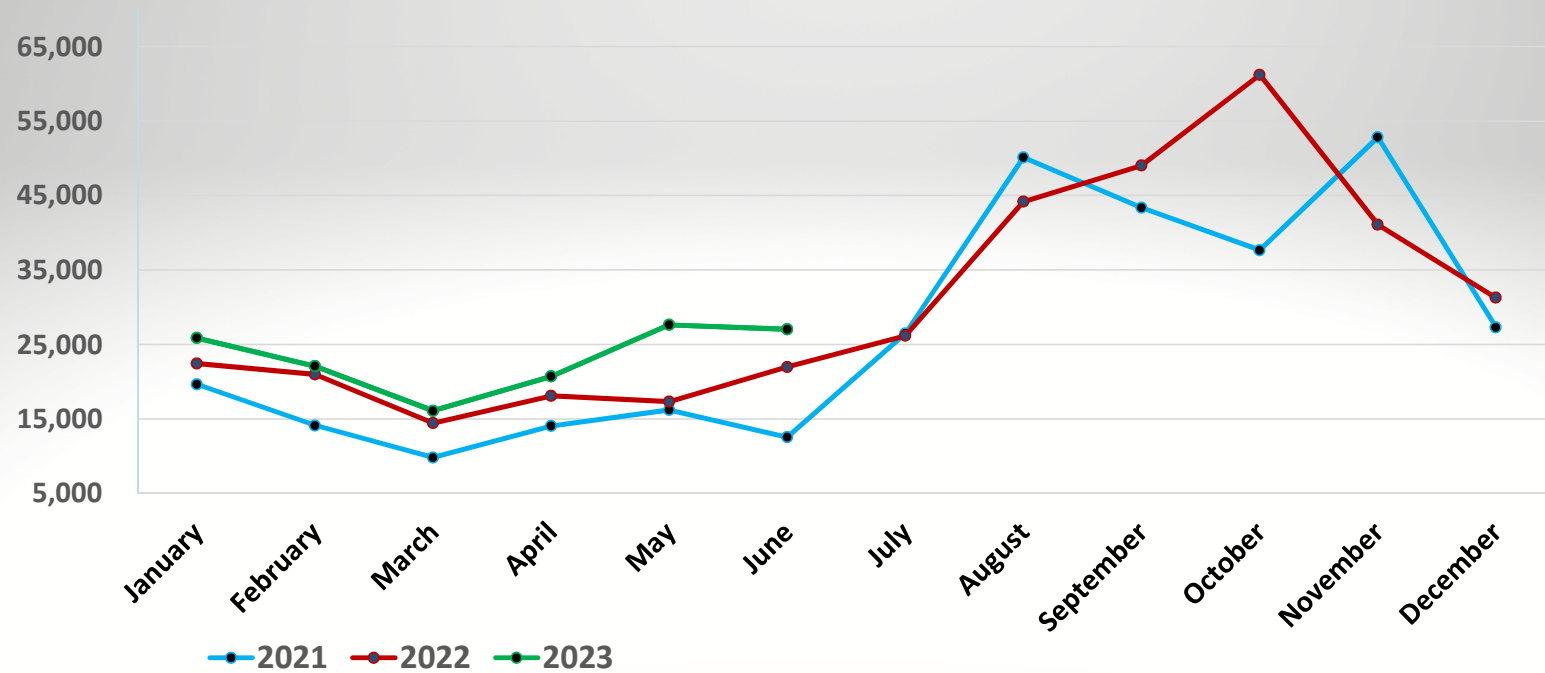
Hospitality Tax Monthly Breakdown



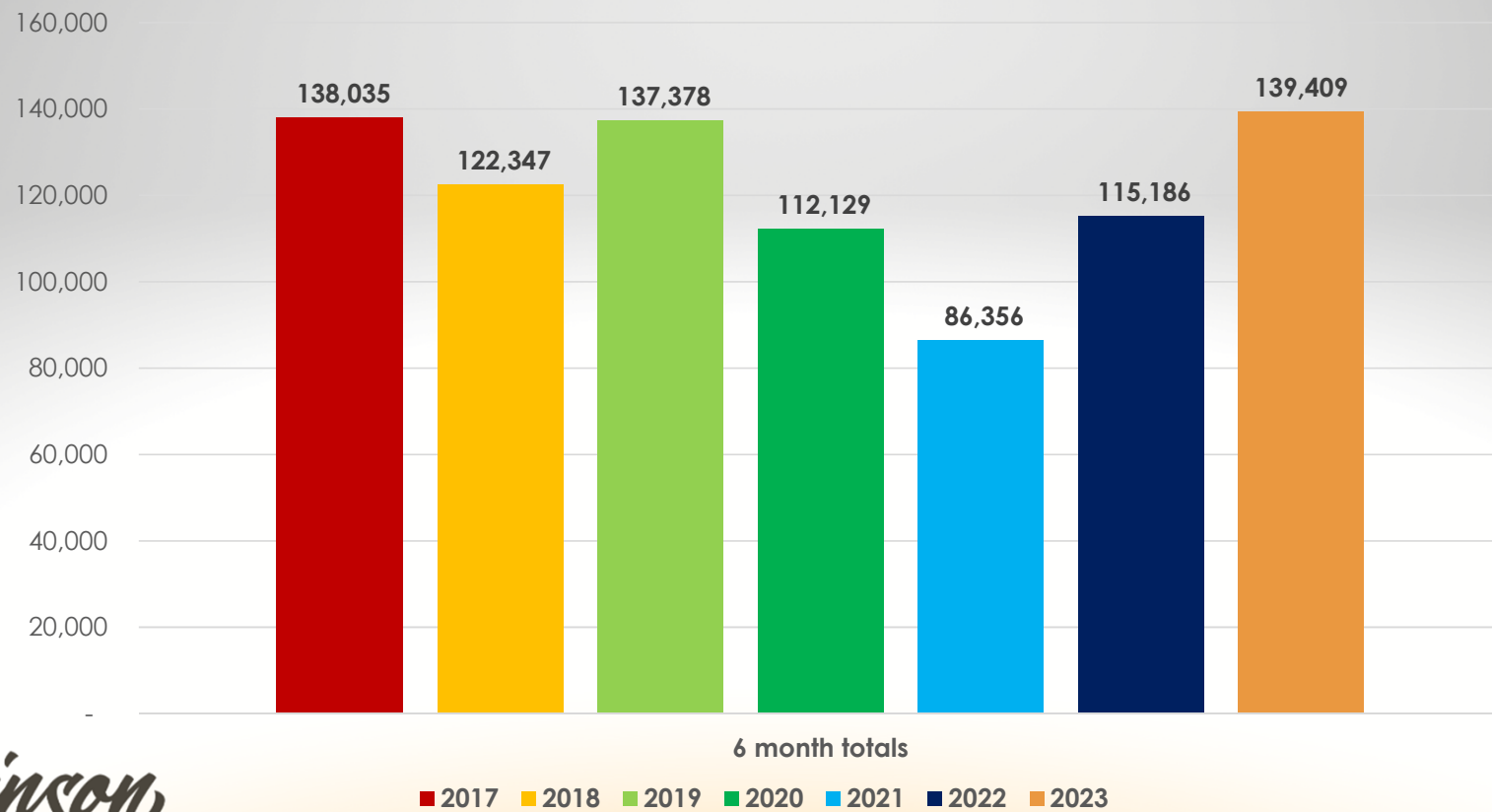
Hospitality Tax Comparison



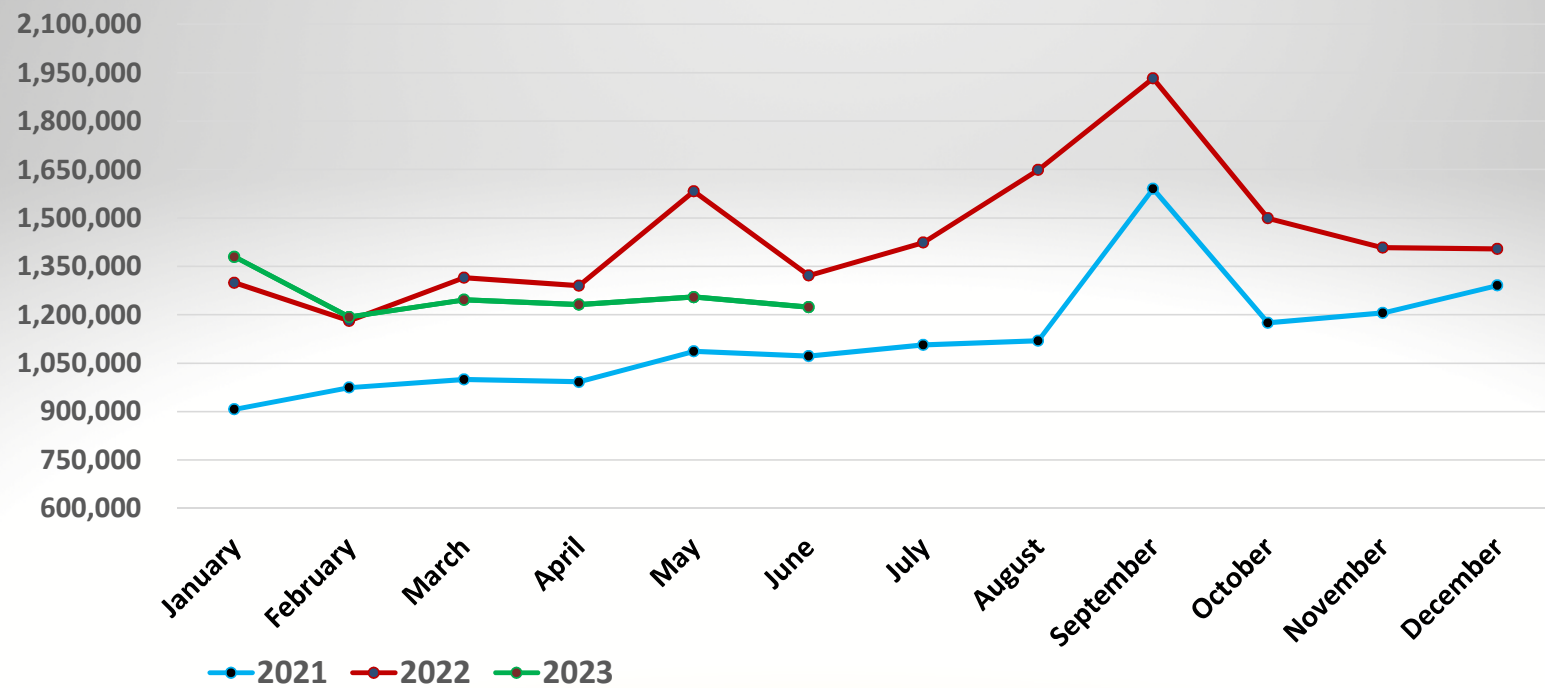
Occupancy Tax Monthly Breakdown



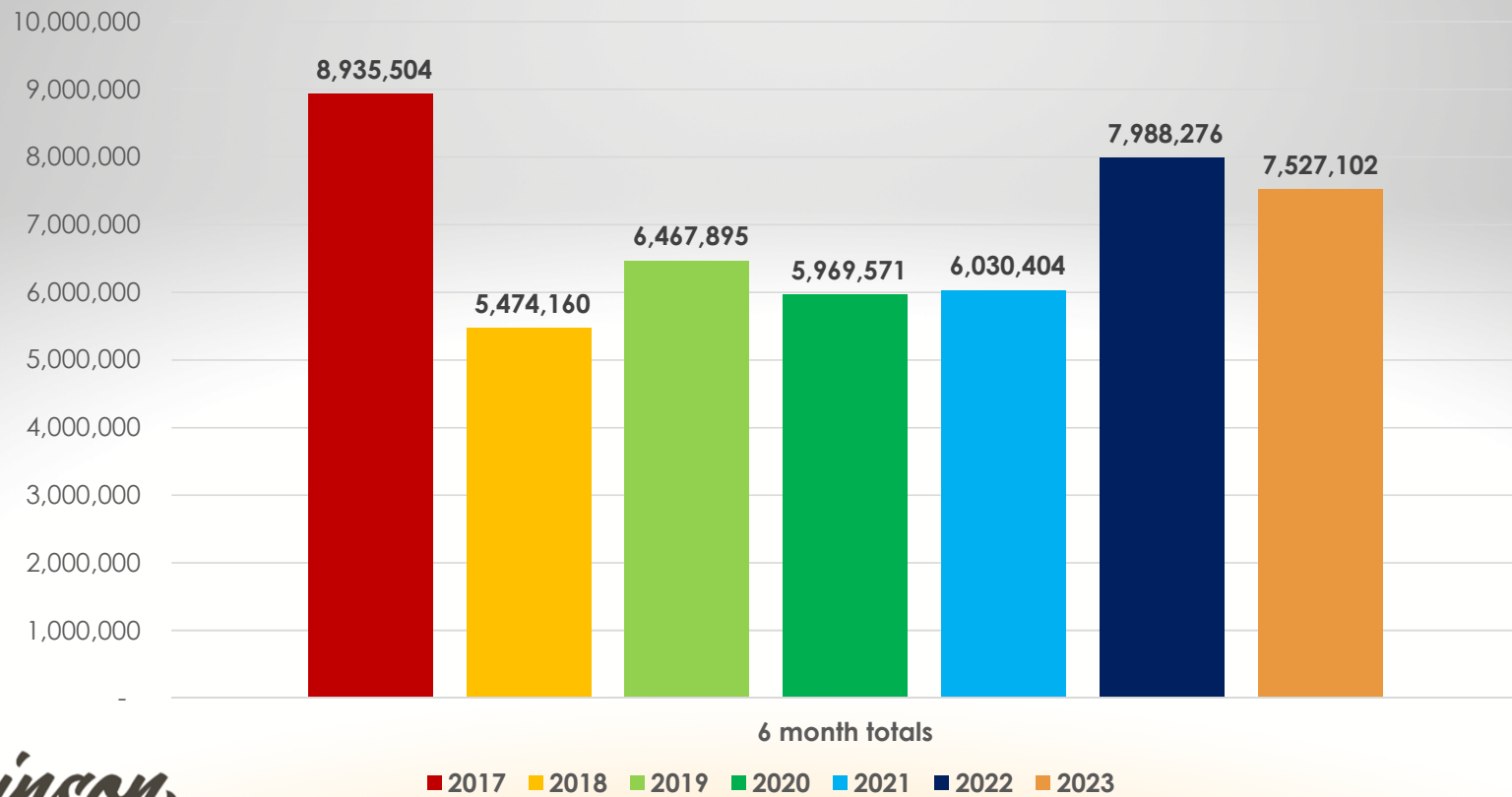
Occupancy Tax Comparison



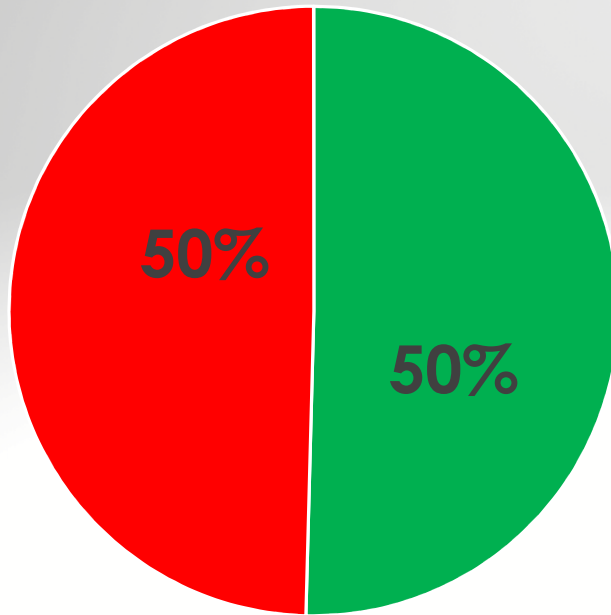
Oil Impact Revenue Monthly Breakdown



Oil Impact Comparison

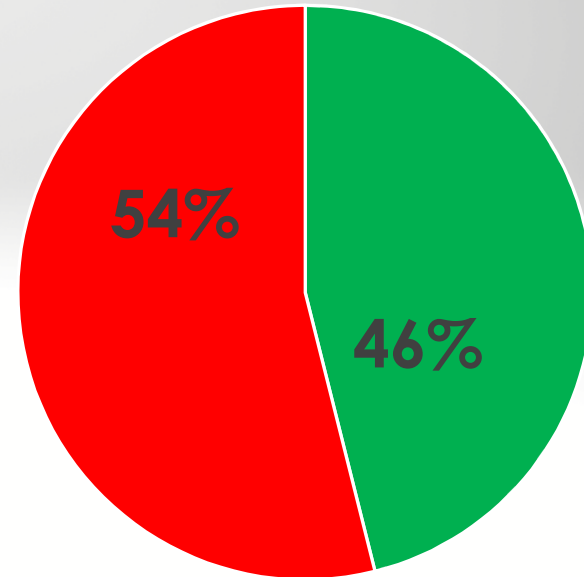


General Fund Revenue



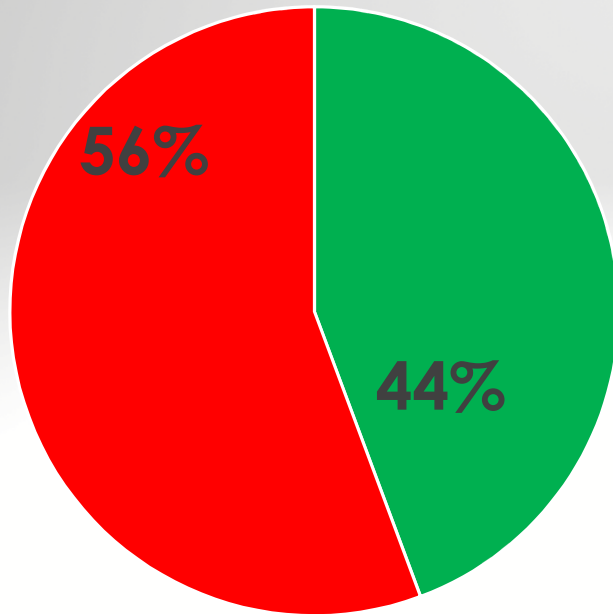
■ Collected ■ Remaining

General Fund Expenses



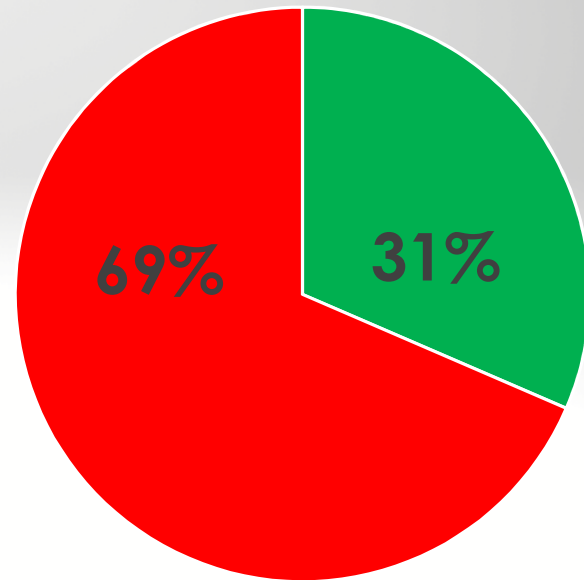
■ Expended ■ Remaining

Utility Revenue



■ Collected ■ Remaining

Enterprise Fund Expenses



■ Expended ■ Remaining

Hiring Journal - July										Updated on 7/11/2023	Section 3. Item B.
Position	Date opened:	Date closed:	# of days position is/was open	total applicants:	# of disqualified apps:	# withdrawn apps:	# of interviews:	# of declined offers:	Hired:		
Building Service Worker (Museum)	6/14/2023	6/28/2023	14	9	1	3			Interview stage		
Advanced Computer Technician	6/6/2023	7/3/2023	27	8	0				Interview Stage		
Building Inspector I	5/24/2023	6/7/2023	14	3	1	0	2	0	Hired Christina Weeks (Starts 7/10)		
Code Enforcement Officer	7/11/2023	7/26/2023	15								
Property Appraiser (New position for 2023)	7/3/2023	7/24/2023	21								
Police Officer (5 Openings)	6/7/2023	6/21/2023	14	2	2	0	0	0	No interviews		
Police Officer (4 openings)	7/6/2023	7/17/2023	11								
Lateral Police Officer	4/24/2023	Until Filled		4	1	1	3		1 in background		
Patrol Sergeant (Internal Only)	6/6/2023	6/21/2023	15	6					Interview stage		
Communication Specialist	5/15/2023	6/4/2023	20	8	3	1	4	0	2nd Interview Stage		
Communication Specialist (2 Openings)	6/28/2023	7/12/2023	14								
Deputy Police Chief (Internal Only)	5/15/2023	5/30/2023	15	5	0	0	5	0	Promoted Matthew Hanson (7/9)		
Records Clerk	7/7/2023	7/21/2023	14								
Police Lieutenant (Internal Only)	7/11/2023	7/21/2023	10								
Part-Time Fire Fighter (5 Openings)	5/2/2023	7/1/2023	60	9	0	1	5	0	Hired Charly Wyatt (started 6/27), Dustin Gomez (started 6/27) Ethan Wilkie (started 6/26), Anna Ellerkamp (started 6/26), Mike Ybarra (started 6/28)		
Solid Waste Operator (3 openings)	3/29/2023	Until Filled		6	1	2	3	0	Hired Daniel Temple (7/10)		
Scale Service Representative	6/6/2023	6/20/2023	14	15	7	2	6		Background Stage		
Street Maintenance Operator (4 Openings)	3/29/2023	Until Filled		5		1	3		Hired Gavin Holstein (started 6/19) & Avery Dutton (Started 6/20)		
Street Maintenance Foreman	7/11/2023	7/25/2023	14								
Mechanic	6/22/2023	Until Filled		0							
Utility Operator	2/2/2023	5/24/2023	111	3	0	0	3	0	Hired Tuff Kling (starts 7/3)		
Seasonal Street Laborer (4 Openings)	4/4/2023	7/14/2023	101	7	0	4	1	0	Hired Ethan Hirschfeld (Starts 5/30) - 3 left , will close position on 7/14		

RESOLUTION OF GOVERNING BODY OF APPLICANT
(Suggested Format)

RESOLUTION NO. _____

Resolution authorizing filing of application with the North Dakota Department of Environmental Quality for a loan under the Clean Water Act and/or the Safe Drinking Water Act.

WHEREAS, under the terms of the Clean Water Act and/or the Safe Drinking Water Act, the United States of America has authorized the making of loans to authorized applicants to aid in the construction of specific public projects: Now, Therefore, BE IT RESOLVED the Board of City Commissioners

(Governing Body of Applicant)

1. That Scott Decker, City Commission President be and is hereby authorized to execute and file an application
(Designated Official)

on behalf of City of Dickinson with the North Dakota Department of Environmental
(Legal Name of Applicant)

Quality for a loan to aid in the construction of:

Cell 3-B 5 Landfill Project which will extend the east sidewall of Cell 3-B 4 and develop Cell 3-B 5 in order to accept future municipal waste at the City of Dickinson Landfill.

(Brief Project Description)

2. That Leah Upchurch Environmental Compliance Specialist
(Name of Authorized Representative) (Title)

be and is hereby authorized and directed to furnish such information as the North Dakota Department of Environmental Quality may reasonably request in connection with the application which is herein authorized to be filed, to sign all necessary documents, and, on behalf of loan recipient, to accept loan offer and receive payment of loan funds.

CERTIFICATE OF RECORDING OFFICER

The undersigned duly qualified and acting Commission Recording Secretary of the
(Title of Officer)

City of Dickinson does hereby certify that the attached resolution is a true
(Legal Name of Applicant)

and correct copy of the resolution, authorizing the filing of application with the North Dakota Department of Environmental Quality, as regularly adopted at a legally convened meeting of the

Board of City Commissioners duly held on the 18th day of July, 2023;
(Name of Governing Body of Applicant)

and further that such resolution has been fully recorded in the journal of proceedings and records in my office.

In WITNESS WHEREOF, I have hereunto set my hand this 18th day of July, 2023.

Signature of Recording Officer*
Title of Recording Officer

*The signature needs to match the signature used for the FIND pre-application

**SUGGESTED FORM OF
TASK ORDER**

Section 4. Item B.

This is Task Order
No. 2023-3, consisting of 3
pages.

Task Order No. 2023-3: Water Reclamation Facility (WRF) Facility Plan

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 1, 2018 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: July 18, 2023
- b. Owner: City of Dickinson, ND
- c. Engineer: Apex Engineering Group, Inc.
- d. Specific Project (title): WRF Facility Plan
- e. Specific Project (description): Project to evaluate existing plant conditions, estimate 20-year flow and loading, evaluate liquid stream long term capacity and develop alternative analysis of options for solids dewatering. In addition, include the reclaimed water technical memo (Task order 2023-2) into the final Facility Plan document for funding purposes.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:
 - ✓ the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:
 - Study and Report Services (Exhibit A, Paragraph A1.01)
 - Preliminary Design Phase (Exhibit A, Paragraph A1.02)
- B. Resident Project Representative (RPR) Services

If the scope of services established in Paragraph 2.A above includes RPR services, then Exhibit D of the Agreement is expressly incorporated in this Task Order by reference.
- C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

- ✓ those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: See Attachment 1

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Study and Report Services and Preliminary Phase	\$53,300	Hourly-Not-To Exceed
2. Additional Services (Part 2 of Exhibit A)	N/A	Hourly

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments: Attachment 1 – Scope of Services

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is July 18, 2023.

OWNER:

By: _____

Print Name: Scott Decker

Title: President City of Dickinson

ENGINEER:

By: Karla Olson

Print Name: Karla Olson, PE

Title: Vice President

Engineer License or Firm's

Certificate No. (if required): COCN #975

State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gary Zuroff

Title: Public Works Director

Address: 3411 Public Works Blvd.
Dickinson, ND 58601

E-Mail
Address: Gary.Zuroff@dickinsongov.com

Phone: 701-456-7979

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Karla Olson, PE

Title: Project Manager

Address: 4733 Amber Valley Pkwy S.
Fargo, ND 58104

E-Mail
Address: Karla.Olson@ApexEngGroup.com

Phone: 701-373-7985

Task Order Form

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Page 3

July 12, 2023



Attachment 1 to Task Order No. 2023-3

Water Reclamation Facility (WRF) Facility Plan

City of Dickinson

July 12, 2023

Engineer's Services

Task Order No. 2023-3 is supplemented to include the following attachment. Engineer shall provide Services as set forth below.

This Scope of Services pertains to the following work items:

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

The proposed scope includes the study and report services. Design, Bidding and Construction services to be added as a future Task Order amendment. Following is a further breakdown of subtasks associated with this phase.

1.1 Project Management – The Project Manager will ensure that the project proceeds in a timely and efficient manner, and that the Owner is provided proper communication of the project status. The subtasks for this section include the following:

- 1.1.1 Project Administration
- 1.1.2 Quality Control/Quality Assurance
- 1.1.3 Meetings – includes a maximum of five monthly review meetings (1 in person, 4 Teams)

July 12, 2023

1.2 Study and Report Services—This task includes alternative evaluation of the existing flow and loading conditions compared to design capacity. Solutions for biosolids handling and disposal will be evaluated. Reuse supply alternatives and recommendations from Task order 2023-3 will be incorporated into the final Facility Plan document for funding purposes. The following subtasks will be completed:

1.2.1 Liquid and Solids Treatment Capacity Analysis

The facility has seen changes in flow and loading conditions in the past 10 years due to fluctuating population dynamics and varying industries in the system. An evaluation of the current and future flow and loading conditions to the plant is necessary to proactively plan any long-term capacity improvements required. Flow estimates for a projected new industry of 600 gpm of domestic strength wastewater will be included in the future capacity evaluation. Timing of future capacity deficiencies will be determined and recommendations for long term capital improvements will be completed.

1.2.2 Solids Handling Analysis

The facility solids handling and disposal procedures will be evaluated. Liquid land application of Class B biosolids was selected as the most cost effective alternative in the original facility design. However, staff time commitment and unpredictable weather conditions has resulted in difficulties land applying biosolids in the required seasonal time windows. Therefore, solids handling alternatives for mechanical dewatering will be evaluated as an option for final biosolids disposal. A maximum of four alternatives will be evaluated and preliminary opinions of costs, advantages, and disadvantages will be completed.

1.2.3 Electrical and Controls

The Facility Plan will include a power quality evaluation and existing electrical equipment condition assessment. A facility wide SCADA evaluation has been scoped and approved under Task Order 2023-1. Any long-term capital improvements identified under Task Order 2023-1 will be incorporated into the Facility Plan.

1.2.4 Reuse Supply

The reuse supply evaluation has been scoped and approved under Task Order 2023-2. The Technical Memorandum deliverable from Task Order 2023-2 will be incorporated into this Facility Plan to meet the SRF requirements and make any resulting project eligible for funding.

1.2.5 Facility Plan

A Facility Plan meeting the North Dakota Department of Environmental Quality (NDDEQ) and the State Revolving Fund (SRF) program requirements will be completed to make any capital improvements projects recommended eligible for funding.

Permitting and industry limit development fees are not included. Any permitting and limit development for new industry will be completed on an hourly basis at the request of the City.

Design, Bidding and Construction services may be included in the future.

July 12, 2023

PROJECT SCHEDULE

<u>Phase</u>	<u>Week of</u>
Execute Engineering Agreement	July 2023
Study and Report Services	August -December 2023
Industry Permitting	TBD
Design	TBD
Bidding and Construction	TBD



STAFF REPORT

Section 7. Item A.

To: Planning and Zoning Commission
From: City of Dickinson Development Team
Date: May 26, 2023
Re: SUP-002-2023 Bubble and Paw Home-Based Business/Home Occupation
 Special Use Permit Request

OWNER/APPLICANT

Latice Smith
 3936 6th Avenue East
 Dickinson ND 58601

Public Hearings: June 21, 2023

Planning and Zoning Commission

REQUEST

- A. Request:** To consider a Special Use Permit for a Home-Based Business/Home Occupation to be located at 3936 6th Avenue in City of Dickinson's Extra-Territorial Zone.
- B. Project Address/Legal Description/Area:** 3936 6th Avenue East in the City's Extra-Territorial Zone (ETZ).
- C. Project Description:** The applicant proposes to convert a portion of an attached accessory structure into a dog grooming operation.
- D. Operation:** The applicant proposes the following :
- Hours of operation would be 8:00 a.m. to 5:00 p.m.;
 - The maximum number of daily appointments would be three;
 - No walk-ins would be permitted;
 - Dogs would be confined within the structure; and
 - A barrier system will be installed to prevent dogs from escaping.

Table I: Current Zoning And Use	
ZONING	Rural Residential (RR)
CURRENT USE	Single-family residence
FUTURE LAND USE MAP DESIGNATION	RESIDENTIAL

GROSS SITE ACREAGE	1.13 acres
---------------------------	-------------------

Table II-Adjacent Zoning and Land Use		
Direction	Zoning	Land Use
North	Agricultural (AG)	Undeveloped
East	Rural Residential (RR)	Single-family residential
South	Rural Residential (RR)	Multi-family residential
West	Rural Residential (RR)	Single-family residential

STAFF REVIEW AND RECOMMENDATIONS

- A. Compatibility with Local Uses:** The home-based business/home occupation for a dog grooming operation would be located in an attached accessory structure. The building is located on the corner of 4rd Avenue East and 40th Street East, and the applicant is limiting the number of clients to three per day. Traffic generated by the proposed home-based business/home occupation should not impact the residences located on the local streets to the east of the site.
- B. Compliance with Zoning and Subdivision Regulations:** According to Table 4-2 as found in Section 39.04.005 of the Zoning Code, operation of a Home-Based Business/Home Occupation in the RR zoning district requires approval of special use permit by the City Commission. The supplemental use regulations for home-based businesses/home occupations are found in Section 39.06.008 of the Zoning Code. Staff finds the proposed home-based business/home occupation meets those supplemental use regulations. Staff reviewed the proposed Home Based Business/Home Occupation using the criteria in Table 12-1 as found in Section 39.12.003 of the Zoning Code. Staff found the proposed Home Based Business/Home Occupation met those criteria.

In accordance with Section 39.12.003 of the Zoning Code, the SUP shall become void two years after its effect date if the applicant has not carried out development or occupancy during that period. Also, in accordance with Section 39.12.003 of the Zoning Code, the City Commission may revoke a Special Use Permit should the operation of the use subject to such permit violate the conditions under which the permit was granted.

- C. Public Input:** As of the date of this this, City staff has not received any public comments.
- D. Staff Recommendation:** The City Development Team staff recommends **approval** of the application and recommends the following **conditions** be attached to the approving resolution:

- Hours of operation shall be limited to 8:00 a.m. to 5:00 p.m. Mondays through Fridays.
- The number of appointments per day shall be limited to three.
- Dogs shall be confined within the building.
- Operation of the home-based business/home occupation shall be as described in this staff report as well as in the material found in Attachment A.
- The SUP approval shall expire with any change in ownership. All subsequent owners of the property shall be required to reapply for SUP approval.
- Operation of the home-based business/home occupation shall comply with all applicable City, County, State and Federal regulations.

Attachments:

- A - Application Material

MOTIONS:

*****Approval*****

*"I move the City of Dickinson Planning and Zoning Commission recommend Approval of **SUP-002-2023 the Bubble and Paw Home-Based Business/Home Occupation Special Use Permit** petition, subject to the conditions above, as meeting all the requirements of the Dickinson Municipal Code and also being in the interest of the public health, safety and welfare "*

(AND) the following additional requirements (IF THE PLANNING AND ZONING COMMISSION RECOMMENDS ANY ADDITIONS AND/OR DELETIONS TO THE PROPOSED MOTION LANGUAGE):

1. _____;
2. _____.

*****Denial*****

*"I move the Dickinson Planning and Zoning Commission recommend Denial of **SUP-002-2023 the Bubble and Paw Home Based Business/Home Occupation Special Use Permit** petition as NOT meeting all the requirements of the Dickinson Municipal Code and as being contrary to interest of the public health, safety and welfare."*

ATTACHMENT A – APPLICATION MATERIALS



Unified Development Application

Have you had a pre-application meeting with City Staff?

Yes

Please upload the letter or counseling form you received following your pre-application meeting:

[Bubble and Paw Pre-application Meeting Letter_4.27.2023.pdf](#)

Name	Latice Smith
Company	Bubble & Paw LLC
Applicant Email	bubbleandpaw@gmail.com
Applicant Phone #	(719) 331-2971
Applicant Representative (if applicable)	Latice Smith
Applicant Representative Company	Bubble & Paw llc
Applicant Representative Email	bubbkeandpaw@gmail.com

Applicant Representative
Phone # (719) 331-2971

Type of Development
Special Use Permit

Owner Name
Latice Smith

Owner Address
3936 6th Ave E, Dickinson , ND, 58601

Owner Email
laticesmith@hotmail.com

Owner Phone #
(719) 331-2971

Is the owner present to
Sign Yes

Signature


Will this application
require any other action to
complete the
development? No

Metes and Bounds
Description
Lot 1
Block 2
North view acres

	1/4 Section	Township	Range
Description	Lot 1	Block 2	North view acres

Legal - Lot/Block/Addition	Lot	Block	Addition
Description	1	2	Northview acres

Property Address /
General Project Location
3936 6th Ave E
Dickinson ND 58601

Total Square Footage or Acreage of Subject Property	448 sq ft of the existing
Existing Future Land Use Map Category	Rural Residential
Existing Zoning	RR - Rural Residential
Existing Use	Residential Single Family
Overlay District Description	Lot 1 Block 2 North view acres
Special Use Permit for the following Use:	In a 450 sqft portion of the garage will be a dog groom facility Open Monday through Friday 8-5 By appointment only I will serves dogs of various breeds up to 100 lbs I will have a maximum of three clients per day Services will include bathing brushing deshed and some clipper and scissor grooming as well It will be a one on one facility no kennels needed There will be a two step barrier system to keep dogs from accidentally escaping one being a gate inside facility as well as a buzz in/out door lock for added security and protection There will be no exterior building or add on to property no outside storage either
Rezone Calc Multiplier	0
Minor Platting Multiplier	0
Prelim Platting Multiplier	0
Major Platting Multiplier	0
Application Calc	350
Application Fees	Applicable Fees350.00 USD
	Total:\$350.00
	Transaction ID:e99qttnt
	==Payer Info== First NameLattice Last NameSmith

Applicant Signature

A handwritten signature in black ink, appearing to read "J. Smith", is written over a light blue horizontal line.

Date

04-28-2023

You can [edit this submission](#) and [view all your submissions](#) easily.





ENGINEERING & COMMUNITY DEVELOPMENT

April 27, 2023

Bubble and Paw
Attn: Latice Smith
3936 6th Ave E
Dickinson, ND 58601
bubbleandpaw@gmail.com

RE: Bubble and Paw Home-Based Business/Home Occupation Pre-Application Meeting

Dear Ms. Smith,

This letter addresses the proposed home-based business/home occupation to be located at 3936 6th Avenue East in the City of Dickinson's Extra-Territorial Zone (ETZ). The lot is currently zoned Rural Residential (RR), and the lot has been developed with a single-family residential structure. The pre-application meeting for the proposed development took place on Tuesday April 11, 2023. You met in person with City staff on that day. Since that meeting you provided more details regarding the proposed operation. This letter assumes no other significant changes from what is included in the background information and request to the City of Dickinson. If significant changes from what is included in this letter occur, the City of Dickinson recommendations and requirements will likely change.

Project Description/Background information:

A work from home dog grooming operation is proposed at this location. A portion of the existing attached garage would be converted into the grooming area. There is a concrete slab in the back yard you plan to utilize for your business, and the day to day operations are to be a cage free facility. A follow up phone call on April 19, 2023 provided these additional details:

- The business would be operating from Monday through Friday each week;
- The number of dogs groomed per day would be limited to three (3); and
- No dogs heavier than 100 pounds would be groomed on the site.

Documents provided to the City of Dickinson at the time of the pre-application meeting:

- Aerial Photos

Requests from the applicant:

The project due diligence questions are addressed below. Please let us know if you have additional questions.



Listed below are the comments related to your submittal request:

- Floodplain
 - N/A
- Engineering
 - N/A
- Planning and Zoning
 - The property is zoned Rural Residential (RR) and the property is located in the City's Extra Territorial Zone (ETZ).
 - According to Section 39.03.007 of the City Zoning Ordinance pet grooming is considered a pet service use. Although pet services are not allowed in the RR zoning district, the applicant could apply for a Special Use Permit (SUP) for a home based businesses/home occupation.
 - According to Section 39.02.011 of the City's zoning ordinance a home based business/home occupation is defined as follows:
 - An accessory occupational use is conducted within a dwelling unit by a family member residing in the premises;
 - The use is clearly incidental to the residential use of the dwelling or residential structure; and
 - The use does not change the residential character of the site.
 - Approval of a home occupation SUP requires a public hearing before the Planning and Zoning Commission and final approval from the City Commission.
 - The SUP would limit operations of the proposed dog grooming operation.
 - Section 39.06.008 of the Zoning Ordinance outlines the restrictions on a home based business/home occupations. Those restrictions include, but are not limited to, the following:
 - A maximum percent floor area of 30% of the dwelling may be devoted to the home occupation;
 - There shall be no change to exterior appearance of the building;
 - The home occupation shall be carried on entirely within the principal structure;
 - No outdoor storage used in the home occupation shall be permitted; and
 - Outdoor signs shall be limited by the requirements listed in Section 39.10.40 3 of the City zoning ordinance.
 - Special use permits procedures are found in Section 39.12.003 of the City zoning ordinance. Please review the criteria listed in Table 12-1 of that section and please include the applicable information from the table in your application.
 - Completed special use permit applications received by the City no later than the first Monday of the month are typically scheduled for the following month's Planning and Zoning Commission meeting. For example, if a completed application is received by City staff on the first Friday of May the application is

would normally be scheduled for the June Planning and Zoning Commission meeting.

- Assessor
 - N/A
- Fire Marshal
 - N/A
- Public Works
 - N/A
- Building Official
 - N/A

Sincerely,



Joshua M. Skluzacek
Engineering and Community Development

RESOLUTION NO. _____ - 2023

A RESOLUTION APPROVING A SPECIAL USE PERMIT TO BUBBLE & PAW LLC FOR A DOG GROOMING FACILITY LOCATED AT 3936 6TH AVE EAST, DICKINSON, ND

WHEREAS, Dickinson City Code §39.12.003 allows the Board of City Commissioners to grant discretionary approval for certain uses within zoning districts that have unusual site development or operating characteristics; and

WHEREAS, Dickinson City Code §39.12.003 allows the Board of City Commissioners to establish such conditions and regulations for approval of a special use permit as the Board may deem appropriate; and

WHEREAS, the City has received a request for a special use permit from Bubble & Paw LLC for a dog grooming facility, which is a discretionary use provided for in the Dickinson City Code; and

WHEREAS, the Dickinson Planning and Zoning Commission has met and heard public testimony regarding this matter, and recommends approval of the special use permit, subject to the conditions noted below;

NOW, THEREFORE, BE IT RESOLVED that the Board of City Commissioners for the City of Dickinson, North Dakota, hereby grants a special use permit, as provided in Dickinson City Code §39.12.003, to Bubble & Paw LLC:

3936 6th Ave East, Dickinson, ND
Lot 1, Block 2, North View Acres

The Special Use Permit is subject to the following conditions:

1. Hours of operation shall be limited to 8:00 a.m. to 5:00 p.m. Mondays through Fridays.
2. The number of appointments per day shall be limited to three.
3. Dogs shall be confined within the building.
4. Operation of the home-based business/home occupation shall be as described in the staff report for SUP-002-2023 dated May 23, 2023, as well as in the material found in Attachment A of said staff report.
5. The SUP approval shall expire with any change in ownership. All subsequent owners of the property shall be required to reapply for SUP approval.
6. Operation of the home-based business/home occupation shall comply with all applicable City, County, State and Federal regulations.

Dated this _____ day of July 2023.

Scott Decker, President
Board of City Commissioners

ATTEST:

Dustin Dassinger
Dickinson City Administrator



STAFF REPORT

To: Planning and Zoning Commission
From: City of Dickinson Development Team
Date: May 26, 2023
Re: SUP-003-2023 Bright Start Daycare Expansion Special Use Permit Request

OWNER/APPLICANT

Marta Munoz
 990 3rd Avenue West
 Dickinson ND 58601

Public Hearings:	June 21, 2023	Planning and Zoning Commission
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REQUEST

- A. Request:** To consider a Special Use Permit to expand an existing group day care located at 990 3rd Avenue West in Dickinson, North Dakota.
- B. Project Address/Legal Description/Area:** The group day care center is located at 990 3rd Avenue West within the City of Dickinson.
- C. Project Description:** On October 4, 2022, the City Commission adopted Resolution 31-2022 granting the applicant a special use permit to operate a group day care center for a maximum of 12 children. After meeting with both City staff and State Health and Human Services staff, the applicant is requesting an expansion of the group day care center from 12 children to 30 children.

According to Section 39.03.005 of the Zoning Code, Group Day Care Services include "... all classifications of day care facilities, including facilities licensed by the State of North Dakota, providing care for ten (10) or more individuals. This term includes nursery schools, preschools, day care centers for children or adults, and similar uses, but excludes public and private primary and secondary educational facilities".

- D. Operation:** The hours of the group day care will continue to be 6:00 a.m. through 6:00 p.m. Monday's through Friday's. The applicant has indicated the maximum number of employees will increase from two to five. Due to the proposed expansion, the applicant will need to expand the number of off-street parking spaces from four to 11.

In her application received by the City on May 1, 2023, the applicant received a letter from Emily Dolinar of the State Department of Health & Human Services stating a successful expansion would require the following:

- Approval of a special use permit from the City;
- A successful fire department inspection; and
- A successful Health Department inspection,

Table I: Current Zoning And Use	
ZONING	Medium Density Residential (R2)
CURRENT USE	Group Day Care
FUTURE LAND USE MAP DESIGNATION	RESIDENTIAL
GROSS SITE ACREAGE	0.287 acres

Table II: Current Adjacent Land Use/Zoning

Direction	Zoning	Land Use
North	Medium Density Residential (R2)	Retirement residence
East	Low Density Residential (R1)	Single-family residential
South	Medium Density Residential (R2)	Multi-family residential
West	Low Density Residential (R1)	Single-family residential

STAFF REVIEW AND RECOMMENDATIONS

- A. Compatibility with Local Uses:** The proposed Group Day Care currently is located on the ground floor of a two-story multi-family structure. As the building is located on the corner of 3rd Avenue West and 10th Street West traffic generated by the proposed Group Day Care should not impact the residences located on the local streets to the east of the site. As a day care generally serves as a residential support service, the proposed location is in an appropriate location.
- B. Compliance with Zoning and Subdivision Regulations:** According to Table 4-2 as found in Section 39.04.005 of the Zoning Code, operation of a Group Day Care center in the R-2 zoning district requires approval of special use permit by the City Commission.

According to Table 9-1 in Article 39.09 of the Zoning Code, a minimum of 11 off-street parking spaces would be required to serve the proposed day care facility. The applicant can provide enough off-street parking on the east side of the building.

Staff reviewed the proposed Group Day Care using the criteria in Table 12-1 as found in Section 39.12.003 of the Zoning Code. Staff found the proposed Group Day Care met those criteria.

In accordance with Section 39.12.003 of the Zoning Code, the SUP shall become void two years after its effect date if the applicant has not carried out development or occupancy during that period. Also, in accordance with Section 39.12.003 of the Zoning Code, the City Commission may revoke a Special Use Permit should the operation of the use subject to such permit violate the conditions under which the permit was granted.

C. Public Input: As of the date of this this, City staff has not received any public comments.

D. Staff Recommendation: The City Development Team staff recommends **approval** of the application and recommends the following **conditions** be attached to the approving resolution:

- **The maximum number of children shall be limited to 30.**
- **The age range of the children shall be infancy through 12 years old.**
- **Operation of the group day care center shall be as described in this staff report as well as in the material found in Attachment A.**
- **Expansion of the group daycare center is contingent upon final approval by the City of Dickinson Fire Department and the State Department of Health and Human Services.**
- **The SUP approval shall expire with any change in ownership. All subsequent owners of the property shall be required to reapply for SUP approval.**
- **Operation of the Group Day Care Center shall comply with all applicable City, County, State and Federal regulations.**

Attachments:

- A - Application Material

MOTIONS:

*****Approval*****

*"I move the City of Dickinson Planning and Zoning Commission recommend Approval of **SUP-003-2023 the Bright Start Daycare Expansion Special Use Permit** petition, subject to the conditions above, as meeting all the requirements of the Dickinson Municipal Code and also being in the interest of the public health, safety and welfare "*

(AND) the following additional requirements (IF THE PLANNING AND ZONING COMMISSION RECOMMENDS ANY ADDITIONS AND/OR DELETIONS TO THE PROPOSED MOTION LANGUAGE):

1. _____;
2. _____.

*****Denial*****

*"I move the Dickinson Planning and Zoning Commission recommend Denial of **SUP-003-2023 the Bright Start Daycare Expansion Special Use Permit** petition as NOT meeting all the requirements of the Dickinson Municipal Code and as being contrary to interest of the public health, safety and welfare."*

ATTACHMENT A – APPLICATION MATERIALS



Unified Development Application

Have you had a pre-application meeting with City Staff?

Yes

Please upload the letter or counseling form you received following your pre-application meeting:

[Bright Start Daycare Expansion Pre-app Letter.pdf](#)

Name	Marta Munoz
Company	Bright Start LLC
Applicant Email	lirolita35@yahoo.com
Applicant Phone #	(856) 540-5041
Type of Development	Special Use Permit
Owner Name	Marta Munoz
Owner Address	990 3rd Ave West, Dickinson, ND, 58601
Owner Email	lirolita35@yahoo.com
Owner Phone #	(856) 540-5041

Is the owner present to Sign
Yes

Signature


Will this application require any other action to complete the development?
Yes

Metes and Bounds Description
N/A

	1/4 Section	Township	Range
Description	N/A	N/A	N/A

Legal - Lot/Block/Addition	Lot	Block	Addition
Description	23 & 24	1	Hilliard & Manning 2nd Addition, Subdivision Lots

Property Address / General Project Location
990 3rd Ave West. Lots 23 & 24, Block 1, Hilliard & Manning 2nd Addition, Subdivision Lots 1 & 2 Dickinson, ND 58601

Total Square Footage or Acreage of Subject Property
3400 square feet

Existing Future Land Use Map Category
Commercial

Existing Zoning
R2 - Medium Density Residential

Existing Use
Commercial

Overlay District Description

N/A

Special Use Permit for the following Use:

I am requesting a Special Use Permit for the continued operation of a Group Daycare Facility for the capacity of 30 children indoors and outdoors.

Rezone Calc Multiplier

0

Minor Platting Multiplier

0

Prelim Platting Multiplier

0

Major Platting Multiplier

0

Application Calc

350

File Upload

[2023-05-01 12-48.pdf](#)

Application Fees

Applicable Fees

350.00 USD

Total:

\$350.00

Transaction ID:

dazrs0st

==Payer Info==

First Name

Marta

Last Name

Munoz

Applicant Signature



Date

05-01-2023

You can [edit this submission](#) and [view all your submissions](#) easily.



Section 7. Item B.

10TH ST W

10TH ST W

3RD AVE W

990

993

985

977

969

961

953

974

958

987

981

973

965

959

951

147



ENGINEERING & COMMUNITY DEVELOPMENT

April 27, 2023

Bright Start Daycare
Attn: Marta Munoz
990 3rd Ave W
Dickinson, ND 58601
lirolita35@yahoo.com

Re: Bright Start Daycare Expansion

Dear Ms. Munoz:

This letter addresses the proposed expansion to your group day care located at 990 3rd Avenue West in the City of Dickinson. The pre-application meeting for the proposed expansion was held at City Hall on April 4th, 2023. At that meeting you provided Development staff with a proposed floor plan as well as proof of City approval of your current group daycare operation (RESOLUTION NO. 31-2022). This letter assumes no other significant changes from what is included in the background information and request to the City of Dickinson. If significant changes from what is included in this letter occur, the City of Dickinson recommendations and requirements will likely change

Project Description/Background information

You are currently licensed to operate a Group Child Care Home for a maximum of 12 children at any one time between the ages of 0 and 12 yrs. During the pre-application meeting you indicated you would like to expand the daycare operation from 12 children to 19 children. You indicated you have been in touch with Stark County Social Services as well as with the City of Dickinson Fire Department.

Documents provided to the City of Dickinson at the time of the pre-application meeting:

- Proposed floor plan; and
- Resolution approving the existing daycare operation.

Requests from the applicant:

- What type of Fire Sprinkler System will be required in order to expand?
- What other requirements do we need to meet?



General Discussion/Notes: As the owner of Bright Start Daycare, you explained you wish to increase the permitted number of children for 12 to 19. The City Fire Department inspected your facility and told you if the Bright Start Daycare operation expanded you would need to install a sprinkler system. As part of your due diligence you are requesting the following:

- What are the City's requirements if you want to expand; and
- What kind of specific sprinkler system would you be required to install.

Listed below are the comments related to your submittal request:

- Floodplain
 - No Comment
- Engineering
 - No comment
- Planning and Zoning
 - Expansion of the proposed daycare center from 12 children to 19 children would review approval of a new special use permit.
 - Approval of a home occupation SUP requires a public hearing before the Planning and Zoning Commission and final approval from the City Commission.
 - Special use permits procedures are found in Section 39.12.003 of the City zoning ordinance. Please review the criteria listed in Table 12-1 of that section and please include the applicable information from the table in your application.
 - Completed special use permit applications received by the City no later than the first Monday of the month are typically scheduled for the following month's Planning and Zoning Commission meeting. For example, if a completed application is received by City staff on the first Friday of May the application is would normally be scheduled for the June Planning and Zoning Commission meeting.
 - Development staff requested Ms. Munoz submit the State's child care regulations to ensure she can expand her facility at its current location.
 - As part of the Special Use Permit request the applicant would need to show they would meet the following minimum off-street parking requirements as found in Section 39.0i9.004 as follows:
 - 1 space per 4 person capacity + 1 space per employee of largest shift. If A total of five spaces for the children would be required. Additional spaces would be required for additional employees. If the facility's off-street parking area is not large enough to accommodate the additional spaces a variance could be requested as part of the SUP application.
 - A map of the off street parking area and its location in relation to the private drive would be required as part of the SUP application.
 - When the current daycare SUP was approved by the City in 2022 there were public comments regarding the use of the private driveway to the east of the

center. It was determined that all property owners adjacent to the private drive are legally entitled to use it. Staff recommended that prior to submitting a SUP application expanding the daycare capacity she contact the adjacent property owners to make them aware of her plans.

- Assessor
 -
- Fire Marshal
 - NFPA 13 sprinkler system required
 - NFPA 72 alarm system required
- Public Works
 - No comment
- Building Official
 - No comment

Sincerely,



Joshua M. Skluzacek
Engineering and Community Development

Planning and Zoning Commission

May 1, 2023

RE: Special Use Permit

Marta Munoz /Bright Start

990 3rd Ave West

Dickinson ND,58601

I am requesting a Special Use Permit for the continued operation of a Group Daycare Facility for the capacity of 30 children indoors and outdoors.

We have measured the off-street parking and it is large enough to accommodate 12 parking spots, I am attaching a map of the off-street parking area as well. The daycare families I currently serve have different work schedules; the drop-off/pick-up times are staggered not overlapping due to the average drop-off/pick-up time of 5 minutes.

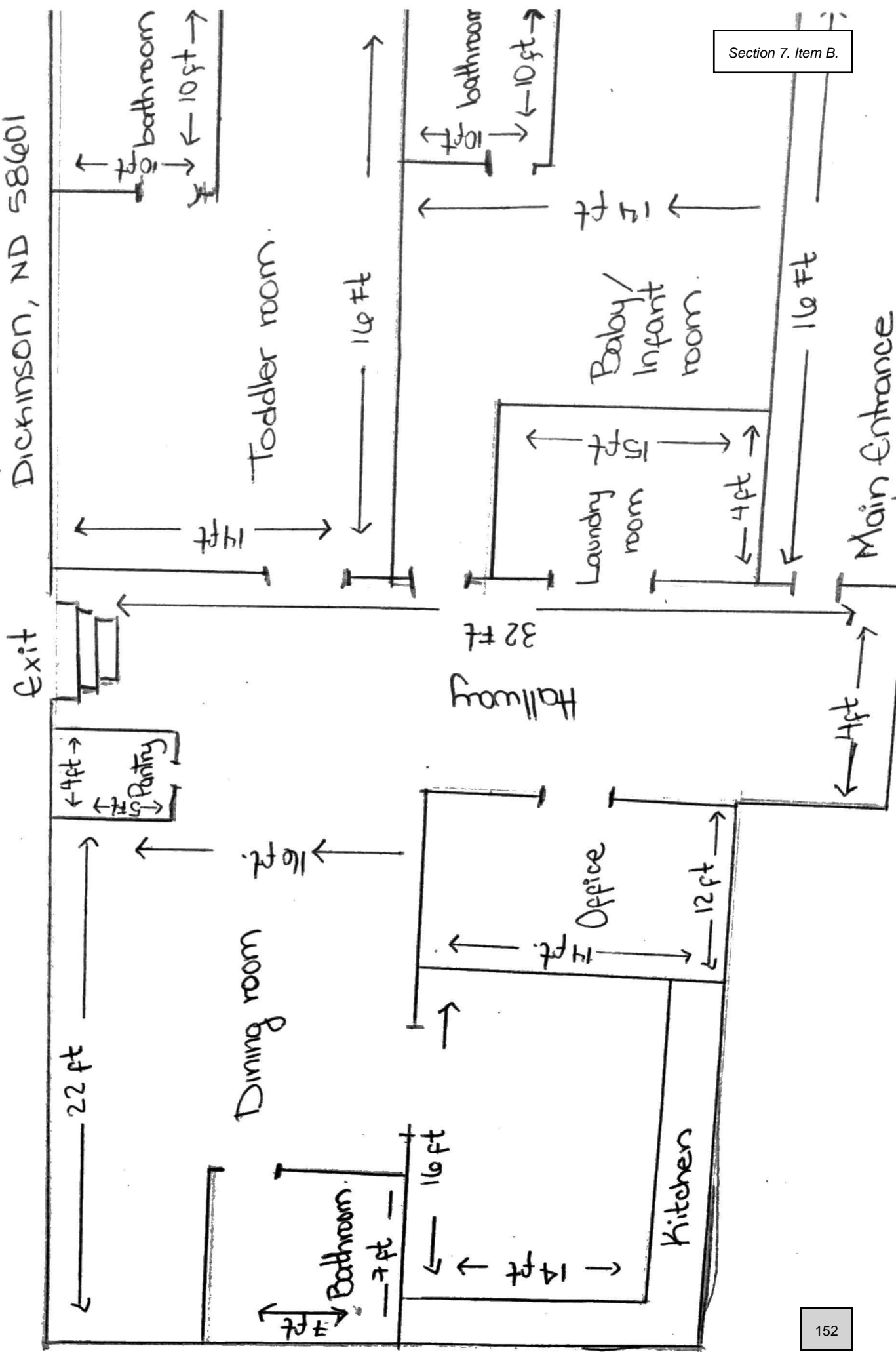
I have contacted the property owners adjacent to the private drive by phone and in person to make them aware of our plans to expand, they did not have any concerns only comments about the driveway being a rough shape.

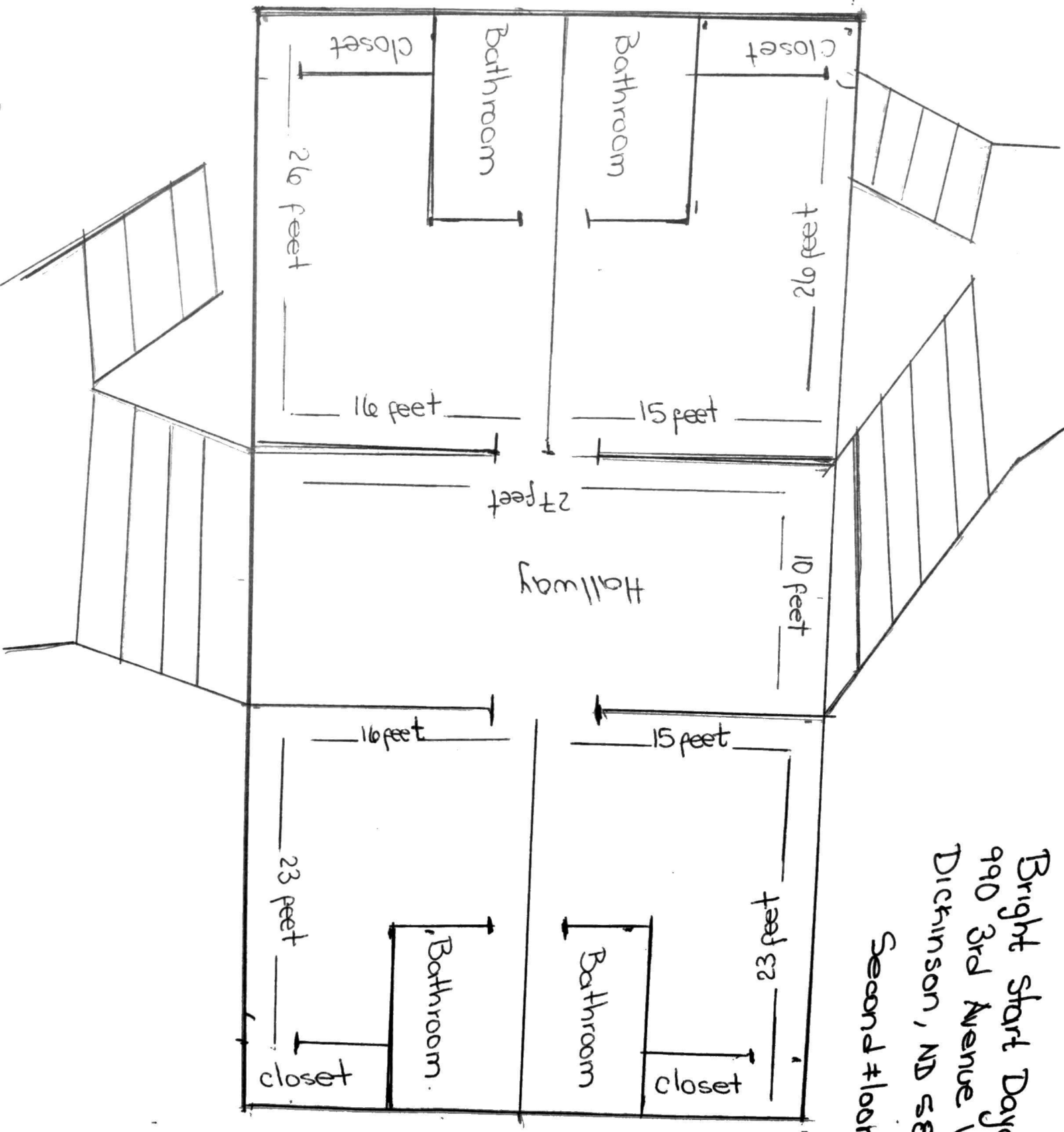
I am attaching a letter of Support of Expansion from my Licensor Emili Dolinar where it states I currently meet the requirements to expand to a Group 30 Childcare.



First Floor

Bright Start Daycare
990 3rd Avenue West
Dickinson, ND 58601





Bright Start Daycare
990 3rd Avenue West
Dickinson, ND 58601

Second floor

Dickinson, North Dakota

Google Street View

Jul 2021

[See more dates](#)



Support of Expansion

From: Dolinar, Emily A. (edolinar@nd.gov)

To: lirolita35@yahoo.com

Date: Monday, May 1, 2023 at 12:32 p.m. CDT

Hi Marta,

I wanted to follow up with you on our visit this morning regarding the possible expansion. As I mentioned this morning the building you are currently in would meet the requirements for the capacity of 30 children indoors and outdoors. The requirements to expand to a Group 30 Child Care are currently met by you. For the expansion a successful Fire Inspection, Health Inspection and a Special Use Permit issued by the City of Dickinson would need to be completed. Upon completion of those requirements I do believe you would be successful with expanding to 30 children. Below is the link to the Child Care Licensing Rulebook. If you have any questions please feel free to reach out to me.

<https://www.hhs.nd.gov/cfs/early-childhood-services/programs/regulations>

Emily Dolinar

Early Childhood Licensing Specialist

701.690.1495 • edolinar@nd.gov • [Early Childhood Homepage](#)



RESOLUTION NO. _____ - 2023

A RESOLUTION APPROVING A SPECIAL USE PERMIT TO MARIA MUNOZ/BRIGHT START FOR A DAYCARE LOCATED AT 990 3rd AVE WEST, DICKINSON, ND

WHEREAS, Dickinson City Code §39.12.003 allows the Board of City Commissioners to grant discretionary approval for certain uses within zoning districts that have unusual site development or operating characteristics; and

WHEREAS, Dickinson City Code §39.12.003 allows the Board of City Commissioners to establish such conditions and regulations for approval of a special use permit as the Board may deem appropriate; and

WHEREAS, the City has received a request for a special use permit from Maria Munoz/Bright Start for a daycare, which is a discretionary use provided for in the Dickinson City Code; and

WHEREAS, the Dickinson Planning and Zoning Commission has met and heard public testimony regarding this matter, and recommends approval of the special use permit, subject to the conditions noted below;

NOW, THEREFORE, BE IT RESOLVED that the Board of City Commissioners for the City of Dickinson, North Dakota, hereby grants a special use permit, as provided in Dickinson City Code §39.12.003, to Maria Munoz/Bright Start:

990 3rd Ave West, Dickinson, ND 56801
Lots 23 & 24, Block 1, Hilliard & Manning 2nd Addition, Subdivision Lots 1&2

The Special Use Permit is subject to the following conditions:

1. The maximum number of children shall be limited to 30.
2. The age range of the children shall be infancy through 12 years old.
3. Operation of the group day care center shall be as described in the staff report for SUP-003-2023, dated May 26, 2023, as well as in the material found in Attachment A of said staff report.
4. Expansion of the group daycare center is contingent upon final approval by the City of Dickinson Fire Department and the State Department of Health and Human Services.
5. The SUP approval shall expire with any change in ownership. All subsequent owners of the property shall be required to reapply for SUP approval.
6. Operation of the Group Day Care Center shall comply with all applicable City,

County, State and Federal regulations.

Dated this _____ day of July, 2023.

Scott Decker, President
Board of City Commissioners

ATTEST:

Dustin Dassinger
Dickinson City Administrator



STAFF REPORT

Section 7. Item C.

To: Planning and Zoning Commission

From: City of Dickinson Development Team

Date: June 9, 2023

Re: **FLP-003-2023 Duchscher Minor Plat**

OWNER/APPLICANT

Stephen N. & Duane J. Duchscher
 886 14th Street E
 Dickinson, ND 58601

Public Hearings: Wednesday June 21, 2023 Planning and Zoning Commission

EXECUTIVE SUMMARY

To consider a Preliminary/Final Plat for the Duchscher Subdivision a Replat of Lot 3, Block 1 of Braun Third Subdivision located in the SE ¼ of Section 34, Township 140N, Range 96W located in the City of Dickinson. The site consists of +/- 2.127 acres. The lot is zoned Low Density Residential (R-1). An existing residential structure with a detached garage structure is currently located on the north side of the lot.

REQUEST

- A. Request:** The applicant is seeking to divide the existing property into two separate lots. The proposed subdivision would result in splitting the 2.127-acre lot into a 0.906-acre northern lot (proposed Lot 2) and a 1.221-acre southern lot (proposed Lot 1).
- B. Location/Legal Description/Area:** The subject parcel is situated on the southside of 14th Street East approximately 500 feet west of 10th Avenue East. It is legally described as Lot 3, Block 1 of the Braun 3rd subdivision.
- C. Project Description:** The property owner is seeking a re-plat of Lot 3, Block 1, Braun 3rd Subdivision to facilitate the construction of a single-family residential unit on the proposed Lot 2. The re-plat ensures that each proposed lot meets the minimum square footage requirements.

ZONING	R-1
FUTURE LAND USE MAP DESIGNATION	RESIDENTIAL
GROSS SITE ACREAGE	2.128 acres
LOTS PROPOSED	2

CURRENT ADJACENT LAND USE/ZONING		
Direction	Zoning	Land Use
North	R-1	Residential
East	R-1	Cemetery
South	R-1	Undeveloped
West	R-1	Residential

Context:

Background

- A private driveway accessing 14th Street East leads to the existing residential structure and garage.
- The City of Dickinson provides water and sanitary sewer services to the lot via a utility easement situated along the western lot line.
- Consolidated Telecom offers services to the lot through an easement along the eastern lot line.
- An MDU gas line that runs from 14th Street East to the existing residential structure serves the lot.

Major Issues

- Currently no sidewalk is installed along the lot frontage of 14th Street East.
- Approval of the proposed Duchscher Minor Subdivision ensures the southern lot will have access to 14th Street East as well as to utilities.

STAFF REVIEW AND RECOMMENDATIONS

- **Compatibility with Local Uses:** The uses on the parcel will be compatible with the existing uses in the immediate vicinity.
- **Compliance with Zoning and Subdivision Regulations:** Each proposed lot satisfies zoning requirements regarding minimum square footage per Section 39.04.005 of the municipal code. The

proposed Preliminary/Final Plat continues to satisfy all lot boundary requirements, current zoning requirements, and Minor Subdivision Plat requirements.

Public Input: As of the date of this report, City staff has not received any public comments.

Staff Recommendation: The City Development Team staff recommends approval of the minor plat application

Attachments:

- A - Application Material

MOTIONS:

*****Approval*****

*"I move the City of Dickinson Planning and Zoning Commission recommend Approval of **FLP-003-2023 Duchscher Minor Plat** subject to the conditions above, as meeting all the requirements of the Dickinson Municipal Code and also being in the interest of the public health, safety and welfare "*

(AND) the following additional requirements (IF THE PLANNING AND ZONING COMMISSION RECOMMENDS ANY ADDITIONS AND/OR DELETIONS TO THE PROPOSED MOTION LANGUAGE):

1. _____;
2. _____.

*****Denial*****

*"I move the Dickinson Planning and Zoning Commission recommend Denial of **FLP-003-2023 Duchscher Minor Plat** petition as NOT meeting all the requirements of the Dickinson Municipal Code and as being contrary to interest of the public health, safety and welfare."*

ATTACHMENT A –

APPLICATION MATERIALS

Unified Development Application

Have you had a pre-application meeting with City Staff?

Yes

Please upload the letter or counseling form you received following your pre-application meeting:

[146 City of Dickinson lot split letter 5661.pdf](#)

NameStephen & Diane Duchscher

Applicant Emailsnduke@ndsupernet.com

Applicant Phone #(701) 290-0230

Type of DevelopmentMinor Subdivision Preliminary/Final Plat

Is this a ReplatYes

Subdivision Being Re-plattedlot 3 Block one Braun 3rd subdivision

Owner NameStephen & Diane Duchscher

Owner Address886 14th St E, Dickinson, ND, 58601

Owner Emailsnduke@ndsupernet.com

Owner Phone # (701) 290-0230

Is the owner present to Sign Yes

Signature 

Will this application require any other action to complete the development? No

Metes and Bounds Description

Lot 3A: A tract of land located within Lot 3, Block 1 of Braun third subdivision, Lying in the southeast quarter (SE1/4) of Section 34, Township 140 North, Range 96 West of the 5th Principal meridian, City of Dickinson, Stark County, North Dakota, and being more particularly described as follows: Beginning at the northeast corner of said lot 3 which is on the south right-of-way of 14th Street East, Thence 179°50'31"238.86' along the east line of Braun third subdivision Thence 269°50'30"170.02',Thence 359°51'02" 67.41', thence 359°51'02" 158.03" to the northwest corner of lot 3, also being the south right-of-way of 14th line of 14th street east 85°19'44" 170.51' to the point of beginning. Said lot contains 39,466 Sq Ft or 0.906 Ac more or less. Subject property as shown and monumented on this plat.

	1/4 Section	Township	Range
Description	SE1/4of section 34	140N	96W

Property Address / General Project Location 886 14th ST E

Total Square Footage or Acreage of Subject Property 92655


Rezone Calc Multiplier 0

Minor Platting Multiplier 1

Prelim Platting Multiplier 0

Major Platting Multiplier 0

Name of Plat Duchscher Subdivision

Number Lots	1 to 10 Lots														
Number of Block(s)	1														
	2														
Application Calc	500														
File Upload	City of Dickinson lot split letter.pdf Duchscher Sub Plat Drawing.pdf Duchscher irregular plat description.pdf														
Application Fees	<table><tr><td>Applicable Fees</td><td>500.00 USD</td></tr><tr><td colspan="2"><hr/></td></tr><tr><td>Total:</td><td>\$500.00</td></tr><tr><td>Transaction ID:</td><td>58ayfcwb</td></tr><tr><td colspan="2">==Payer Info==</td></tr><tr><td>First Name</td><td>Stephen</td></tr><tr><td>Last Name</td><td>Duchscher</td></tr></table>	Applicable Fees	500.00 USD	<hr/>		Total:	\$500.00	Transaction ID:	58ayfcwb	==Payer Info==		First Name	Stephen	Last Name	Duchscher
Applicable Fees	500.00 USD														
<hr/>															
Total:	\$500.00														
Transaction ID:	58ayfcwb														
==Payer Info==															
First Name	Stephen														
Last Name	Duchscher														
Applicant Signature															
Date	05-05-2023														

You can [edit this submission](#) and [view all your submissions](#) easily.

Attachments: Because the total size is more than **5MB** the uploads are not attached.

**MONTANA-DAKOTA UTILITIES CO.
PIPELINE EASEMENT BY OWNER**

THIS INDENTURE, made this _____ day of _____, A.D., 20____, between MONTANA DAKOTA UTILITIES CO., a Delaware corporation, 400 North Fourth Street, Bismarck, North Dakota 58501, hereinafter called "COMPANY," its successors and assigns, and the following named persons, herein, whether singular or plural, called "OWNER," namely:

Stephen N. Duchscher and Diane J. Duchscher, whose address is **886 14th St. East, Dickinson, ND 58601**

WITNESSETH, that for valuable considerations received, OWNER does hereby grant unto COMPANY, its successors and assigns, an easement **10** feet in width, being **5** feet left, and **5** feet right of the center line as laid out and/or surveyed, or as finally installed through, over, under and across the tract of land hereinafter described, for the purpose of installing and constructing thereon, and thereafter to operate, inspect, protect, maintain, repair, increase the capacity of, remove, replace and abandon in place, a gas pipeline or lines, including without limitation necessary pipes, equipment, and fixtures, said tract of land being situated in the County of **Stark**, State of **North Dakota**, and more particularly described as follows:

A Ten (10') foot wide tract of land as laid out and/or constructed across Lot 3, Block 1, Braun 3rd Subdivision to the City of Dickinson, Stark County, North Dakota.

Should additional pipelines be laid under this grant, at any time, an additional consideration equal to the consideration paid for this grant, calculated on a lineal rod basis, shall be paid for each additional line.

OWNER, its successors and assigns, agrees not to build, create or construct or permit to be built, created, or constructed, any obstruction, building, engineering works or other structures upon, over, or under the above described tract of land or that would interfere with said pipeline or lines or COMPANY'S rights hereunder. Company shall have the right, but not the obligation, to cut and clear trees and shrubbery from the above described tract of land.

The OWNER, its successors and assigns, hereby grants to COMPANY, its successors and assigns, the right at all reasonable times of ingress and egress to the above describe premises across adjacent lands of the Owner, it successors and assigns, at convenient points for the enjoyment of the aforesaid uses, rights, and privileges.

COMPANY hereby agrees that it will pay any and all damages that may result to the crops, fences, buildings and improvements on said premises caused by constructing, reconstructing, inspecting, protecting, maintaining, repairing, increasing the capacity of, operating or removing said pipeline or lines. The damages, if not mutually agreed upon, may be determined by three disinterested persons, one to be selected by COMPANY and one by OWNER; these two shall select the third person. The award of these three persons shall be final and conclusive.

If the herein described lands are in the State of North Dakota, this easement is limited to a term of 99 years.
 If the herein described lands are in the State of Wyoming, OWNER does hereby release and waive all rights under and by virtue of the homestead exemption laws of that state.

IN WITNESS WHEREOF, OWNER has executed this easement as of the day and year first above written.

Stephen N. Duchscher

Diane J. Duchscher

STATE OF _____)
 _____);ss
 COUNTY OF _____)

On this ____ day of _____, 20____, before me personally appeared _____ known to me to be the same person __described in and who executed the above and foregoing instrument and acknowledged to me that ____he____ executed the same, (known to me to be the _____ and _____ respectively, of the corporation that is described in and that executed the foregoing instrument, and acknowledged to me that such corporation executed the same.)

(THIS SPACE FOR RECORDING DATA ONLY)

 Notary Signature
 Notary Public, _____ County,
 State of _____
 Residing at _____

 (SEAL)

 My Commission Expires: _____
 W.O. _____ L.R.R NO _____
 FILE NO. _____ TRACT NO. _____

DUCHSCHER SUBDIVISION
A REPLAT OF LOT 3, BLOCK 1 OF BRAUN THIRD SUBDIVISION
LYING IN THE SOUTHEAST QUARTER (SE 1/4) OF SECTION 34, T.140 N., R. 96 W., 5TH P.M.
CITY OF DICKINSON, STARK COUNTY, NORTH DAKOTA

LEGAL DESCRIPTION

I, NICHOLAS R. JENSEN, REGISTERED LAND SURVEYOR N.D. NO. 29362 OF DICKINSON, STARK COUNTY, NORTH DAKOTA DO HEREBY CERTIFY THAT THE SURVEY OF LOT 3 BLOCK 1 OF BRAUN THIRD SUBDIVISION AS RECORDED BY STARK COUNTY DOCUMENT NUMBER 3090680 LYING IN THE SOUTHEAST QUARTER (SE 1/4) OF SECTION 34, TOWNSHIP 140 NORTH, RANGE 96 WEST OF THE 5TH PRINCIPAL MERIDIAN, CITY OF DICKINSON, STARK COUNTY, NORTH DAKOTA NOW PLATTED AS DUCHSCHER SUBDIVISION AS SHOWN ON THIS PLAT WAS MADE UNDER MY DIRECTION FROM NOTES MADE IN THE FIELD AND THE SAME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. SAID TRACT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 3 WHICH IS ON THE SOUTH RIGHT-OF-WAY OF 14TH STREET EAST, THENCE 179°50'31" A DISTANCE OF 561.06', THENCE 269°50'53" A DISTANCE OF 140.09', THENCE 344°07'12" A DISTANCE OF 110.47', THENCE A 359°50'49" A DISTANCE OF 441.30' TO THE NORTHWEST CORNER OF LOT 3 ALSO BEING THE SOUTH RIGHT-OF-WAY LINE OF 14TH STREET EAST, THENCE ALONG THE SAID RIGHT-OF-WAY LINE 85°19'44" A DISTANCE OF 170.51' TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 2.127 ACRES, MORE OR LESS AND IS SUBJECT TO ANY PREVIOUS EASEMENTS, AGREEMENTS, CONVEYANCES AND SURVEYS. SUBJECT PROPERTY AS SHOWN AND MONUMENTED ON THIS PLAT.

I FURTHER CERTIFY THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE SURVEY, THAT ALL DISTANCES ARE CORRECT, AND MONUMENTS ARE PLACED IN THE GROUND AS SHOWN, THAT THE OUTSIDE BOUNDARY LINES ARE CORRECTLY DESIGNATED ON THE PLAT.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY NAME:

NICHOLAS R. JENSEN
PROFESSIONAL LAND SURVEYOR
NORTH DAKOTA NO. 29362

STATE OF _____ SS
COUNTY OF _____

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED KC HOMISTON, TO ME KNOWN TO BE THE SAME PERSONS DESCRIBED IN AND THAT EXECUTED THE WITHIN AND FOREGOING INSTRUMENT AND SEVERALLY ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME.

NOTARY PUBLIC MY COMMISSION EXPIRES: _____

RESIDING AT COUNTY OF _____, STATE OF _____

PROPRIETOR'S CERTIFICATE

WE, _____ OWNERS AND PROPRIETOR OF DUCHSCHER SUBDIVISION, TO THE CITY OF DICKINSON, STARK COUNTY, NORTH DAKOTA, ON THIS PLAT SHOWN HERON AND DESCRIBED IN THE SURVEYOR'S CERTIFICATE, DO HEREBY DECLARE THAT WE HAVE CAUSED THE SAME TO BE SURVEYED AS SHOWN ON THE ACCOMPANYING PLAT, AND DO HEREBY DEDICATE ALL UTILITY EASEMENTS AND PUBLIC RIGHT-OF-WAY AS SHOWN TO PUBLIC USE FOREVER. THE INGRESS/EGRESS EASEMENT SHOWN HERON IS A PRIVATE CROSSING LOT 2 FOR THE BENEFIT OF LOT 1.

IN WITNESS WHEREOF, WE HAVE HEREUNTO SUBSCRIBED OUR NAMES:

BY: _____ BY: _____
STEPHEN DUCHSCHER DIANE DUCHSCHER

STATE OF _____ SS
COUNTY OF _____

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED KC HOMISTON, TO ME KNOWN TO BE THE SAME PERSONS DESCRIBED IN AND THAT EXECUTED THE WITHIN AND FOREGOING INSTRUMENT AND SEVERALLY ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME.

NOTARY PUBLIC MY COMMISSION EXPIRES: _____

RESIDING AT COUNTY OF _____, STATE OF _____

CITY OF DICKINSON COMMISSION APPROVAL

PRINTED NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

CITY ENGINEER APPROVAL

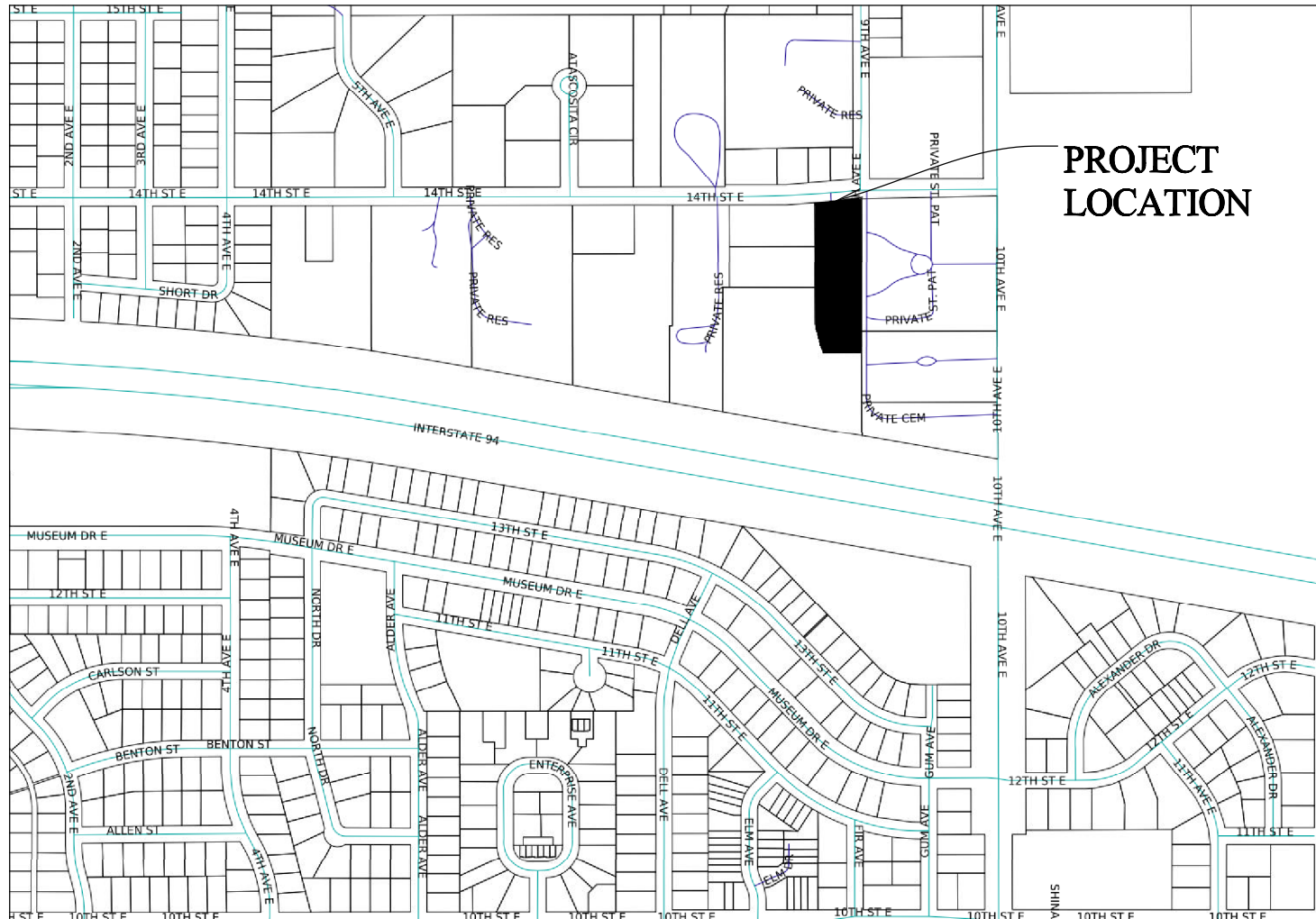
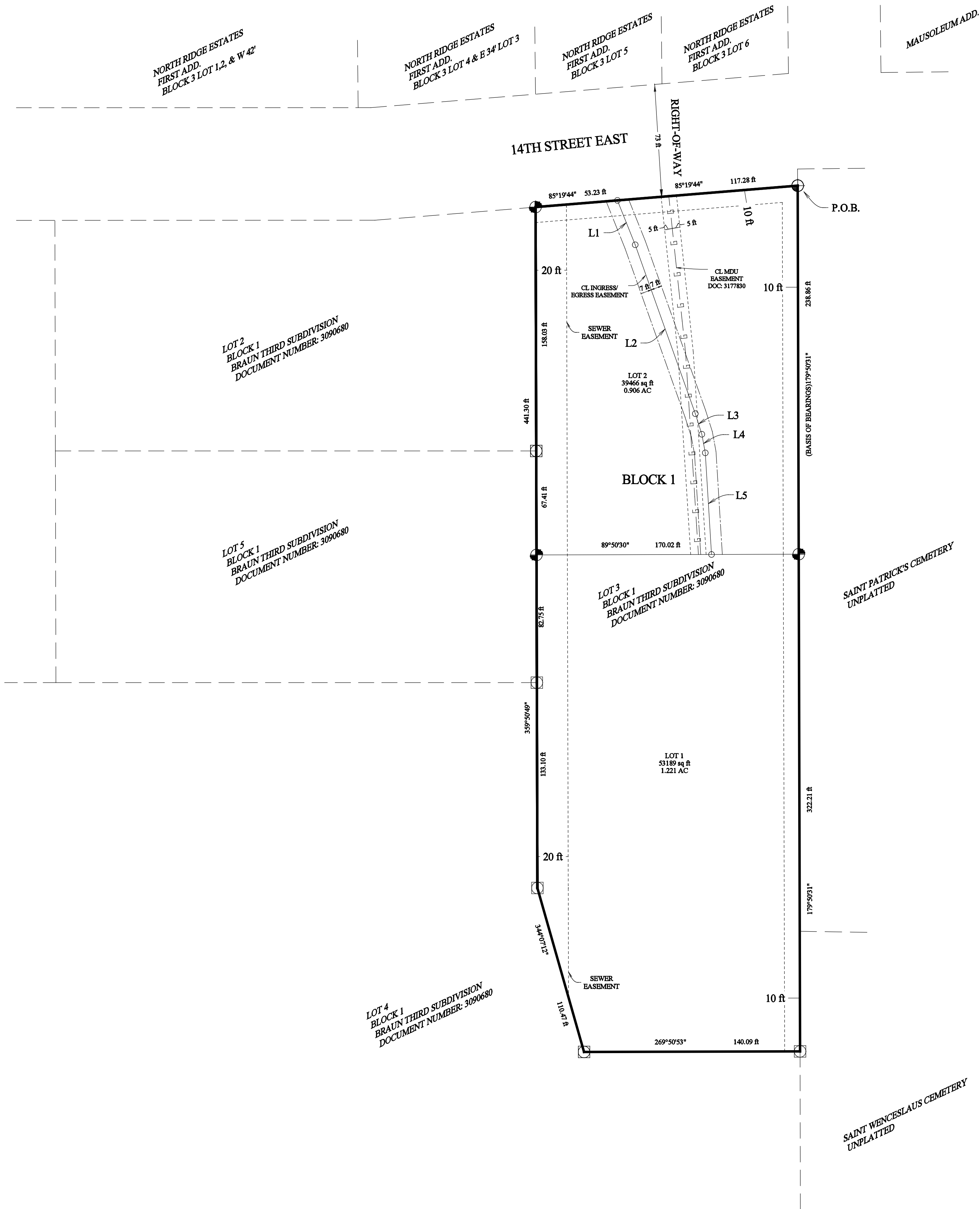
PRINTED NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

CITY PLANNING COMMISSION APPROVAL

PRINTED NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____



SURVEY NOTES:

- 1) DUCHSCHER SUBDIVISION IS LOCATED IN ZONE "X" OF THE FEMA FLOOD INSURANCE RATE MAP, WHICH IS AN AREA DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN. FLOOD INSURANCE MAP 38089C0194E, PANEL 194 OF 850, EFFECTIVE DATE NOVEMBER 4TH, 2010.
- 2) BASIS OF BEARING: CONSIDERING THE BASIS OF BEARING TO BE THE EAST LINE OF LOT 3 HAVING A BEARING OF 179°50'31"
- 3) ALL UTILITY EASEMENTS ARE CURRENTLY EXISTING PER DOCUMENT NUMBER: 3090680 MDU EASEMENT ACROSS LOT 2 TO ACCESS LOT 1 DOCUMENT NUMBER: 3177830
- 4) DISTANCES SHOWN ARE MEASURED GROUND DISTANCES, INTERNATIONAL FOOT, DERIVED FROM A LOCAL COORDINATE SYSTEM
- 5) DATE OF LATEST FIELD WORK: MAY 15TH, 2023

14' INGRESS/EGRESS EASEMENT		
Name	Length	Azimuth
L1	30.99	158°09'50"
L2	116.17	160°23'57"
L3	14.00	162°23'12"
L4	12.27	169°31'51"
L5	65.97	176°28'49"

LEGEND

- PROPERTY BOUNDARY
- PROPOSED LOTS
- ADJACENT LOTS
- UTILITY EASEMENT
- INGRESS/EGRESS EASEMENT
- FOUND 2" ALUM. KIJ CAP
- FOUND 1/2" REBAR
- SET #5 REBAR 24" LONG & 2" ALUM. CAP STAMPED "WESTERN EDGE SURVEYING LS-29362"
- UNMONUMENTED ACCESS EASEMENT POINT

GRAPHIC SCALE 1" = 40'

0 40 80 120

DRAWN BY: NRJ SCALE: 1" = 40'

PROJ NO: 23-001 DATE: 6/6/2023

WESTERN EDGE SURVEYING, PLLC
1170 LINCOLN STREET
DICKINSON, ND 58001
PHONE: (208)-430-3110
WWW.WESTERNEDGESURVEYING.COM

Dickinson Land Information Map

Section 7. Item C.



Information about Tax parcels, Zoning, and other features.

Maxar | Engineering & Planning | Dickinson Engineering Department

RESOLUTION NO: _____ - 2023

**A RESOLUTION APPROVING FINAL PLAT ENTITLED THE DUCHSCHER
SUBDIVISION A REPLAT OF LOT 3, BLOCK 1 OF BRAUN THIRD SUBDIVISON
STARK COUNTY, NORTH DAKOTA.**

WHEREAS, application has been made to the Board of City Commissioners for the approval of a final plat of **THE DUCHSCHER SUBDIVISION A REPLAT OF LOT 3, BLOCK 1 OF BRAUN THIRD SUBDIVISON**

Located in SE1/4 of Section 34, Township 140 North, Range 96
West of the 5th P.M., City of Dickinson, Stark County, ND

Beginning at the Northeast Corner of said Lot 3 which is on the South Right of Way of 14th Street East, Thence 179°50’31” a distance of 561.06’, Thence 269°50’53” a distance of 140.09’, Thence 344°07’12” a distance of 110.47’, Thence a 359°50’49” a distance of 441.30’ to the Northwest Corner of Right of Way Line 85°19’44” a distance of 170.51’ to the point of beginning.

Said Tract contains 2.127 acres, more or less and is subject to any previous easements, agreements, conveyances and survey.

WHEREAS, the Planning Commission held a public hearing on said plat in compliance with State Statute, at which time the final plat was given final approval and recommended to the Board of City Commissioners.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the property known as **THE DUCHSCHER SUBDIVISION**, Stark County, North Dakota, be and the same is hereby approved upon condition that the proposed streets, water and sewage and other utility facilities be in accordance with the City of Dickinson and Stark County regulation codes and as indicated on the final plat, and procedures acceptable to the Board of City Commissioners.

Dated this _____ day of _____, 2023.

Scott Decker, President
Board of City Commission

ATTEST:

Dustin Dassinger, City Administrator



STAFF REPORT

Section 7. Item D.

1

To: Planning and Zoning Commission
From: City of Dickinson Development Team
Date: June 9, 2023
Re: **FLP-004-2023 North Lake Subdivision**

OWNER/APPLICANT

Dickinson Parks and Recreation
2004 Fairway St, Dickinson, ND, 58601

Public Hearings: Date: June 21, 2023 Planning and Zoning Commission

EXECUTIVE SUMMARY

To consider a Preliminary/Final Plat for the North Lake Subdivision located in the NW ¼ of Section 8, Township 139N, Range 96W located within the City of Dickinson's Extra Territorial Zone. The site consists of +/- 11.65 acres.

This subdivision would create three separate lots to be owned by North Dakota Game and Fish, Dickinson Parks and Recreation, and the Bureau of Reclamation, respectively. The zoning of the lot is Public District (P).

Project Description: The parcel is currently zoned Public (P) and is located in the City's Extra Territorial Zone (ETZ). It has been developed with the Southwest District Office of the North Dakota Game and Fish Department (NDGF) as well as with a boat access operated by the Dickinson Parks and Recreation District. The minor subdivision plat application, if approved, would create three separate lots. Each of the three governmental entities will take ownership of one individual lot.

In 2018, a federal law (Public Law 115-306) directed the Bureau of Reclamation to transfer the northeast portion of the property to the NDGF and the southwest portion to the Dickinson Parks and Recreation District. The law also specified that the Bureau of Reclamation should retain ownership of the access road on the property.

According to Chapter 34 of the City Ordinance on Subdivision of Land, approval of a subdivision plat is required before ownership can be conveyed for individual properties.

The property was previously zoned Agricultural (AG). According to Article 39.04 of the City Zoning Ordinance, the minimum lot size of an AG-zoned property is five (5) acres. As each of the proposed lots are less than five

acres, the property required rezoning prior to subdivision. The City Commission approved a rezoning petition on December 16, 2022, submitted by the Bureau of Reclamation.

Table I: Current Zoning and Use

ZONING	Public District
FUTURE LAND USE MAP DESIGNATION	Public District
GROSS SITE ACREAGE	11.65 acres
LOTS PROPOSED	Three

Table II: Adjacent Zoning and Land Use		
Direction	Zoning	Land Use
North	AG	Railroad ROW / Undeveloped
East	R-1	Residential
South	AG	Recreation (boat access)
West	AG	Recreation (fishing pier)

Background

- The property is currently developed with the Southwest District office of the North Dakota Game and Fish (NDGF) Department as well as a boating access operated by the Dickinson Parks and Recreation District.
- The Bureau of Reclamation made an application in November of 2022 for a rezoning of the parcel from Agricultural (AG) to Public (P) which was approved by the City of Dickinson Commission on Dec 20, 2022.
- This request does not propose any new buildings, infrastructure improvements or extensions, right-of-way dedications, or utility easements.
- Three existing structures are located on proposed Lot 3.
- Access is provided by the 30th Avenue SW. Fire Protection is provided by the Dickinson Rural Fire Department. Law enforcement services are provided by the Stark County Sheriff's Office. Water services in the ETZ are provided by either Southwest Water Authority or potable wells. Sanitary sewer services in the ETZ are provided by septic system. Electric utility service is provided by Roughrider Electric.

STAFF REVIEW AND RECOMMENDATIONS

Compatibility with Local Uses: During the previous rezoning process, staff found the subject parcel as zoned P does not introduce uses that would be incompatible with adjacent local uses.

Compliance with Zoning Regulations: Every proposed lot meets the minimum square footage requirements outlined in Section 39.04.005 of the municipal code, ensuring compliance with zoning regulations. Public Districts do not have specific requirements for minimum lot area and width.

Compliance with Subdivision Regulations: Approval of the application does not necessitate dedicating public rights-of-way or building new public streets or infrastructure. Additionally, the subdivision comprises no more than four lots, ensuring compliance with all minor subdivision plat requirements.

Public Input: As of the date of this report, City staff has not received any public comments.

Staff Recommendation: Dickinson Parks and Recreation Minor Subdivision petition is in conformance with the Dickinson Comprehensive Plan and the Dickinson Municipal Code Minor Subdivision Regulations. The City Development Team staff recommends approval of the application.

Attachments:

- A - Application Material

MOTIONS:

*****Approval*****

*"I move the City of Dickinson Planning and Zoning Commission recommend Approval of **FLP-004-2023 North Lake Subdivision** subject to the conditions above, as meeting all the requirements of the Dickinson Municipal Code and also being in the interest of the public health, safety and welfare "*

(AND) the following additional requirements (IF THE PLANNING AND ZONING COMMISSION RECOMMENDS ANY ADDITIONS AND/OR DELETIONS TO THE PROPOSED MOTION LANGUAGE):

1. _____;
2. _____.

*****Denial*****

*"I move the Dickinson Planning and Zoning Commission recommend Denial of **FLP-004-2023 North Lake Subdivision** petition as NOT meeting all the requirements of the Dickinson Municipal Code and as being contrary to interest of the public health, safety and welfare."*

ATTACHMENT A –

APPLICATION MATERIALS

Unified Development Application

Have you had a pre-application meeting with City Staff?

Yes

Please upload the letter or counseling form you received following your pre-application meeting:

[Game and Fish Plat Pre-application Meeting Letter.pdf](#)

Name	Benjamin Rae
Company	Dickinson Parks and Recreation
Applicant Email	brae@dickinsonparks.org
Applicant Phone #	(701) 456-2074
Applicant Representative (if applicable)	Shawn Soehren
Applicant Representative Company	Houston Engineering
Applicant Representative Email	ssoehren@houstoneng.com

Applicant Representative Phone #	(701) 483-6160
Type of Development	Minor Subdivision Preliminary/Final Plat
Is this a Replat	Yes
Subdivision Being Re-platted	Bureau of Reclamation Lands Tract #D3
Owner Name	Benjamin Rae
Owner Address	2004 Fairway St, Dickinson, ND, 58601
Owner Email	brae@dickinsonparks.org
Owner Phone #	(701) 456-2074
Is the owner present to Sign	No
Owner Signature Upload	Minor Subdivision Authority.pdf
Will this application require any other action to complete the development?	No
Metes and Bounds Description	BEGINNING AT THE NORTHWEST CORNER OF SECTION 8, TOWNSHIP 139 NORTH, RANGE 96 WEST OF THE FIFTH PRINCIPAL MERIDIAN, STARK COUNTY, NORTH DAKOTA; THENCE SOUTH 01°42'34" EAST, ON AND ALONG THE WEST LINE OF SAID SECTION 8, A DISTANCE OF 1533.97 FEET TO THE FOUND NORTHWEST CORNER OF BUREAU OF RECLAMATION LANDS TRACT #D3 AS DESCRIBED IN RECORDED DOCUMENT NO. 3164355; THENCE NORTH 62°25'51" EAST, ON AND ALONG THE NORTH LINE OF SAID TRACT #D3, A DISTANCE OF 448.59 FEET TO THE FOUND CORNER OF SAID TRACT #D3; THENCE SOUTH 88°32'01" EAST, CONTINUING ON AND ALONG THE NORTH LINE OF SAID TRACT #D3, A DISTANCE OF 130.71 FEET TO THE FOUND CORNER OF SAID TRACT #D3; THENCE SOUTH 32°20'26" EAST, ON AND ALONG THE EAST LINE OF SAID TRACT #D3, A DISTANCE OF 863.34 FEET TO THE FOUND CORNER OF SAID TRACT #D3; THENCE NORTH 88°46'33"

WEST, ON AND ALONG THE SOUTH LINE OF SAID TRACT #D3, A DISTANCE OF 1005.64 FEET TO THE CORNER OF SAID TRACT #D3;
THENCE NORTH 01°43'58" EAST, ON AND ALONG THE WEST LINE OF SAID TRACT #D3, A DISTANCE OF 503.90 FEET THE POINT OF BEGINNING.
SAID TRACT CONTAINS 11.65 ACRES, MORE OR LESS AND IS SUBJECT TO ANY EASEMENTS PREVIOUSLY ACQUIRED.

	1/4 Section	Township	Range
Description	SW1/4 of Section 8	139N	R96W

Property Address / General Project Location	225 30th Ave SW, Dickinson, ND 58601		
Total Square Footage or Acreage of Subject Property	11.65 Acres		
Rezone Calc Multiplier	0		
Minor Platting Multiplier	1		
Prelim Platting Multiplier	0		
Major Platting Multiplier	0		
Name of Plat	North Lake Subdivision		
Number Lots	1 to 10 Lots		
Number of Block(s)	1		
	1 ND Game and Fish		
Application Calc	500		
File Upload	20230511_10608-0002_Minor Plat_rev.pdf		
Application Fees	Applicable Fees	500.00 USD	
Total:			\$500.00

Transaction ID:

1wmymz6j

==Payer Info==

First Name	Sherwin
Last Name	Wanner

Applicant Signature



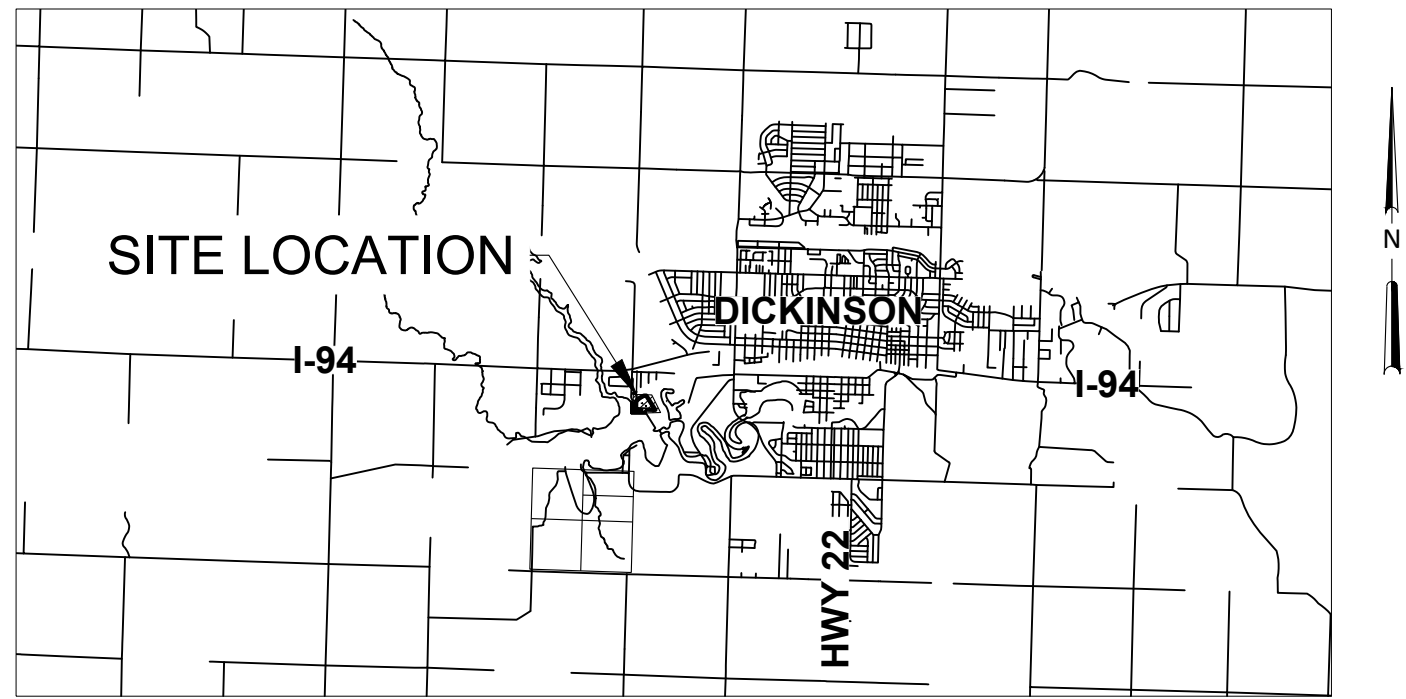
Date

05-11-2023

You can [edit this submission](#) and [view all your submissions](#) easily.

NORTH LAKE SUBDIVISION

A PLAT OF THE BUREAU OF RECLAMATION LANDS TRACT #D3 IN THE NORTHWEST QUARTER,
OF SECTION 8, TOWNSHIP 139 NORTH, RANGE 96 WEST OF THE 5TH PRINCIPAL MERIDIAN,
CITY OF DICKINSON,
STARK COUNTY, NORTH DAKOTA



VICINITY MAP

SURVEYOR'S CERTIFICATE AND ACKNOWLEDGMENT

I, TODD MARSCHELL, A REGISTERED LAND SURVEYOR IN THE STATE OF NORTH DAKOTA, HEREBY CERTIFY THAT THE SURVEY OF ALL OF TRACT #D3 AS DESCRIBED IN THE QUIT CLAIM DEED BETWEEN THE UNITED STATES OF AMERICA DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION MISSOURI BASIN REGION AND THE PARK DISTRICT OF THE CITY OF DICKINSON OF THE STATE OF NORTH DAKOTA LOCATED WITHIN THE NORTHWEST QUARTER (NW1/4) OF SECTION 8, TOWNSHIP 139 NORTH, RANGE 96 WEST OF THE FIFTH PRINCIPAL MERIDIAN, STARK COUNTY, NORTH DAKOTA WAS MADE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THE BOUNDARY OF SAID TRACT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SECTION 8, TOWNSHIP 139 NORTH, RANGE 96 WEST OF THE FIFTH PRINCIPAL MERIDIAN, STARK COUNTY, NORTH DAKOTA; THENCE SOUTH 01°42'34" EAST, ON AND ALONG THE WEST LINE OF SAID SECTION 8, A DISTANCE OF 1533.97 FEET TO THE FOUND NORTHWEST CORNER OF TRACT D#3 AS DESCRIBED IN THE UNITED STATES OF AMERICAN DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION MISSOURI BASIN REGION QUIT CLAIM DEED AS RECORDED DOCUMENT NO. 3164355, STARK COUNTY NORTH DAKOTA; THENCE NORTH 62°25'51" EAST, ON AND ALONG THE NORTH LINE OF SAID TRACT #D3, A DISTANCE OF 448.59 FEET TO THE FOUND CORNER OF SAID TRACT #D3; THENCE SOUTH 88°32'01" EAST, CONTINUING ON AND ALONG THE NORTH LINE OF SAID TRACT #D3, A DISTANCE OF 130.71 FEET TO THE FOUND CORNER OF SAID TRACT #D3; THENCE SOUTH 32°20'26" EAST, ON AND ALONG THE EAST LINE OF SAID TRACT #D3, A DISTANCE OF 863.34 FEET TO THE FOUND CORNER OF SAID TRACT #D3; THENCE NORTH 88°46'33" WEST, ON AND ALONG THE SOUTH LINE OF SAID TRACT #D3, A DISTANCE OF 1005.64 FEET TO THE CORNER OF SAID TRACT #D3; THENCE NORTH 01°43'58" EAST, ON AND ALONG THE WEST LINE OF SAID TRACT #D3, A DISTANCE OF 503.90 FEET THE POINT OF BEGINNING.

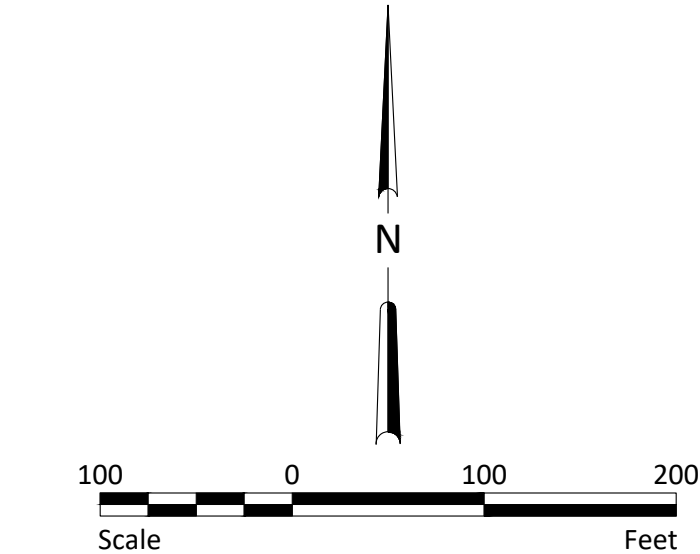
SAID TRACT CONTAINS 11.65 ACRES, MORE OR LESS AND IS SUBJECT TO ANY EASEMENTS PREVIOUSLY ACQUIRED.

I FURTHER CERTIFY THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE SURVEY, THAT ALL DISTANCES ARE CORRECT, AND MONUMENTS ARE PLACED IN THE GROUND AS SHOWN, THAT THE OUTSIDE BOUNDARY LINES ARE CORRECTLY DESIGNATED ON THE PLAT.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY NAME:

TODD MARSCHELL, PROFESSIONAL LAND SURVEYOR
LICENSE NO. 4431

DATE



DATE: MAY 11, 2023

LEGEND

PLAT BOUNDARY	_____
LOT LINE	_____
EASEMENT	_____
EXISTING LOT LINE	_____
NON-ACCESS LINE	_____
IRON MONUMENT FOUND	_____
IRON MONUMENT TO BE SET	_____
PLAT BEARING & DISTANCE	(N88°04'28"E 316.50')
MEASURED BEARING & DISTANCE	N88°04'28"E 316.50'
ZONE A	_____

ENGINEER

HOUSTON ENGINEERING
1027 LOCKPORT STREET
BISMARCK ND, 58501

OWNER

DICKINSON PARKS AND RECREATION
2004 FAIRWAY STREET
DICKINSON ND, 58601

OWNER

U.S. DEPARTMENT OF INTERIOR BUREAU OF RECLAMATION
1849 C STREET NW
WASHINGTON DC, 20240-0001

PLANNING AND ZONING COMMISSION APPROVAL.

JOSHUA SKLUZACEK, SECRETARY

DATE

STARK COUNTY APPROVAL.

DEAN FRANCHUK, CHAIRMAN OF THE BOARD

DATE

CITY OF DICKINSON APPROVAL.

SCOTT DECKER, PRESIDENT OF DICKINSON CITY COMMISSION

DATE

CITY ENGINEER APPROVAL.

JOSHUA SKLUZACEK

DATE

PROPRIETOR'S CERTIFICATE

WE, DICKINSON PARKS AND RECREATION AND U.S. DEPARTMENT OF INTERIOR BUREAU OF RECLAMATION, OWNERS AND PROPRIETORS OF THE SUBDIVISION LOCATED IN THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 139 NORTH, RANGE 96 WEST OF THE FIFTH PRINCIPAL MERIDIAN, STARK COUNTY, NORTH DAKOTA ON THIS PLAT SHOWN HEREON AND DESCRIBED IN THE SURVEYOR'S CERTIFICATE, DO HEREBY DECLARE THAT WE HAVE CAUSED THE SAME TO BE SURVEYED AND PLATTED BY TODD MARSCHELL, A NORTH DAKOTA LICENSED LAND SURVEYOR, AS SHOWN ON THE ACCOMPANYING PLAT, AND DO HEREBY DEDICATE ALL UTILITY AND DRAINAGE EASEMENTS, AND PUBLIC STREET RIGHTS-OF-WAY AS SHOWN TO PUBLIC USER FOREVER.

IN WITNESS, WHEREOF, I HERE UNTO SUBSCRIBE MY NAME:

DICKINSON PARKS AND RECREATION
SCOTT KARSKY, PRESIDENT

DATE

U.S. DEPARTMENT OF INTERIOR, BUREAU OF RECLAMATION
JOSEPH HALL, AREA MANAGER

DATE

STATE OF NORTH DAKOTA
COUNTY OF STARK

ON THIS _____ DAY OF _____, 2023 BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC FOR THE STATE OF NORTH DAKOTA, PERSONALLY APPEARED, SCOTT KARSKY AND JOSEPH HALL, KNOWN TO ME TO BE THE PERSON(S) WHO ARE DESCRIBED IN THE FOREGOING PROPRIETOR'S CERTIFICATE. WHO EXECUTED THE SAME AND ACKNOWLEDGED THAT THEY EXECUTED THE SAME.

NOTARY PUBLIC FOR THE STATE OF NORTH DAKOTA
RESIDING AT _____
MY COMMISSION EXPIRES _____



To: Shawn Soehren, Houston Engineering
From: Benjamin Rae
Executive Director, Dickinson Parks
Date: May 11, 2023
RE: Minor Subdivision – DRPD, Bureau, Game and Fish

To Whom it May Concern:

Dickinson Parks and Recreation District has entered a contract with Houston Engineering to create a minor subdivision in accordance with the land transfer from the Bureau of Reclamation and hereby gives Houston Engineering the authority to represent the Dickinson Parks and Recreation District in all matters related to the creation of the minor subdivision.

Sincerely,

A handwritten signature in black ink, appearing to read "Benj. Rae", with a long, sweeping horizontal line extending to the right.

Benjamin Rae

Dickinson Land Information Map



Information about Tax parcels, Zoning, and other features.

Maxar | Engineering & Planning | Dickinson Engineering Department

RESOLUTION NO: _____ - 2023

**A RESOLUTION APPROVING FINAL PLAT ENTITLED
THE NORTH LAKE SUBDIVISION
STARK COUNTY, NORTH DAKOTA.**

WHEREAS, application has been made to the Board of City Commissioners for the approval of a final plat of **THE NORTH LAKE SUBDIVISION**

A TRACT OF LAND LOCATED WITHIN THE NORTHWEST QUARTER (NW1/4) OF SECTION 8, TOWNSHIP 139 NORTH, RANGE 96 WEST OF THE FIFTH PRINCIPAL MERIDIAN, STARK COUNTY, NORTH DAKOTA

THE BOUNDARY OF SAID TRACT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SECTION 8, TOWNSHIP 139 NORTH, RANGE 96 WEST OF THE FIFTH PRINCIPAL MERIDIAN, STARK COUNTY, NORTH DAKOTA; THENCE SOUTH 01°42'34" EAST, ON AND ALONG THE WEST LINE OF SAID SECTION 8, A DISTANCE OF 1533.97 FEET TO THE FOUND NORTHWEST CORNER OF TRACT D#3 AS DESCRIBED IN THE UNITED STATES OF AMERICAN DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION MISSOURI BASIN REGION QUIT CLAIM DEED AS RECORDED DOCUMENT NO. 3164355, STARK COUNTY NORTH DAKOTA; THENCE NORTH 62°25'51" EAST, ON AND ALONG THE NORTH LINE OF SAID TRACT #D3, A DISTANCE OF 448.59 FEET TO THE FOUND CORNER OF SAID TRACT #D3; THENCE SOUTH 88°32'01" EAST, CONTINUING ON AND ALONG THE NORTH LINE OF SAID TRACT #D3, A DISTANCE OF 130.71 FEET TO THE FOUND CORNER OF SAID TRACT #D3; THENCE SOUTH 32°20'26" EAST, ON AND ALONG THE EAST LINE OF SAID TRACT #D3, A DISTANCE OF 863.34 FEET TO THE FOUND CORNER OF SAID TRACT #D3; THENCE NORTH 88°46'33" WEST, ON AND ALONG THE SOUTH LINE OF SAID TRACT #D3, A DISTANCE OF 1005.64 FEET TO THE CORNER OF SAID TRACT #D3; THENCE NORTH 01°43'58" EAST, ON AND ALONG THE WEST LINE OF SAID TRACT #D3, A DISTANCE OF 503.90 FEET THE POINT OF BEGINNING.

SAID TRACT CONTAINS 11.65 ACRES, MORE OR LESS AND IS SUBJECT TO ANY EASEMENTS PREVIOUSLY ACQUIRED.

WHEREAS, the Planning Commission held a public hearing on said plat in compliance with State Statute, at which time the final plat was given final approval and recommended to the Board of City Commissioners.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the property known as **THE NORTH LAKE SUBDIVISION**, Stark County, North Dakota, be and the same is hereby approved upon condition that the proposed streets, water and sewage and other utility facilities be in accordance with the City of Dickinson and Stark County regulation codes and as indicated on the final plat, and procedures acceptable to the Board of City Commissioners.

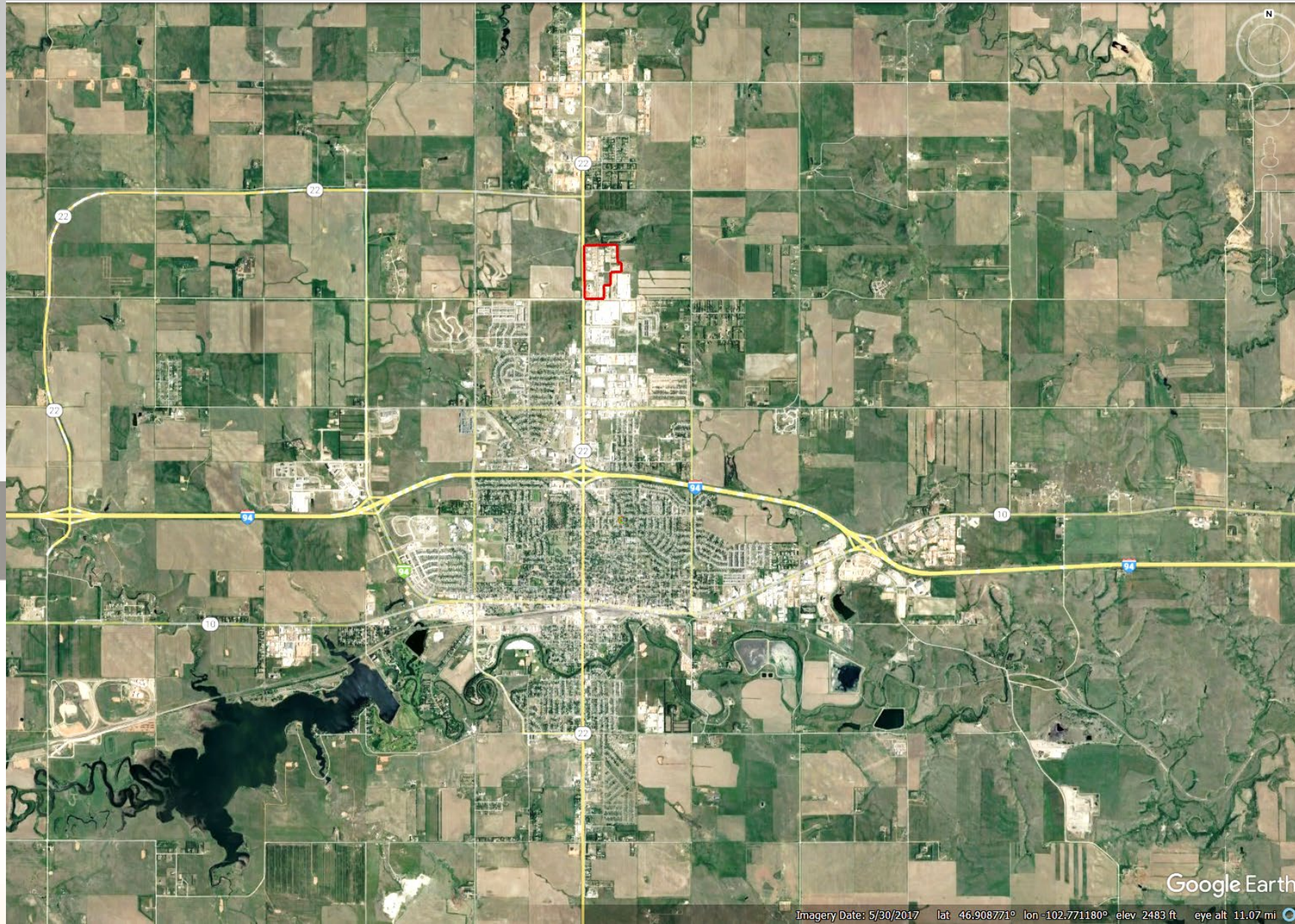
Dated this _____ day of _____, 2023.

Scott Decker, President
Board of City Commission

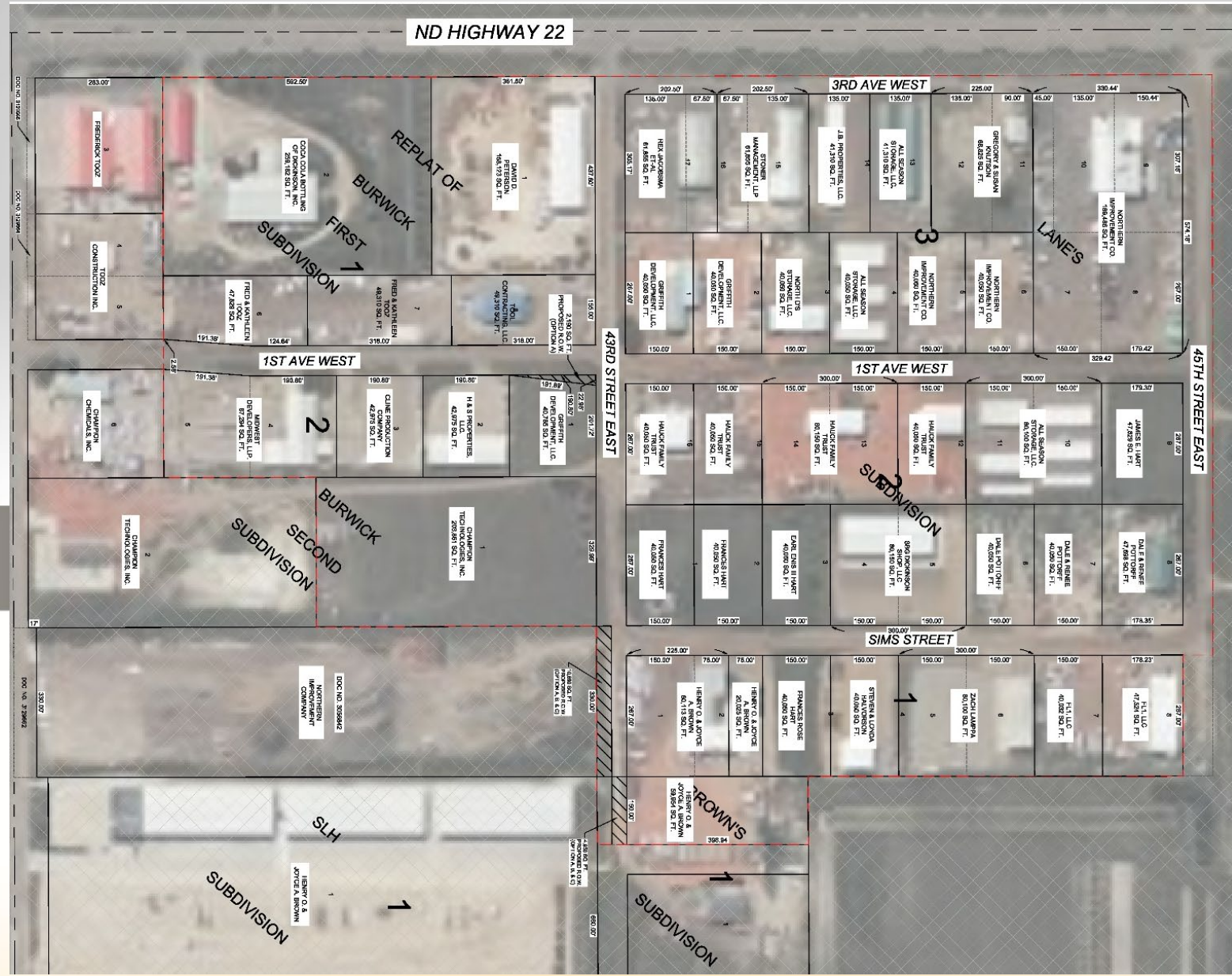
ATTEST:

Dustin Dassinger, City Administrator

North Industries – Vicinity Map



North Industries – Project Area Map





ENGINEERING MEMORANDUM

July 12, 2023

RE: July 18th Commission Meeting, 2023 Engineering Staff Memo

201601 North Industries Utilities – Construction Engineering Task Order to Highlands Engineering and Surveying, PLLC:

For your consideration is the task order approval for construction engineering services including construction materials testing to Highlands Engineering and Surveying, PLLC. The task order is for a time and materials estimate not to exceed the amount of \$355,010.00.

The bid contract award was approved by the City Commission on April 18, 2023 which was awarded to BEK Consulting, LLC for \$3,349,976.00.

The construction for this project is to begin during the 2023 construction season with a requirement to achieve a milestone of substantial completion of work located south of the south right-of-way line of 43rd Street W by November 4, 2023. The project substantial completion date was changed from October 21, 2023 to July 12, 2024.

The city engineering staff recommends approval.



This is Task Order No. **167975-03**,
consisting of **4** pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated **January 10, 2018** ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: **July 18, 2023**
- b. Owner: **City of Dickinson, ND**
- c. Engineer: **Highlands Engineering & Surveying, PLLC**
- d. Specific Project (title): **North Industries – Construction Engineering
City Project Number: 201601**
- e. Specific Project (description): The general scope of the project is to provide Construction Engineering services including contract administration, construction inspection, material testing, and construction staking services for the construction of the publicly bid "North Industries Utilities" infrastructure improvements project with City project number 201601. Construction of this project was awarded to BEK Consulting, LLC for a bid price of \$3,349,976.00.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:

set forth in Part 1—Basic Services of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.

- B. Resident Project Representative (RPR) Services

If the scope of services established in Paragraph 2.A above includes RPR services, then Exhibit D of the Agreement is expressly incorporated in this Task Order by reference.

- ~~C. Designing to a Construction Cost Limit~~

~~Under this Task Order Engineer will design to a Construction Cost Limit, subject to the terms of Paragraph 5.02 of the Agreement and of Exhibit F to the Agreement. Exhibit F is expressly incorporated by reference. The Construction Cost Limit is \$[]. The bidding or negotiating contingency to be added to the Construction Cost Limit is [] percent.~~

D. Other Services

Engineer shall also provide the following services: **N/A**

- E. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

- A. Additional Services that may be authorized or necessary under this Task Order are: **N/A**

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: **None**

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

- A. Construction of these improvements are to be completed on or before the project completion date of 8/2/2024, with final documents prepared as part of this contract to be first submitted to the City on or before **December 31, 2024**.

6. Payments to Engineer

- A. Owner shall pay Engineer for services rendered under this Task Order as follows:

1. Payments to the Engineer will be based on standard hourly rates as defined by **Method B** of **Exhibit C** with a total project fee not to exceed **\$355,010** as summarized by **Attachment 1 – Summary of Estimated Fees**.
2. Fees are based on a construction period of **113 working days** per the Contractor's initial project schedule included in **Attachment 2 – Contractor's Initial Project Schedule**.
3. Engineer may alter the distribution of compensation between individual phases of the work to be consistent with services actually rendered, but the total estimated compensation amount will not be exceeded unless approved in writing by Owner.
4. The portion of the amounts billed for Engineer's services will be based on the applicable Standard Rates for the cumulative hours charged to the Project during the billing period by Engineer's employees plus Reimbursable Expenses.

- B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

None

8. Other Modifications to Agreement and Exhibits:

None

9. Attachments:

Attachment 1 – Summary of Estimated Fees

Attachment 2 – Contractor's Initial Project Schedule

10. Other Documents Incorporated by Reference:

None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is **July 18, 2023**.

OWNER:

By: _____

Print Name: _____

Title: _____

Date Signed: _____

ENGINEER:

By: _____

Print Name: KC Homiston, PE/LS

Title: Principal

Date Signed: _____

Engineer License or Firm's Certificate No. (if required):

State of : North Dakota – COCP #805

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

Highlands Engineering
319 24th Street East
Dickinson, ND 58601

DESIGNATED REPRESENTATIVE
(Paragraph 8.04):

Title: _____

Phone Number: _____

E-Mail Address: _____

DESIGNATED REPRESENTATIVE
(Paragraph 8.04):

Andrew Schrank, PE

Title: Project Manager

Phone Number: 701-483-2444

E-Mail Address: schrank@highlandseng.com

This is **EXHIBIT A**, consisting of **1** pages, referred to in and part of **Task Order 167975-03**.

Engineer's Services for Task Order

PART 1—BASIC SERVICES

CONSTRUCTION ENGINEERING

A1.01 Construction Management

A. As Basic Services, Engineer shall:

1. Provide construction management services according to the requirements of the Contract Documents.
2. Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D

A1.02 Construction Staking

A. As Basic Services, Engineer shall:

1. Provide construction staking services for the Contractor according to the Contract Documents.

A1.03 Material Testing

A. As Basic Services, Engineer shall:

1. HES will perform sampling and material testing for the project per the plans, specifications, and contract documents.

A1.04 Project Final Records

A. As Basic Services, Engineer shall:

1. Prepare final project documentation in accordance with City policies and regulations.

ATTACHMENT 1

Summary of Estimated Fees

SUMMARY OF ESTIMATED FEES

North Industries Utilities - Construction Engineering

HOURLY RATES												
Employee Classifications	Administration		Engineering					Surveying			Material Testing	
	Principal	P.M./Engineer VI	Engineer V	Engineer IV	Engineer III	Engineer II	Engineer I	Survey Manager	2-Person Crew	1-Person Crew	Field Technician	Asphalt Lab
Hourly Rates	\$188 / hour	\$184 / hour	\$169 / hour	\$152 / hour	\$114 / hour	\$93 / hour	\$81 / hour	\$165 / hour	\$272 / hour	\$153 / hour	\$97 / hour	\$115 / hour

SUMMARY OF ESTIMATED PROJECT FEES																											
Project Phase	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Expenses ¹	Total Fees	
Consruction Management		\$ -	339	\$ 62,376	678	\$ 114,582		\$ -		\$ -		\$ -	904	\$ 73,224		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ 250,182
Construction Staking		\$ -	20	\$ 3,680		\$ -		\$ -		\$ -		\$ -		\$ -	20	\$ 3,300	113	\$ 30,736		\$ -		\$ -		\$ -	\$ -	\$ -	\$ 37,716
Material Testing		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	226	\$ 21,922		\$ -	\$ 29,450	\$ 51,372	
Project Final Records		\$ -	40	\$ 7,360	40	\$ 6,760		\$ -		\$ -		\$ -	20	\$ 1,620		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ 15,740	
Project Totals	0	\$ -	399	\$ 73,416	718	\$ 121,342	0	\$ -	0	\$ -	0	\$ -	924	\$ 74,844	20	\$ 3,300	113	\$ 30,736	0	\$ -	226	\$ 21,922	0	\$ -	\$ 29,450	\$ 355,010	

Notes:
¹ See enclosed *Summary of Material Testing Fees* and/or *Summary of Reimbursable Expense* spreadsheet(s) for breakdown of additional expenses.



319 24th Street East | Dickinson, ND 58601 | 701.483.2444
www.highlandseng.com

SUMMARY OF MATERIAL TESTING FEES

North Industries Utilities - Construction Engineering

Material Testing				
Test	Unit Price	Unit	Amount	Fee
Soils and Aggregate Testing				
Density Test - Rubber Ballon/Sand Cone	\$ 54	per test	500	\$ 27,000
Density Test - Nuclear Density Gauge	\$ 58	per test		\$ -
Dynamic Cone Penetration (DCP) Testing	\$ 12	per test		\$ -
Moisture-Density Relationship (Proctor): Standard (ASTM D698)	\$ 215	per test		\$ -
Moisture-Density Relationship (Proctor): Modified (ASTM D1557)	\$ 230	per test		\$ -
Mechanical Analysis Thru #200 Sieve (includes washing of fines)	\$ 170	per test		\$ -
Mechanical Analysis and Atterberg Limits	\$ 245	per test	10	\$ 2,450
Asphalt and Concrete Testing				
Curing, Testing, and Reporting of Concrete Cylinders	\$ 32	per test		\$ -
Hold Cylinders (Not Tested)	\$ 15	per test		\$ -
Coring (4" Diameter) of Concrete or Asphalt Pavements	\$ 18	per test		\$ -
Total Estimated Fees				\$ 29,450

Notes:

TOTAL ESTIMATED MATERIAL TESTING FEES

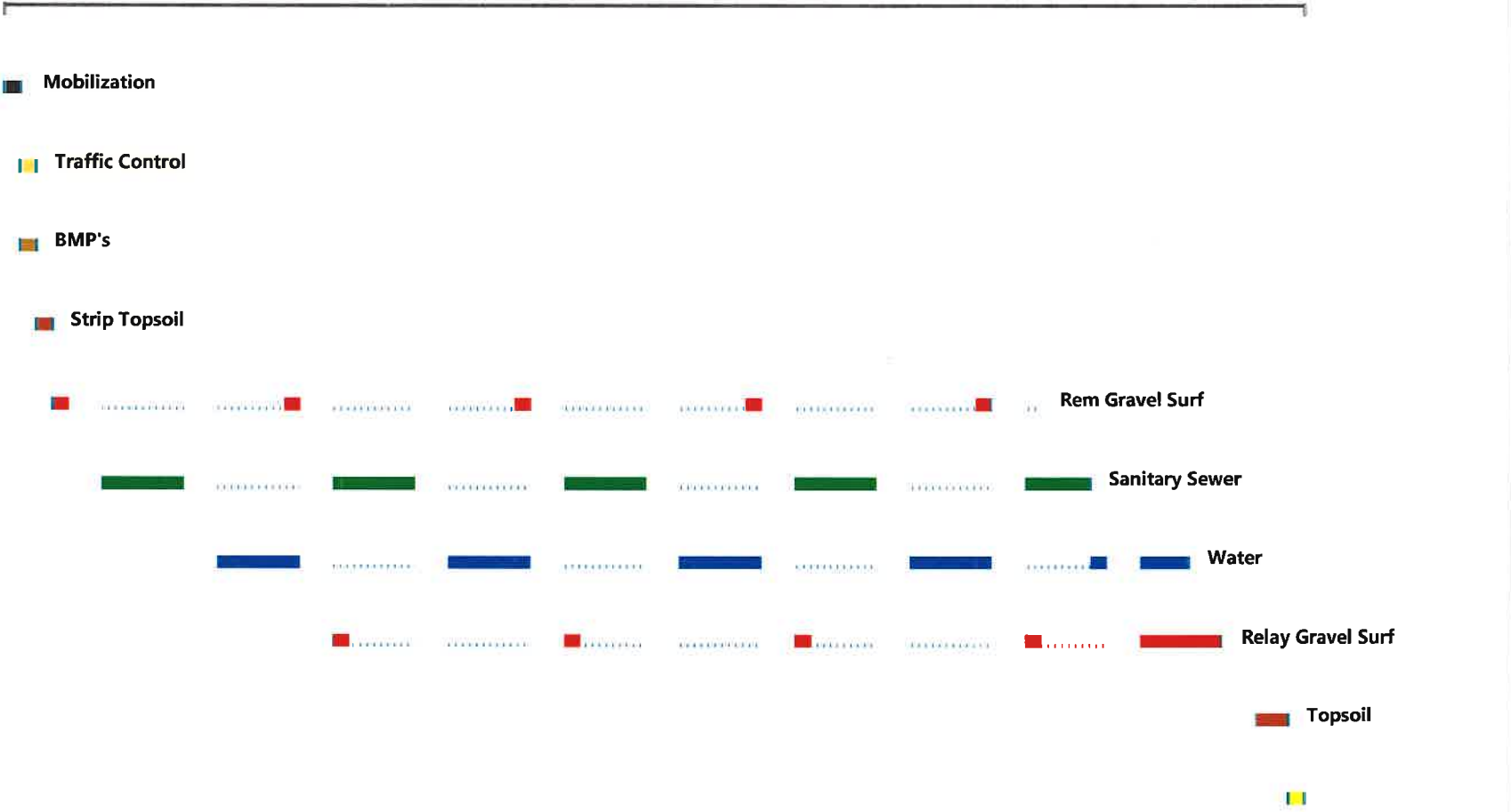
\$ 29,450

ATTACHMENT 2

Contractor's Initial Project Schedule

2023

ID	Task Name	Duration	Start	Finish	Sep 3, '23	Sep 10, '23	Sep 17, '23	Sep 24, '23	Oct 1, '23	Oct 8, '23	Oct 15, '23	Oct 22, '23	Oct 29, '23	Nov 5, '23	Nov 12, '23	Nov 19, '23
					SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS
1	Dickinson North Industries Utilities	57 days	Tue 9/5/23	Wed 11/22/23												
2	Mobilization	1 day	Tue 9/5/23	Tue 9/5/23												
3	Traffic Control	1 day	Wed 9/6/23	Wed 9/6/23												
4	Erosion Control	1 day	Wed 9/6/23	Wed 9/6/23												
5	Topsoil Stripping	1 day	Thu 9/7/23	Thu 9/7/23												
6	Remove & Salvage Gravel Surface	5 days	Fri 9/8/23	Mon 11/6/23												
7	Sanitary Main, Services, & Structures	24 days	Mon 9/11/23	Thu 11/9/23												
8	Water Main, Services & Appurtenances	24 days	Mon 9/18/23	Wed 11/15/23												
9	Relay Gravel Surfacing	9 days	Mon 9/25/23	Fri 11/17/23												
10	Topsoil Replacement	2 days	Mon 11/20/23	Tue 11/21/23												
11	Seeding	1 day	Wed 11/22/23	Wed 11/22/23												

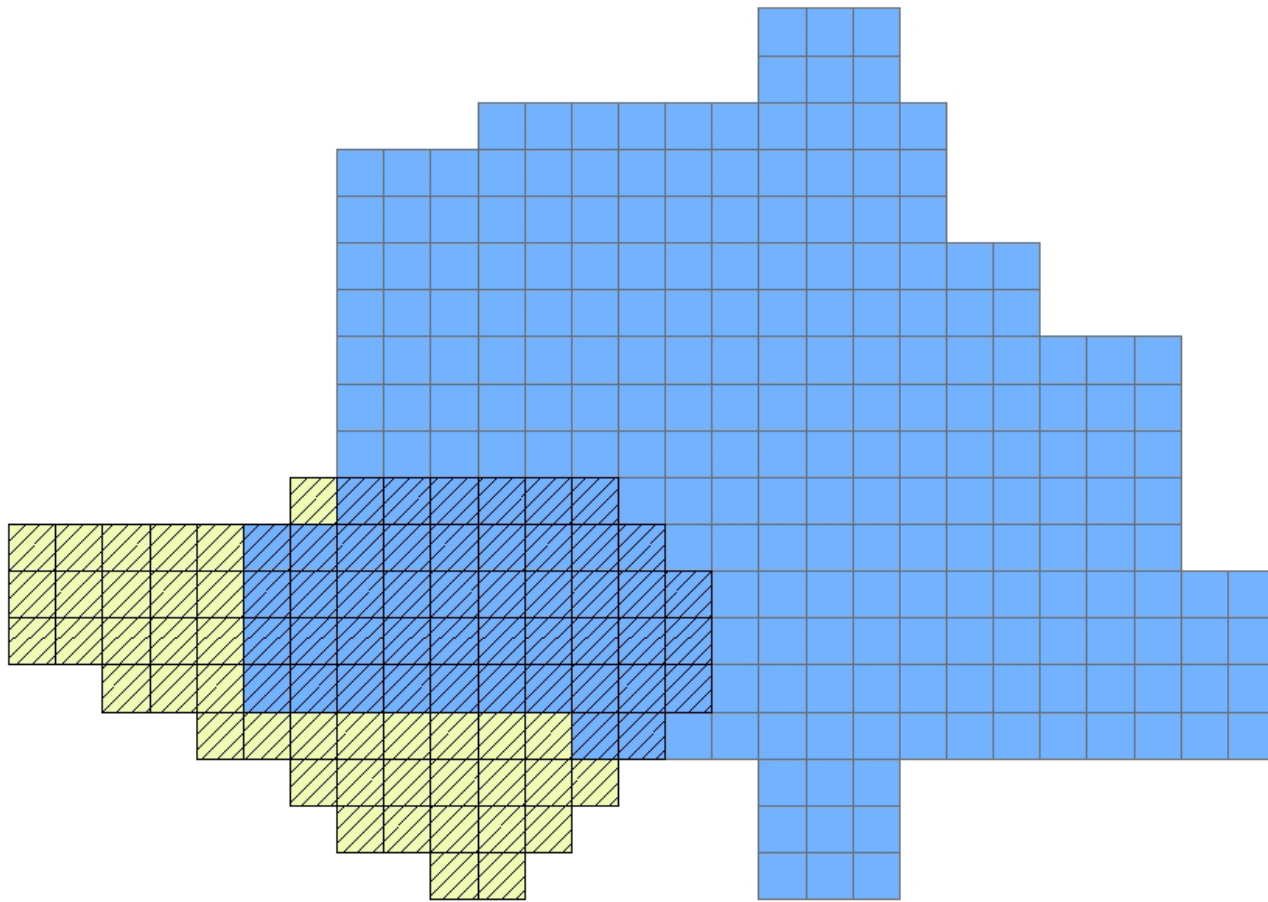


2024

ID	Task Name	Duration	Start	Finish	Section 7. Item E																																																																																																												
					Apr 14, '24	Apr 15, '24	Apr 16, '24	Apr 17, '24	Apr 18, '24	Apr 19, '24	Apr 20, '24	Apr 21, '24	Apr 22, '24	Apr 23, '24	Apr 24, '24	Apr 25, '24	Apr 26, '24	Apr 27, '24	Apr 28, '24	Apr 29, '24	Apr 30, '24	May 1, '24	May 2, '24	May 3, '24	May 4, '24	May 5, '24	May 6, '24	May 7, '24	May 8, '24	May 9, '24	May 10, '24	May 11, '24	May 12, '24	May 13, '24	May 14, '24	May 15, '24	May 16, '24	May 17, '24	May 18, '24	May 19, '24	May 20, '24	May 21, '24	May 22, '24	May 23, '24	May 24, '24	May 25, '24	May 26, '24	May 27, '24	May 28, '24	May 29, '24	May 30, '24	May 31, '24	Jun 1, '24	Jun 2, '24	Jun 3, '24	Jun 4, '24	Jun 5, '24	Jun 6, '24	Jun 7, '24	Jun 8, '24	Jun 9, '24	Jun 10, '24	Jun 11, '24	Jun 12, '24	Jun 13, '24	Jun 14, '24	Jun 15, '24	Jun 16, '24	Jun 17, '24	Jun 18, '24	Jun 19, '24	Jun 20, '24	Jun 21, '24	Jun 22, '24	Jun 23, '24	Jun 24, '24	Jun 25, '24	Jun 26, '24	Jun 27, '24	Jun 28, '24	Jun 29, '24	Jun 30, '24	Jul 1, '24	Jul 2, '24	Jul 3, '24	Jul 4, '24	Jul 5, '24	Jul 6, '24	Jul 7, '24	Jul 8, '24	Jul 9, '24	Jul 10, '24	Jul 11, '24	Jul 12, '24	Jul 13, '24	Jul 14, '24	Jul 15, '24	Jul 16, '24	Jul 17, '24	Jul 18, '24	Jul 19, '24	Jul 20, '24	Jul 21, '24	Jul 22, '24	Jul 23, '24	Jul 24, '24	Jul 25, '24	Jul 26, '24	Jul 27, '24	Jul 28, '24	Jul 29, '24	Jul 30, '24	Jul 31, '24
1	Dickinson North Industries Utilities	56 days	Mon 4/15/24	Fri 7/12/24																																																																																																													
2	Mobilization	1 day	Mon 4/15/24	Mon 4/15/24	<div><div></div> Mobilization</div>																																																																																																												
3	Traffic Control	1 day	Tue 4/16/24	Tue 4/16/24	<div><div></div> Traffic Control</div>																																																																																																												
4	Topsoil Stripping	1 day	Wed 4/17/24	Wed 4/17/24	<div><div></div> Strip Topsoil</div>																																																																																																												
5	Remove Asphalt	1 day	Thu 4/18/24	Thu 4/18/24	<div><div></div> Rem Asphalt</div>																																																																																																												
6	Remove & Salvage Gravel Surface	5 days	Fri 4/19/24	Fri 6/21/24	<div><div></div> Rem Gravel Surf</div>																																																																																																												
7	Sanitary Main, Services, & Structures	24 days	Mon 4/22/24	Wed 6/26/24	<div><div></div> Sanitary Sewer</div>																																																																																																												
8	Water Main, Services & Appurtenances	24 days	Mon 4/29/24	Tue 7/9/24	<div><div></div> Water</div>																																																																																																												
9	Relay Gravel Surfacing	9 days	Mon 5/6/24	Thu 7/11/24	<div><div></div> Relay Gravel Surf</div>																																																																																																												
10	Topsoil Replacement	2 days	Wed 7/10/24	Thu 7/11/24	<div><div></div> Topsoil</div>																																																																																																												
11	Seeding	1 day	Fri 7/12/24	Fri 7/12/24	<div><div></div></div>																																																																																																												




Patterson Lake Aerial Imagery & LIDAR

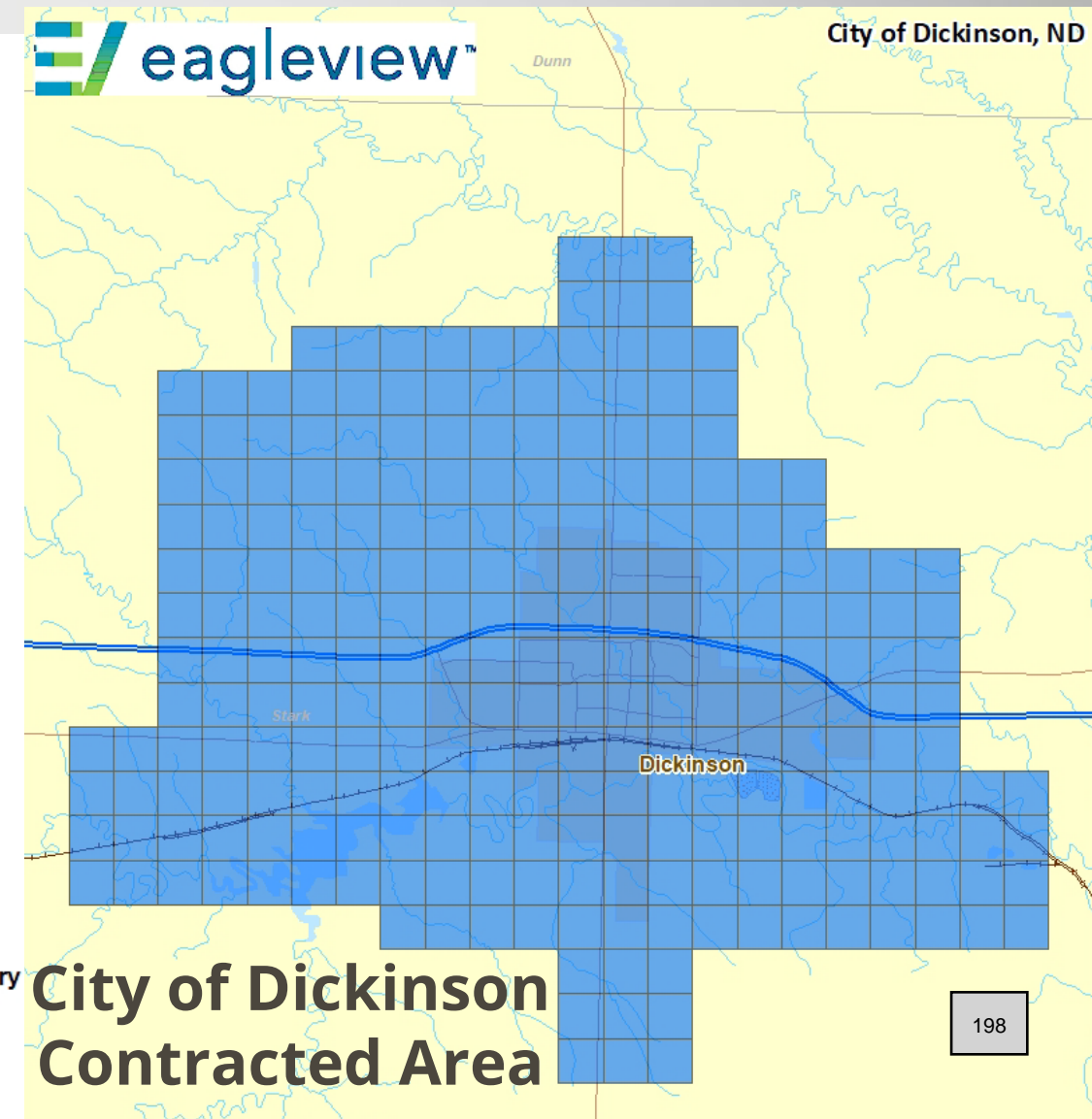
Section 7. Item F.



**Patterson Lake
Additional Area**

Dickinson ND LiDAR + Addtl Imagery

-  LIDAR Coverage (22 sq mi)
-  Already Contracted Imagery (64 sq mi)
-  New Imagery (11 sq mi)



**City of Dickinson
Contracted Area**

Task Order: City of Dickinson 2024 Road Maintenance Project

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 22, 2018 and amended October 23, 2019 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- A. Effective Date of Task Order: July 18, 2023
- B. Owner: City of Dickinson
- C. Engineer: KLJ Engineering LLC
- D. Specific Project (title): City of Dickinson 2024 Road Maintenance Project (City of Dickinson No. 202401)
- E. Specific Project (description): Professional Services consisting of Preliminary and Final Engineering Services associated with the City of Dickinson 2024 Road Maintenance Project

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:

set forth in Part 1—Basic Services of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.
- B. Resident Project Representative (RPR) Services – Not Used
- C. Designing to a Construction Cost Limit – Not Used
- D. Other Services – Not Used
- E. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

- A. Additional Services that may be authorized or necessary under this Task Order are:

Set forth as Additional Services in Part 2—Additional Services, of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.

4. Owner's Responsibilities

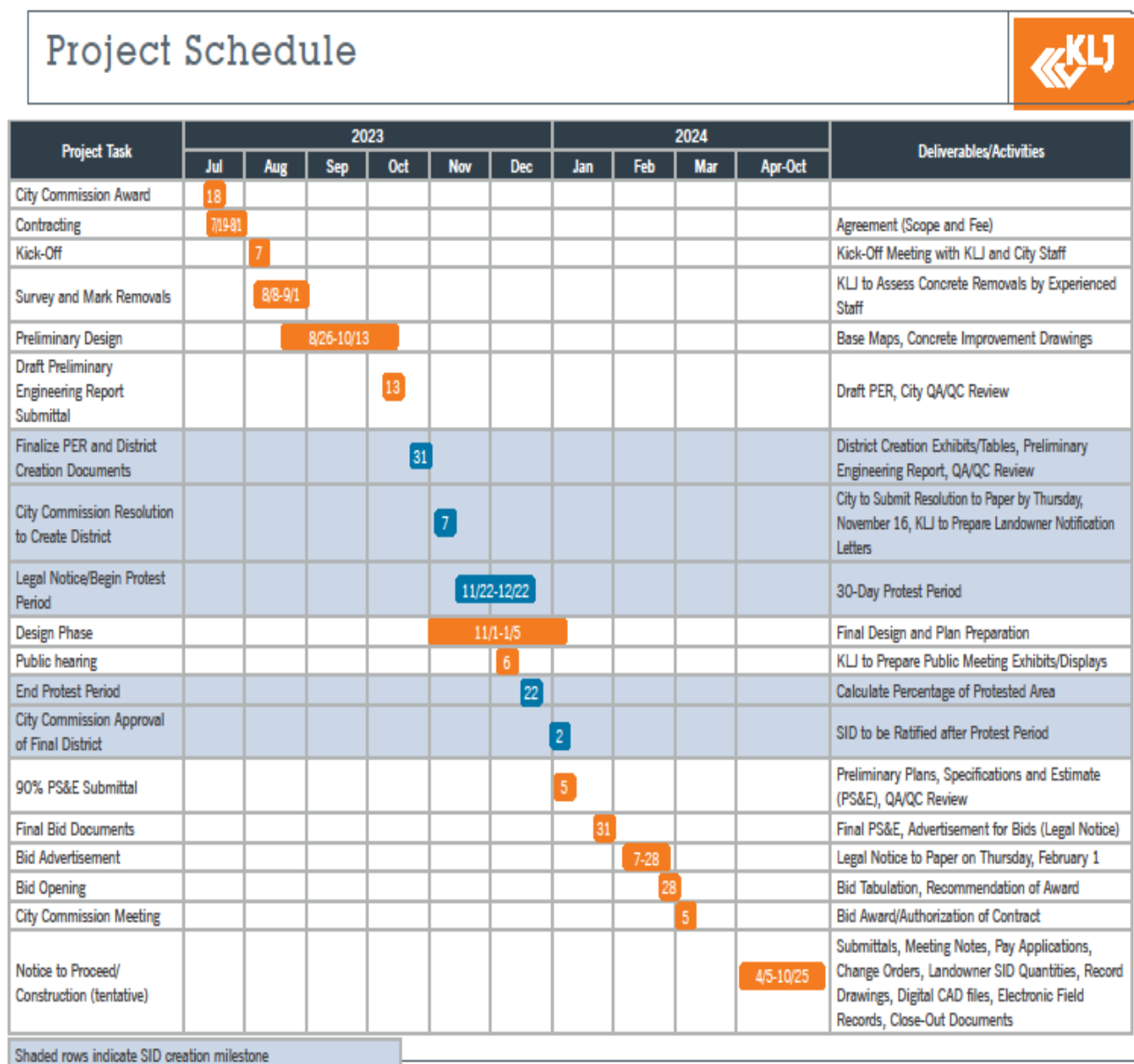
A. Owner shall have those general responsibilities set forth as follows:

The City of Dickinson will have certain responsibilities in support of the project. It is crucial to fulfill these responsibilities in a timely manner, ensuring that the consultant has the necessary information and resources to carry out the road maintenance project effectively. By collaborating closely and providing the required documentation and data, the City will contribute to the project's success and enable seamless coordination between the City and the consulting firm. These responsibilities include but are not limited to the following:

1. Provide the consultant with access to relevant geotechnical evaluation reports and studies conducted in the project area. Share geotechnical data, including soil composition, bearing capacity, and other pertinent information, to assist the consultant in designing and implementing the road maintenance project effectively.
2. Grant the consultant access to existing sanitary and storm sewer televised data for the project area. Data is to be reviewed by the consultant to identify potential conflicts or issues that need to be addressed during the road maintenance project. The City will collaborate with the consultant in resolving any conflicts or concerns related to underground utilities and drainage systems.
3. Access to past project records, including engineering plans, specifications, and as-built documents, related to underground utilities. These documents will assist the consultant in understanding the existing underground utility infrastructure and ensuring compatibility with the proposed road maintenance project. City staff will coordinate with the consultant to address any discrepancies or conflicts between the proposed project and the existing underground utilities, providing necessary guidance and documentation for reference.
4. Actively engage in coordination and collaboration with the consultant throughout the project's duration. Respond to inquiries, provide necessary clarifications, and offer technical expertise when required. City staff will work closely with the consultant to resolve any issues or conflicts that may arise, ensuring smooth project execution. Appoint a designated project manager to assist the consultant by providing necessary project-related information, facilitating access to data and records, and addressing any project-specific requirements.
 - Provide Owner's budget constraints for Engineer's use in evaluating Opinions of Cost.
 - Notify Engineer of definitive streets that should be prioritized and included in the project.
 - Notify Engineer of other projects that should be considered when determining the streets that are to be improved, particularly those related to utility rehabilitations or replacements, so proper coordination of separate projects can occur.
 - Pay the cost of any review fees imposed by agencies having jurisdiction over the project.

5. Task Order Schedule

- A. In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:
- Owner desires to have construction occur in the summer of 2024. Engineer will plan the various project phases to accommodate these dates, barring delays from assessment district creation, weather or other unexpected circumstances.
 - Following project schedule from Consultant's project proposal.



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6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Part 1 of Exhibit A) **		
a. Study and Report Phase (A1.01)	\$19,700.00	Hourly Rates
b. Preliminary and Final Design Phase (A1.02, A1.03)	(tbd)	(tbd)
c. Bidding or Negotiating Phase (A1.04)	(tbd)	(tbd)
d. Construction Phase (A1.05)*	(tbd)	(tbd)
e. Resident Project Representative Services (A1.05.A.2)	(tbd)	(tbd)
f. Post-Construction Phase (A1.06)	(tbd)	(tbd)
TOTAL COMPENSATION (lines 1.a-f)	\$19,700.00	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	Direct Labor

*Based on a (tbd) -month continuous construction period.

**Will not be exceeded without Owner's written approval.

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. **Consultants retained as of the Effective Date of the Task Order:** None

8. **Other Modifications to Agreement and Exhibits:** None

9. **Attachments:** Exhibit A – Engineer's Services for Task Order

10. **Other Documents Incorporated by Reference:**

- A. January 22, 2018 Agreement between Owner and Engineer for Professional Services, Task Order Edition
- B. October 23, 2019 Amendment No. 1 to Owner-Engineer Agreement (extending term through January 2025)

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is July 18, 2023.

OWNER: City of Dickinson

ENGINEER: KLJ Engineering LLC

By: _____

By: _____

Print Name: Scott Decker

Print Name: Mark Anderson

Title: President of City Commission

Title: Senior Vice President

Engineer License or Firm's
Certificate No. (if required): C-601
State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Loretta Marshik

Name: Mark Anderson

Title: Assistant City Engineer

Title: Project Manager

Address: 38 1st Street W
Dickinson, ND 58601

Address: PO Box 1157
Bismarck, ND 58502

E-Mail
Address: loretta.marshik@dickinsongov.com

E-Mail
Address: mark.anderson@kljeng.com

Phone: 701-456-7768

Phone: 701-355-8765

This is **EXHIBIT A**, consisting of four (4) pages, referred to in and part of the **Task Order** dated July 18, 2023.

Engineer's Services for Task Order: City of Dickinson 2024 Road Maintenance Project

PART 1—BASIC SERVICES

The Engineer shall provide the necessary work, materials, and equipment required for the successful completion of the project. The overall project scope of services included, but is not limited to the following:

1. Conduct surveys of the road infrastructure. Prepare detailed design plans utilizing AutoCAD Civil 3D and ARCGIS for design and mapping purposes. Produce preliminary cost estimates for all plan submittal stages.
2. Prepare comprehensive contract documents which shall include specifications, drawings, and other relevant information. Coordinate with the city and relevant stakeholders for approvals and necessary permits. Prepare exhibits for public and landowner meetings.
3. Prepare necessary documents and proposals for SID establishment. Facilitate meetings and consultations with stakeholders, including property owners and community representatives. Coordinate with legal counsel to ensure compliance with North Dakota Century Code, all legal requirements, and procedures for SID establishment. Analyze the financial impact on property owners and develop a fair and equitable assessment methodology. Prepare financial projections, including revenue and expense forecasts for the SID. Develop an assessment roll that accurately reflects each property owner's share of the project costs based on relevant criteria. Conduct outreach and an education campaign to inform property owners about the assessment methodology and its implications. Conduct public meetings and workshops to engage and inform property owners about the project and financial aspects. Address inquiries, concerns, and feedback from stakeholders related to funding and financing.
4. Ensure compliance with environmental regulations and guidelines.
5. Prepare 90% plans, specifications, and estimates. Incorporate any required revisions or adjustments to documents and obtain necessary approvals. Prepare final plans, specifications, estimates, and other required documentation.
6. Prepare and submit progress reports every two weeks and include at a minimum, the following information: what was completed in the previous period; what is anticipated to be completed in the next period; issues or concerns for the City of Dickinson; deliverables/milestones achieved during the previous period; budget management and the estimated accrual for the previous period.
7. Progress meetings for the project shall be scheduled at a minimum of every other month, these milestone reviews with the city should cover specific topics of question or concern and will serve as an opportunity to assess the progress of the project, ensure alignment with

project objectives, and address any concerns or challenges.

8. Changes or modifications to the project scope, budget, or timeline will need to be tracked by the consulting firm who will be required to document and submit change order requests promptly. Change order documentation should include a clear description of the requested changes, their impact on the project, and any necessary supporting information.
9. Work will include various types of maintenance activities on specified streets. The consulting firm shall provide a detailed description of the types of maintenance to be performed, which may include one or more of the following options: resurfacing, overlaying, rehabilitation of deteriorated pavement sections, seal coating, slurry seals, repainting of road markings, sidewalk and curb repairs, and addressing safety concerns.
10. Depending on availability of public works staff, some types of maintenance activities may be completed by the city; however, the following items may be included with the project if staff is unavailable. Those items are as follows: crack sealing and filling, patching and repairing potholes, repainting crosswalks and stop bars, clearing and cleaning of storm drains and culverts, repairing or replacing damaged drainage infrastructure, vegetation management, repairing or replacing streetlights, and removal, re-installing, and repairing of existing signage. Additionally, coordination of repairing and maintaining traffic signals could be included.
11. Deliverables for the project are to include plans, specifications, estimates, reports and any additional required items related to the project. A comprehensive set of design plans for the road maintenance project should include accurate survey data, pavement specifications, and any necessary construction details. Detailed specifications, which follow City of Dickinson standards, should cover materials, construction methods, quality standards and any other relevant details. Estimates should include accurate cost projections for labor, materials, and equipment. Monthly progress reports, along with the final report summarizing the entire project, plus additional documentation required, must be submitted to the city as a part of their project deliverables package.

A1.01 *Study and Report Phase Services*

A. As Basic Services, Engineer shall:

1. Consult with Owner to define and clarify Owner's requirements for the Specific Project. This includes one (1) scoping meeting and three (3) subsequent review meetings.
2. Advise Owner as to the necessity of Owner's providing data or services of the types described in Exhibit B which are not part of Engineer's Basic Services and, and if requested, assist Owner in obtaining such data and services.

3. Conduct field reviews to analyze potential areas to be included in the Specific Project. Potential areas are reflected in the May 2019 Pavement Management Report (PMR) and will also consider recent and upcoming City of Dickinson Road and utility projects. The nature of field reviews includes comparing current pavement condition to the PMR, field checks, measurements, and photos as needed to complete a preliminary assessment of potential street repairs needed.
 4. Identify and evaluate three (3) areas shown in the project Request for Proposal, and after consultation with Owner, recommend those zones which in Engineer's judgement meet Owner's requirements. This includes providing preliminary Opinions of Cost for each area. After reviewing the three (3) areas with Owner, and based on feedback provided by Owner, Engineer will prepare Specific Project location maps and estimates to present to the City Commission for approval. The objective of this task is for Owner to select the proposed project improvement areas, prior to moving forward with SID creation and design.
- B. Engineer's services under the Study and Report Phase will be considered complete on the date when the final copies of the revised location maps and estimates have been delivered to the Owner.

A1.02 *Preliminary Design Phase*

- A. The scope of this phase will be developed following above phases and included by amendment.

A1.03 *Final Design Phase*

- A. The scope of this phase will be developed following above phases and included by amendment.

A1.04 *Bidding or Negotiating Phase*

- A. The scope of this phase will be developed following above phases and included by amendment.

A1.05 *Construction Phase*

- A. The scope of this phase may be developed following above phases and included by amendment.

A1.06 *Post-Construction Phase*

- A. The scope of this phase may be developed following above phases and included by amendment.

A1.07 *Commissioning Phase—Not Included*

A1.08 *Other Services—Not Included*

PART 2—ADDITIONAL SERVICES

A2.01 *Additional Services Requiring an Amendment to Task Order*

- A. *Advance Written Authorization Required:* During performance under a Task Order, Owner may authorize Engineer in writing to furnish or obtain from others Additional Services of the types listed below. Unless expressly indicated above or in the specific Task Order to be included Basic Services,

the following services are not included as part of Basic Services and will be paid for by Owner as Additional Services, using the basis of compensation for Additional Services, as indicated in the specific Task Order.

1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Specific Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Specific Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Specific Project.
2. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.
3. Services resulting from significant changes in the scope, extent, or character of the portions of the Specific Project designed or specified by Engineer, or the Specific Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date of the Task Order or are due to any other causes beyond Engineer's control.
4. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Paragraph A1.01.
5. Services required as a result of Owner's providing incomplete or incorrect Specific Project information to Engineer.
6. Providing data or services of the types described in Exhibit B, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.
7. Additional iterations beyond those agreed to in Part 1 above.
8. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

B. Advance Written Authorization Not Required: (None)

2024 Road Maintenance

Task Order with KLJ



Proposed Project Schedule base on project scope



Project Task	2023						2024				Deliverables/Activities
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr-Oct	
City Commission Award	18										
Contracting	7/29-8/1										Agreement (Scope and Fee)
Kick-Off		7									Kick-Off Meeting with KLI and City Staff
Survey and Mark Removals		8/8-9/1									KLI to Assess Concrete Removals by Experienced Staff
Preliminary Design			8/26-10/13								Base Maps, Concrete Improvement Drawings
Draft Preliminary Engineering Report Submittal				13							Draft PER, City QA/QC Review
Finalize PER and District Creation Documents					31						District Creation Exhibits/Tables, Preliminary Engineering Report, QA/QC Review
City Commission Resolution to Create District					7						City to Submit Resolution to Paper by Thursday, November 16, KLI to Prepare Landowner Notification Letters
Legal Notice/Begin Protest Period						11/22-12/22					30-Day Protest Period
Design Phase					11/13-1/5						Final Design and Plan Preparation
Public hearing						6					KLI to Prepare Public Meeting Exhibits/Displays
End Protest Period							22				Calculate Percentage of Protested Area
City Commission Approval of Final District							2				SID to be Ratified after Protest Period
90% PS&E Submittal							5				Preliminary Plans, Specifications and Estimate (PS&E), QA/QC Review
Final Bid Documents								31			Final PS&E, Advertisement for Bids (Legal Notice)
Bid Advertisement									7-28		Legal Notice to Paper on Thursday, February 1
Bid Opening										28	Bid Tabulation, Recommendation of Award
City Commission Meeting										3	Bid Award/Authorization of Contract
Noise to Proceed/ Construction (tentative)										4/5-10/25	Submittals, Meeting Notes, Pay Applications, Change Orders, Landowner SID Quantities, Record Drawings, Digital CAD files, Electronic Field Records, Close-Out Documents
Shaded rows indicate SID creation milestone											



PROPOSAL TO PERFORM

City of Dickinson

Transportation Master Plan and Comprehensive Plan

SPR-P038(003) (PCN 22244) | PROJECT #202311

JUNE 2023

TABLE OF CONTENTS

Cover Letter.....	1
Project Understanding and Approach	2
Similar Experience	9
Your Project Team	10
Work Disclosure.....	13
Project Manager.....	13
Schedule.....	14
Subconsultants	15
Appendix A: Similar Project Experience	
Appendix B: Project Team SF 330s	
Appendix C: SFN 60232	

Wade Kline, PTP
Project Manager
wade.kline@kljeng.com

June 8, 2023

Joshua Skulzacek
Engineering and Community Development Director
City of Dickinson, ND, 58601

**RE: Proposal to the City of Dickinson Transportation Master Plan and Comprehensive Plan
SPR-P038(003) (PCN 22244) | PROJECT #202311**

Dear Joshua,

Dickinson has successfully navigated through nearly two decades of dynamic growth and development. These ebbs and flows have brought many wonderful benefits, along with serious challenges. Growth also brings the need for forward-thinking transportation planning and programming. KLJ understands that Dickinson needs an updated Transportation and Comprehensive Plan to manage future investments in your transportation system. Development of a strong and financially constrained Transportation and Comprehensive Plan needs to consider several comprehensive planning level analysis points. Our approach includes providing:

✓ **TEAM STRENGTH AND DIVERSITY:** Project Manager Wade Kline brings 20-plus years of long-range planning, including a track record of managing highly diversified transportation plans for a range of communities across the Dakotas and Montana. KLJ has gathered a diverse team of transportation planning and engineering staff to develop the the Dickinson Transportation Master Plan and Comprehensive Plan.

✓ **FRESH APPROACH:** The KLJ team brings a fresh planning perspective to the community. We have experience working with all of North Dakota's rapidly changing cities. We also bring the experience of working on local infrastructure projects. Our approach is not about starting over, it's about stepping back and approaching issues and opportunities from a new angle of perspective.



FOCUS ON KEY ISSUES: Our approach will work to support a planning process that “thinks” like Dickinson. That means a plan that is based on local conditions and responds with local ideas.

Dickinson needs a Transportation and Comprehensive Plan to interpret and respond to changing conditions in a manner that maintains and expands infrastructure for all residents. Our approach is built on considering quality of life, integrating recent plans, and developing a long-range vision for the community. Our process will allow you to understand trend lines and develop a planning document that is responsive to changing conditions to support the growth of Dickinson. Working from a base of strong community engagement and shared visions, we will develop planning tools that respond to all residents and every business.

If you have any questions or require additional information on this submittal, please contact me directly at 701-271-5009 or wade.kline@kljeng.com.

Sincerely,

KLJ Engineering (KLJ)



Wade Kline, PTP
Project Manager
wade.kline@kljeng.com

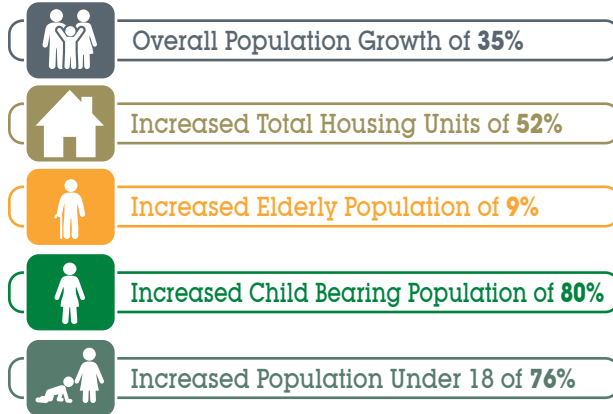


Mark Anderson, PE
Senior VP Transportation and Public Works
mark.anderson@kljeng.com

Project Understanding and Approach

UNDERSTANDING

The City of Dickinson has grown by approximately 35 percent since 2010. While the City has a robust economy, a major impetus for this growth was the oil and gas boom that flourished during the first half of the last decade. It was in the context of this boom that the last Comprehensive and Transportation plans were developed. The assumptions made for those plans significantly overestimated the level of growth to occur by 2020. A major objective of this Transportation Master Plan and Comprehensive Plan project is to revise expectations and plans to fit the current and anticipated reality of the next 20 years. Since 2010, key demographic indicators show:



To right size the expectations and plans for the future, it is important to have a thorough understanding of the transportation facilities and utility capacities and limitations of the existing sanitary, water, and stormwater systems, the housing supply, and of the current development context of the community. Our KLJ-Apex team has a strong history of involvement in the land use and infrastructure planning for the City of Dickinson.

The City of Dickinson made significant investments in the transportation system since 2010, including 40th Street, State Avenue, 21st West, 30th Avenue, 15th Street, and most recently the East Business Loop. These major investments

have facilitated growth areas and will be built upon for the transportation and comprehensive planning.

On the wastewater collection system, our team completed the original 2013 Wastewater Master Plan and designed and constructed many of the recommended improvements in the wastewater collection system. Our team also planned and designed the Water Reclamation Facility.

For domestic water, we updated the existing distribution system model in 2019 and completed a full calibration of the model to existing conditions. With the use of the calibrated model, our team assisted the City with watermain sizing and operational items – an example is the watermain under the BNSF Railroad tracks that was leaking; we determined that abandoning the watermain did not affect the system due to redundancy in the system. Team members authored the Watermain and Lead Service Line Replacement Plan – Phase 1 and designed the 2022 and 2023 watermain replacement projects.

On the stormwater management system, we continue to assist the City with their extensive knowledge of the system. Over the last 10 years, our team has evaluated the Dickinson drainage ditch, the Koch Meadow Hills ponds, as well as numerous development ponds, including West Ridge and the District, just to name a few. We are also currently completing a rewrite of the stormwater ordinance.

Our team recently worked with City Staff to understand parameters for growth on the east side of Dickinson and ultimately developed preliminary future land use and transportation system plans for a defined study area. This work also looked at additional transportation system implications beyond the study area that would be impacted by the potential land use and transportation plans.

These past efforts and our ongoing participation in the Dickinson community help us to recognize desirable outcomes from the current transportation and comprehensive planning project. These include the following:

- Identify Infrastructure Capacity Constraints to Help Establish Growth and Infill Strategy**
- Identify Areas for Immediate and Short-term Growth and Infill**
- Establish or Confirm an Urban Service Boundary Based on Current Ability to Serve**
- Develop a Key Indicators Basis for Longer-term Growth or Development**
- Create a Return-on-Investment Mind-Set for Evaluating Growth and Development Proposals**
- Prepare a Future Transportation Network Plan with Phasing Strategies**
- Create an Updated Future Land Use Map/Plan**
- Identify Key Community Quality of Life and Economic Development Goals**
- Define Implementation Success Indicators**
- Evaluate and Establish a Refined Strategy for Capital Investment**
- Create Policies That Will Be Followed --- That Have Broad Political and Community Support**
- Provide an Implementation Community Education Action Plan to support Implementation at the Decision-Maker and Landowner Level**

WORK PLAN AND APPROACH



TASK 1 | PROJECT MANAGEMENT

Project Manager Wade Kline, PTP will oversee development of the Dickinson Transportation Master Plan and Comprehensive Plan (TMPCP) update, including monthly invoicing and project status reports. Invoicing and status reports will be developed to match formats provided by Dickinson. Milestones for the projects are outlined within the Project Schedule.

Project Management Team (PMT): PMT meetings are virtual meetings that will occur every two weeks. The meetings are a smaller subset of the overall Study Review Committee (SRC), including primarily core City staff. PMT meetings will include day-to-day elements of the planning process and provide opportunity for discussion and deliberation on deliverables in progress, as well as staff and consultant check-ins regarding ongoing project logistics. We will also use the meetings to keep the City and the North Dakota Department of Transportation (NDDOT) apprised of project schedule and budget.

Study Review Committee (SRC): The KLJ-Apex team proposes formation of an SRC as the primary technical guiding element of the Dickinson TMPCP update. The SRC is a project steering committee with members from the City, NDDOT, Stark County, key local stakeholders, and other interested persons. Each SRC meeting focuses on a discussion and deliberation regarding key milestones of the planning process. SRC meetings are typically in-person, with some exceptions based on weather and/or other circumstances.



TASK 2 | DATA COLLECTION, EXISTING CONDITIONS, AND SYSTEMS PLANNING CONSISTENCY REVIEW

During Task 2, we will request and gather all pertinent project data and planning documents from the City, County, State and other relevant stakeholder agencies. As a baseline, this will include, but is not limited to GIS data relating to the Dickinson TMPCP, plans, maps, the existing Transportation Master Plan and Comprehensive Plan, ordinance updates,

previous projects completed, and current city/county/state identified projects and existing recommendations.

Existing Conditions

The KLJ-Apex team will work with the City of Dickinson and Stark County to define the study area, compile a GIS parcel database, and document the development status of each parcel. Land use and existing City or other publicly-owned or managed land will also be identified.

Existing Land Use

We will compile a master parcel GIS database, including the geographic area 2.5 miles beyond city limits.

Land Development Status

The KLJ-Apex team will compile a GIS database of parcels by status: un-platted, platted, fully developed, or entitled.

Existing Housing Profile

Our team will examine the tax database to create a GIS database of residential buildings by type. This will function to supplement the residential database. We will then verify the status by organizing parcels by subdivision and date approval; compile demographic estimates for the short-term and update numbers with the May 2023 census update information; compare residential development in 2020 to present and develop estimated current population; and show the pattern of growth/statistics that has emerged since 2010.

Existing Water Supply System/Sewage Collection System

The KLJ-Apex team will compile a GIS database of water and sewer infrastructure. In addition, the team will provide a demographic profile for the water supply/sewage collection system; identify treatment capacity for water and sewer; and identify the cost to extend water and sewer and streets to existing platted land and map the relative cost to identify the areas most economically feasible for (re)development.

Existing Transportation System

Finally, we will compile a GIS database of the existing transportation network (all modes). The team will develop a transportation system profile of the existing transportation network and related features which will include:



Dickinson has experienced a significant population increase from 2010 to 2020 (↑7,892).

Section 7. Item H.

source: Decennial Census

- » Summary of Existing Traffic Data
- » Pavement Conditions
- » Summary of High Crash Locations
- » Summary of Existing/Available Freight, Rail, and Air Systems for the Study Area
- » Summary of Bicycle and Pedestrian Systems in the Study
- » Summary of Public Transportation Systems
- » Existing Functional Class of Study Area Roadways
- » Existing Transportation System Short-Term Gaps for All Modes

Consistency and Relevancy Review

Our team will collapse and consolidate existing planning documents into a short consistency and relevancy review. Summarized documents will include, but are not limited to:

- » Existing Transportation Master Plan
- » Existing Comprehensive Plan
- » East Dickinson/West Dickinson Plans
- » City of Dickinson Capital Improvement Plan (CIP) Prioritization Summary
- » Renaissance Zone Plan
- » Title VI Policy
- » Stark County Comprehensive Plan Update (upon availability)

This serves to shortlist forecasted and newly identified development and/or redevelopment projects, programs, strategies and policies, which will need to be pulled forward from recent or ongoing planning into the update of the Dickinson TMPCP. The consistency and relevancy review ensures that the update of the Dickinson TMPCP includes relevant foundational elements from past planning efforts within Dickinson.

Once planning data has been collected and analyzed, we will prepare a summary of the findings. **The first deliverable of the Dickinson MTCP update will be the Dickinson 20**

Existing Conditions Report. The Existing Conditions Report will provide a concise and visually-appealing summary of existing conditions and identify issues and opportunities within the study area. The report will cover all elements of the Dickinson TMPCP and summarize relevant data sets needed to support the update.



TASK 3 | PUBLIC ENGAGEMENT

The public involvement plan for the Dickinson TMPCP is designed to not only be inclusive in strategy but provide varying techniques and opportunities to engage and interact with community members and stakeholders. Utilizing the International Association for Public Participation's (IAP2) framework, we will focus our efforts at the "consult" and "involve" levels. Our strategy will allow us to connect with diverse members of the community and stakeholders to not only get their input but show them how their input was utilized. In our experience, this leads to a more informed and vetted set of alternatives and, therefore, a better end product.

Stakeholder Advisory Committee (SAC)

Having the right people at the table is critical in the development of the TMPCP for Dickinson. Working with the SRC, we will identify key citizen and stakeholder groups to serve on the stakeholder committee in an advisory capacity.

SAC will meet, at minimum, at three critical points in the development of the TMPCP. Each SAC working session will give more focused insights, help formulate practical solutions, and provide feedback in the development of the TMPCP. SAC meetings will occur in advance of each of the three public input meetings.

Development of the Dickinson TMPCP update will be supported by three phases of public engagement. Each phase

is structured to be interactive in nature, ensuring residents and key stakeholders feel engaged and leave with a sense of having made a difference to the future of the Dickinson transportation system.

Phase 1: Listening Session

Our team will develop a series of Listening Session early that serve to kick-off the Dickinson TMPCP update, as well as gain early input on issues and needs. The sessions are a multi-day event allowing residents and key stakeholders to share ideas and thoughts on transportation and mobility needs. The sessions are supported through initial baseline and background data on transportation conditions in Dickinson. The events allow residents to inject preferences for community-wide transportation and mobility goals and emphasis areas.

Input received from this phase of stakeholder and public input will be utilized by the SRC to fine-tune the vision and goals for the Dickinson TMPCP project.

Phase 2: Alternatives Review

In a second round of public open houses, we will showcase a range of alternatives to address issues previously identified. This round of public meetings will allow the public the opportunity to prioritize solutions that will be included in the draft plan.

Phase 3: Draft Plan – Unveil Dickinson TMPCP

The community will be invited to see how their input was utilized in another round of project open houses for the unveiling of the draft Dickinson TMPCP. This will be a key milestone in the planning process and will occur following an initial approval from the SRC, a review by NDDOT, and a Commission Work Session. These meetings showcase the core draft components of the updated Dickinson TMPCP, including a final list of strategies, policies, and projects.

Public Involvement Support Materials

PROJECT BRANDING: Our team will conduct a brief branding exercise at project onset, engaging members of the SRC in defining the project and selecting imagery that resonates with the process and intended outcomes.

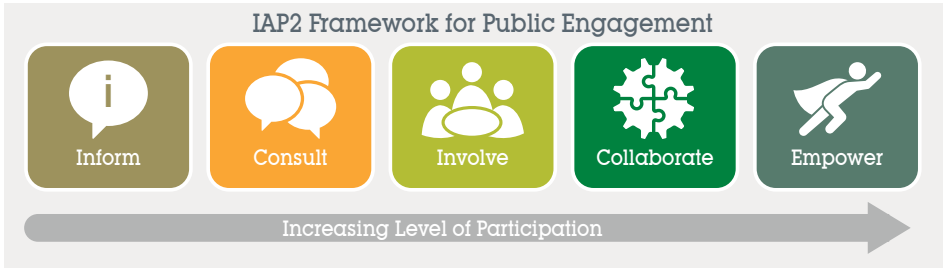
POP-UP EVENTS: In our experience, public engagement goes beyond the public input meetings and immerses us into the community to engage and interact with residents. **The upcoming opening of Legacy Square in Dickinson will provide an opportunity to engage with residents and community members during events.** This style of engagement is very convenient for the public, as we go to them, rather than asking the public to come to us. Other pop-up event opportunities could include community bicycle events to interact with various transportation users. We will work with the City to identify appropriate community events where we can be present at.



Bicycle Pop-Up Event in Dakota County, MN.

DEMONSTRATION PROJECTS: Sometimes seeing is believing. Implementing short-term, low-cost demonstration projects can be an effective way to show the public potential roadway improvements. This can be as simple as showing bicycle lanes or pedestrian bump-outs. Or something more complex like an intersection improvement.

ONLINE AND SOCIAL MEDIA: We will utilize existing social media platforms to inform a wide array of users to the plan's status. We will develop short project videos to convey information in a quick and accessible manner to stakeholders and the public. Videos can be hosted on the project webpage and linked to through social media platforms, serving yet another facet for communication. These videos are val



Engaging Dickinson

Community Events

Events, concerts, and community gatherings at Legacy Square will allow us to connect with people in an informal setting where they already are and get their feedback.



Kid-Friendly Open Houses

Bring the kids! We'll have activities and snacks so parents can participate and interact with project team members.



Get Involved from the Comfort of Your Home

Online engagement is meaningful and valuable with the interactive tools we have available.



Communication is Key

We use plain language and keep it simple so everyone can participate and have a voice.



in acting as a frequently asked question (FAQ) document to support the TMP and CP planning process, and work well with the social media releases.

PROJECT WEBSITE AND SOCIAL PINPOINT: To capture yet another segment of the population, we will develop a project website, utilizing the Social Pinpoint platform, to support the development of the Dickinson TMPCP update. This engagement platform is designed specifically for public involvement and includes a number of interactive, easy-to-use input tools such as interactive maps. The website will serve as a portal for project materials, videos, and surveys throughout the planning process.

We will utilize a QR code and customized short URL (ex. bit.ly/DickinsonTransportation) to make it easy to market engagement opportunities and keep people informed.



TASK 4 – VISION, GOALS, AND OBJECTIVES

The KLJ-Apex team will work with all agencies and stakeholders to develop a project vision, goals, and objectives. This will be inclusive of a cooperatively developed understanding of the issues and opportunities pertaining to the TMPCP.

1. **Identify Status of Existing Goals, Objectives, Policies, and Implementation:** From work completed in Tasks 2 and 3, identifying the status of these elements will inform the development of new plan goals, objectives, and policies.
2. **Summarize Values, Issues, Opportunities:** Also generated from Tasks 2 and 3, community values, and identification of existing issues and opportunities provide the basis for a comparison with existing plan goals.
3. **Compare Values, Issues, and Opportunities with Existing Plan Goals:** A matrix will be utilized to determine if the new/updated community values, issues, and opportunities identified in Tasks 2 and 3, are congruent or inconsistent with existing plan goals.
4. **Prepare Initial Goals:** From steps 1-3, an updated set of project/plan goals that align with the newly identified

values, issues, and opportunities, will be used in the TMPCP process.

Section 7. Item H.



TASK 5 | FUTURE GROWTH PROJECTIONS AND FUTURE LAND USE PLAN

Task 5 includes two key inputs into the overall development of the updated Plan for Dickinson; one is a future growth projection for the study area and the second is a future land use plan to the year 2045. The future land use plan and future growth projections are key inputs into development of the Dickinson TMPCP, specifically future travel demand projections discussed in Task 6. Task 5 will include:

Future Growth Projections

The KLJ-Apex team will develop growth projections to the year 2045 to support development of the Dickinson TMPCP update. Projections will be developed based on both historic and projected trend lines and will focus on determining the best range of growth for population, households, and employment. The Growth Projection data set is then input, along with transportation data sets that include crash, average daily traffic (ADT), capacity, Origin/Destination (O/D), and trip generation data used to populate travel demand modeling projections in Task 6.

Future Land Use Plan

In tandem with the future growth projections to the year 2045, we will develop a Future Land Use (FLU) Plan that responds to the vision, goals, and objectives developed in Task 4 and is based on the existing conditions analysis and plans review completed in Task 2. As noted in Task 8, the future land use plan development will also include a parallel process that identifies infrastructure needs for various land use development options. Based on our recent work on the east Dickinson area, we recognize that there are a number of factors that will influence the timing of development as well as the appropriate use of specific future growth areas of the City. Our team will work closely with key stakeholders and the SRC to develop the FLU.

Part of this task includes collaborating with Stark County on fringe area development issues. We anticipate working closely with the County to identify considerations where decisions by one local government affect the other. Our goal will be to have shared expectation of future growth patterns and transportation sy



Increasing diversity in Dickinson and surrounding Stark County. Percent of Census respondents who reported “White Alone” fell from 94% to 83% from 2010-2020.

source: Decennial Census

requirements. This task will also identify strategies and policies to help future annexations and growth boundaries to be managed in a consistent manner.

A major objective of the FLU planning process will be to identify and encourage appropriate infill development, especially where infrastructure is fully available to support the development. This task will evaluate existing policies and practices and consider potential changes to focus development where the City can provide services most efficiently. The existing West Dickinson Area Plan will be reviewed in light of recent development decisions and the overall FLU demand to consider the need for any changes to FLU patterns. Additionally, the recent work completed by KLJ for the East Dickinson area will be considered and incorporated as appropriate.

Land use planning is not just identifying the type of land use needed for specific locations in the study area. It is also about understanding what makes a community a desirable place in which to live, work, and play. We anticipate completing a multi-faceted livability analysis and look for opportunities to enhance the quality of life for Dickinson. Our team will use the AARP Livability Index at the first stage of analysis to consider 40 different elements that influence quality of life. The second stage will focus on a more limited set of elements, and will be used to consider potential policy changes and strategies to focus on key concepts that can enhance quality of life and economic development through the built environment. This will also feed into the Housing element of the comprehensive plan.

Ultimately, the FLU chapter of the comprehensive plan will provide a FLU map, FLU category benchmarks, strategies to fulfill the vision and goals of the new comprehensive plan, and relevant policy recommendations.



TASK 6 | TRAVEL DEMAND PROJECTIONS

Based on inputs from earlier growth projection tasks, the KLJ-Apex team will use a blended approach of both micro and macro level travel forecasting to develop existing and forecasted travel demand for the Dickinson TMP. We will use PTV Vistro for factoring in existing volumes (Average Daily Traffic [ADT]), Institute of Transportation Engineers (ITE) Trip Generation based on both existing and the new future land use (Task 5), and future traffic operations analysis following HCM guidelines. Vistro allows the project team to quickly create a base/existing + committed network using Open Streets Map to import in all existing roadways and intersections, import previous volume data, and use current counts of existing data.

Our team will also use StreetLight data to validate existing conditions and quantify existing traffic volumes for the Dickinson study area to calibrate existing counts to 2023 conditions. Our approach saves time and modernizes the process versus standard travel demand models. Once the base Vistro model is created, we will use the updated FLU Map and Growth Projections developed in Task 4 to populate the Vistro model. Future projections use the ITE Trip Generation based on the development types and distribute trips through the network based on existing O/D pairings from StreetLight. Vistro allows different scenarios to occur utilizing a scenario manager to quickly test demand scenario specifics for certain developments and tie everything back to expected LOS at all network intersections.

Alternatives Analysis

A key element of the update of the Dickinson TMPCP will be development of the alternatives analysis. Task 9 will be



7.4% of Stark County residents work from home in 2021 survey, compared to only 5.8% in 2011, mirroring state and national trends.

source: ACS 5-Year Estimates

supported by projected travel demands discussed through modeling developed here in Task 8. The KLJ-Apex team proposes a two-step process of analysis based on projected 2045 conditions for the Dickinson TMPCP. Outputs from Task 5 are input directly into Task 7 subtasks, e.g., Constrained Plan, Access Management, etc.

STEP 1: AREA-WIDE ANALYSIS | The first step in the alternatives analysis involves evaluation of a series of area-wide issues/corridors. The alternatives analysis evaluates a collection of individual projects representing a system of generally coordinated improvements designed to be constructed over time. We will evaluate the cost-effectiveness of a series of system connectivity and corridor-level transportation options and alternatives and will use travel forecasting outputs and planning level cost estimates to understand when transportation investments should be programmed.

STEP 2: CORRIDOR LEVEL ANALYSIS | Step two includes evaluating corridor level needs based on outputs of the area-wide model. Various model outputs can be used to understand and evaluate future transportation investment needs along a series of critical major corridors. Corridor level analysis drives development of a list of needed improvements to achieve improved safety, LOS, and “right-sizing” of capacity for major transportation corridors, as well as for all existing and future “non-corridor” roads. These will amount to inputs into the eventual future project list for the Dickinson TMPCP update. Based on existing and projected intersection LOS, we propose a series of intersection level recommendations for consideration in a future project list for the Dickinson TMPCP update. Specifically, for areas experiencing a high frequency of crashes or serious or fatal injury crashes, we will identify potential improvements for consideration in a future project list for the Dickinson TMPCP update. Our team will account for emphasis areas and federal programming strategies set forth in both the Strategic Highway Safety Plan (SHSP) and Highway Safety Improvement Program (HSIP).

Section 7. Item H.



TASK 7 | TRANSPORTATION MASTER PLAN (TMP)

The Dickinson TMP will include a series of key deliverables, including:

Constrained Plan

The Constrained Plan establishes a prioritized list of constrained projects. This is the final list of projects that are reasonably expected to be built over the life of the plan. This element of the plan is also an opportunity to provide specific clarity as to how the Future Infrastructure Plan can more directly influence transportation decision-making in the Dickinson community. The KLJ-Apex will develop two phases of the final Constrained Plan:

- » Short/Mid-Range: Year 1 to 10.
- » Mid/Long-Range: Year 11 to 20.

Projects that fall outside of the Constrained Plan, or for which there is a lack of technical justification within the year 2045 horizon, will remain part of the overall Dickinson TMP.

Access Management Analysis and Maps

Our team will evaluate Access Management to include Signalization, Congestion/Choke Points, and Barrier crossings (e.g., rail/underpasses/grade separations, Heart River/water, I-94, etc.).

The KLJ-Apex team will make multimodal transportation network recommendations for proposed routes/improvements to existing routes, based on a litany of factors, to include, but not be limited to, topographic/natural features and evaluating future roadway travel demand based on future land use/zoning.

Transportation Development Guidelines and Policies

A key component of the Dickinson TMP update will be development of Transportation Development Guidelines and Policy. This will provide the needed footings to assure implementation of the Dickinson TMP. The Development Guidelines and Policies ensure existing policies and practices support the long-range transportation strategy and vision agreed to through the planning process. Key components include:

FUNCTIONAL CLASS MAP: A final approved functional class map that reflects the technical and public process which is in alignment with the Urban Service Boundary set forth in the Comprehensive Plan; this will be coordinated with functional class updates currently ongoing by NDDOT.

CORRIDOR PRESERVATION: An outgrowth of the future functional class map, but also a strategy looking at standards and policies needed in the areas of right-of-way (ROW) and access management to preserve existing and future corridors to meet projected system demands. We will consider other best practices, such as alternative setbacks, to achieve the objectives of the TMP/PCP.

POLICY RECOMMENDATIONS: Policy recommendations are strategic sets of policy points, many of which are inputs from previous planning efforts or city-wide plans and strategies. These policy recommendations more specifically supports decision-making tools and strategies to preserve and enhance the transportation systems in Dickinson, including review and evaluation of the traffic impact statement (TIS) and other concurrency tools used by Dickinson.



TASK 8 | FUTURE INFRASTRUCTURE PLAN

During Task 6, the KLJ-Apex team will collaborate with City staff to identify future infrastructure systems improvements needed to provide City utilities to future development areas. This requires a thorough understanding of the capacities and limitations of the existing sanitary, water, and stormwater systems. Apex has this thorough understanding because of their continuous work over the last decade to help maintain existing utility systems and to plan and construct new capital improvements for the City of Dickinson. The focus of this effort will be on wastewater collection, domestic water distribution, and stormwater management.

The analysis of FLU growth options in Task 5 will include identifying planning level sanitary, water, and stormwater systems needs to serve development anticipated for the land use growth options. The first step in reviewing the proposed infrastructure needs is to compare the new proposed land use



Oil production in Stark County peaked in 2014 at more than 7 million barrels. Production has since declined to less than 2 million in 2022.

source: ACS 5-Year Estimates

with the assumed land use from the 2013 Comprehensive Plan. There are several growth areas that will easily be able to be served with minimum utility investment and some areas that may require significant capital investment.

One particular area of interest that has been identified is the Northwest $\frac{1}{4}$ of Section 16, Township 139, Range 96. This property is currently owned by the City of Dickinson and will be master-planned. This is an example of property that has been included in the previous sewer and water master planning. The first step will be to review the existing master plans to compare the assumed land use versus the proposed land use. The next step will be to make any land use updates and determine how these impact, or do not impact, the proposed infrastructure to provide water and sewer services to this area. Stormwater management will be viewed in the NW $\frac{1}{4}$ of Section 16 as specific to that area only. Stormwater management could either be based on each plat if the property is subdivided and development in smaller parcels or it could be more of a regional concept where one stormwater management facility manages is implement.

Ultimately, the infrastructure chapter of the comprehensive plan will provide an overall strategy, an explanation of additional study needs, and probable projects needed for development in the City's future growth areas. It will include the incorporation of the City of Dickinson's Stormwater Master Plan and it will update relevant infrastructure plan goals, objectives, and implementation strategies based on the technical analysis completed under this task. The project needs will be incorporated into the capital improvements recommendations to be prepared in Task 10.



TASK 9 | FUTURE HOUSING PLAN

During Task 9, the KLJ-Apex team will collaborate with City staff and key stakeholders to develop a housing strategy that responds to the vision and goals developed in Task 4, builds on the existing conditions analysis and plans and studies review completed in Task 2, and correlates with the FLU Plan developed in Task 5. The focus of this effort will be on understanding current housing supply, identifying future housing demand, and establishing strategies and updating policies to support appropriate housing development.

As part of the analysis of current housing supply and future housing demand, we will evaluate information from the 2020 decennial census that was released May 25, 2023, the recently completed North Dakota Statewide Housing Needs Assessment, any relevant local housing market studies, platting and permitting records, and other available records from the City of Dickinson and Stark County.

To the extent information is available, this analysis will include, but not be limited to, housing units by number and type, location, affordability, and availability. We will also conduct a cursory assessment of housing stock details such as age, condition, and relationship to amenities.

A major objective of the housing element for the comprehensive plan is to identify key issues that are within the City of Dickinson's ability to address. We anticipate working with key stakeholders and the City staff to help identify and understand these issues. Attainable housing is a critical issue throughout the United States, including in the City of Dickinson. Attainable housing is key for economic development (workforce), a sustainable education system, and encouraging older populations to stay or move to a community. We will complete a review of emerging and best practices aimed at addressing the attainable housing issue. We anticipate identifying current and future incentives to encourage development of housing opportunities that provide accessibility, affordability, and availability to renters and property owners. Additionally, we will summarize programs available to North Dakota cities that may assist in addressing the unmet housing needs of the community.

Project Understanding and Approach

Ultimately, the housing chapter of the comprehensive plan will provide strategies to fulfill the vision and goals of the new comprehensive plan that pertain to housing, recommendations for additional efforts to support attainable housing in Dickinson, and relevant policy recommendations.

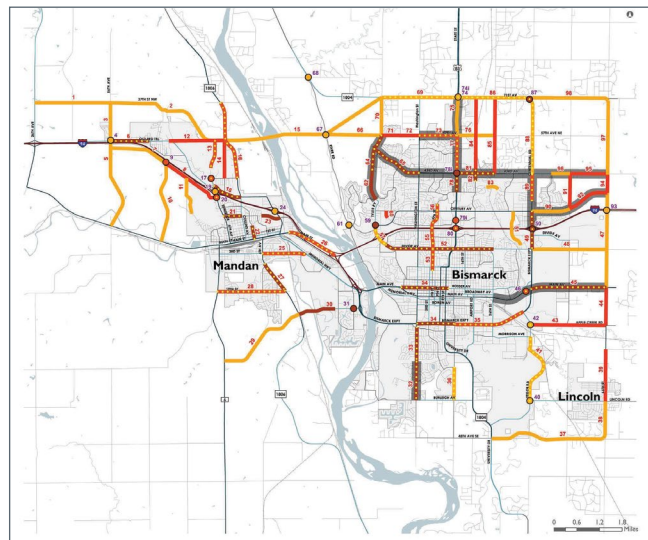


TASK 10 | CAPITAL IMPROVEMENT PLAN

As a final task in completing the TMPCP, we will adhere to the City of Dickinson's existing CIP Prioritization Summary document as the guiding tool used to incorporate recommended and prioritized projects from the transportation and comprehensive planning processes, into an updated Capital Improvement Plan (CIP).

The City of Dickinson's process is a tried and true toolkit that helps to forecast beyond a year-to-year budget analysis. The City's process helps to determine the various planning factors of future public projects over the five year short-term CIP and beyond. Our team will follow the City's guidelines step by step as outlined in the CIP's Prioritization Summary:

- » Meet the City's stated goals for a five-year CIP, which is to establish a plan that outlines the projected infrastructure improvement needs to assist with accurate planning and budgeting.
- » Prioritize projects through use of the City's CIP Ranking system.



- » Adhere to fiscal constraints, such as **Section 7. Item H.** limitations and available funding sources, Federal/State/County/Local/Joint Efforts/Grants/etc.
- » Develop project schedules based on available funding and project ranking scores.
- » Produce the final CIP based on CIP score, project type, funding, and schedule.

Capital Improvement Program Scoring Criteria



KLJ will utilize existing scoring principles from Dickinson's current CIP prioritization tool.

KLJ used a rigorous community-driven scoring process rank critical for the Bismarck-Mandan Metropolitan Transportation Plan, factoring local, state, and federal resources.



SIMILAR EXPERIENCE

KLJ was founded in Dickinson, ND in 1938. Our roots in the Dickinson community run deep, and we take a deep pride in and responsibility in the partnership we have created with the City. This is evident in the high-quality work that KLJ has executed for the City in the past decades. KLJ has grown right along with the City of Dickinson. Because of KLJ's local appeal, familiarity with the City, and the projects we've completed together, KLJ brings an in-depth level of knowledge to this project that can't be duplicated.

We have teamed with Apex Engineering to provide the City of Dickinson a total package. Apex has a deep understanding of Dickinson as well. They have a local office and solid understanding of the City's water infrastructure.

Together, we have the capacity and expertise to execute and complete a project of this complexity and depth, which is backed by a proven track record of working with the City. Our team's previous City of Dickinson projects include:

KLJ

- » East and West Dickinson Growth Plans
- » The Current Transportation Plan
- » Numerous Other Transportation Projects

APEX

- » Water Modeling
- » Sanitary Sewer Improvements
- » West Gravity Sanitary Sewer Phases I and II

Bismarck-Mandan Arrive 2045 Transportation Plan

KLJ completed development of the Long-Range Transportation Plan (Arrive 2045) for the Bismarck-Mandan Metropolitan area. Through both technical analysis and community workshops, KLJ has worked to arrive at and evaluate a range of larger regional visions to address desired regional mobility. Through a detailed alternatives evaluation process, Arrive 2045 is a fiscally constrained set of transportation improvements for the Bismarck-Mandan Metropolitan area. The financial plan for Arrive 2045 is developed in harmony with NDDOT to ensure linkages between both statewide transportation needs and investment priorities in the Bismarck-Mandan Area. Arrive 2045 has been developed through an interactive and community engaged planning process. Arrive 2045 is one of the first MAP-21/FAST Act compliant performance-based transportation plans in North Dakota.



Project Understanding and Approach

Dickinson Water Distribution System Modeling and Services

Section 7. Item H.

Apex was selected by the City of Dickinson through a competitive selection process to update, maintain, and operate their hydraulic water distribution model. Initial efforts included bringing the model up to current conditions through field testing and verification of the model along with updates to the water distribution system infrastructure, set points and updates to diurnal demand curves.

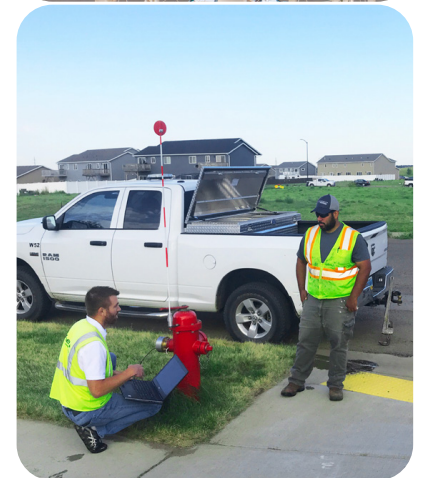
The City's model has been used for many different types of projects since Apex began operation of the model including:

- » Water age and water quality analysis
- » Water transmission and distribution main assessments
- » Fire flow and hydrant available flow analysis
- » Water demand and pipe flow capacity assessments
- » Analysis of future development
- » Preliminary design assessments

In 2020, Apex was tasked with a full calibration of the model, which included field testing in all four pressure zones, pump flow monitoring, geospatial allocation of water demands from billing records, pipe roughness coefficient updates, and SCADA data import. The resulting calibrated model met and exceeded the American Water Works Association criteria for a design level model that can be applied to any number of design and planning scenarios.

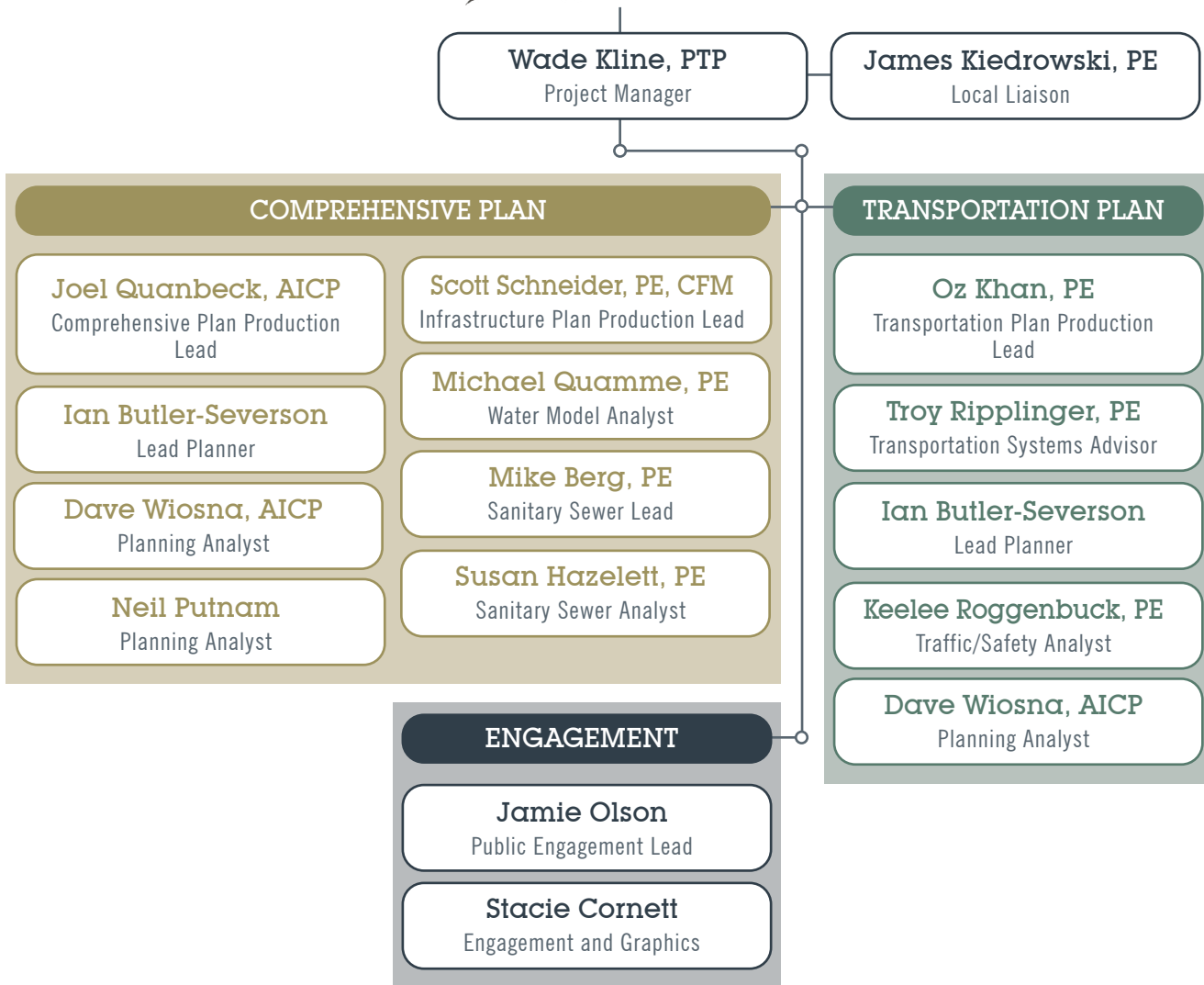
The subject model is managed, maintained, and operated by Apex staff. Updates to pipes, valves, pumps, tanks, and various fittings occur on an annual basis to keep the model current and accurately simulate operations of the real distribution system. Apex and the City have an on-call services agreement in place allowing all questions regarding the City's distribution system can be answered quickly and efficiently when needed.

Additional experience in in Appendix A.



Your Project Team

We have assembled an experienced project team to complete the Comprehensive and Transportation Plans for the City of Dickinson. Your team will be led by Wade Kline, PTP, who has more than 20 years of experience assisting North Dakota communities in planning for the future.



**Wade Kline, PTP
Manager**

Section 7. Item H.

KLJ | 22 years of Experience | West Fargo, ND |
Professional Transportation Planner | BA Urban Planning

Wade has 22 years of transportation planning experience. Over the past seven years, he has served as a private sector consultant, developing a variety of transportation planning and programming documents for a range of public sector client types, including cities, counties, and Metropolitan Planning Organizations (MPO). Wade has worked in cooperation with Departments of Transportation (DOT) throughout KLJ's footprint, including NDDOT. As the former director at the Fargo-Moorhead Metropolitan Council of Governments (Metro COG), Wade has extensive planning organization experience. His track-record assures he will efficiently guide and coordinate development of the Dickinson Transportation Master Plan and Comprehensive Plan. Wade has proven himself as an interdisciplinary leader and will see the project through to completion of a meaningful planning process with buy-in from local decision-makers, key stakeholders, and the public. His reputation as a consensus builder will be instrumental in the development and completion of an agreed-to vision, strategy, and implementation plan. Wade's relevant experience includes:

- » Project Manager and Public Engagement | **Metropolitan Transportation Plan (Arrive 2045)** | Bismarck and Mandan, ND
- » Principal Planner | **Cass County Comprehensive and Transportation Plan** | Cass County, ND
- » Project Manager | **Columbia Falls, Kalispell, and Whitefish Urban Area Transportation Plans** | Flathead Valley, MT
- » Principal Planner | **Ward County Comprehensive and Transportation Plan** | Ward County, ND
- » Project Manager/Principal Planner | **Metro 2040 – LRTP for the Fargo-Moorhead Metropolitan Area** | Fargo, ND and Moorhead, MN
- » Project Manager | **Master Transportation Plan** | Beadle County, SD
- » Project Manager/Principal Planner | **Northeast Bismarck Subarea Study** | Bismarck, ND



Joel Quanbeck, AICP | Comprehensive Plan Production Lead

KLJ | 32 years of Experience | West Fargo, ND | American Institute of Certified Planners | BS Sociology

Joel has more than 32 years professional planning experience in North Dakota, Minnesota, and South Dakota. Some of his most significant experience includes comprehensive planning, zoning, socio-economic analysis, public involvement, transit system analysis, and floodplain management for town throughout North Dakota, including Dickinson. He has provided planning services to counties, cities, townships, metropolitan planning organizations, state government departments, private developers, and both public and private non-profit organizations. These varied projects allow him to understand the perspectives of and effectively serve a wide variety of organizations. Joel's relevant experience includes:

- » Principal Planner | **East and West Dickinson Area Plans** | Dickinson, ND
- » Principal Planner | **Crookston Comprehensive Plan** | Crookston, MN
- » Principal Planner | **Ward County Comprehensive and Transportation Plan** | Ward County, ND
- » Project Manager | **Hazen Comprehensive Plan** | Hazen, ND
- » Project Manager | **Madison Comprehensive Plan** | Madison, SD
- » Project Manager | **Pierre Comprehensive Plan** | Pierre, SD



Scott Schneider, PE, CFM | Infrastructure Plan Production Lead

Apex | 22 years of Experience | Dickinson, ND | Professional Engineer – ND | Certified Floodplain Manager | BS Civil Engineering

Scott is a Vice President at Apex in Dickinson. He has 22 years of experience managing multiple civil engineering projects with a primary focus on surface water management and municipal engineering. Scott is a well-known leader in water resources and his surface water management systems experience will provide great insight to this project.

Your Project Team

He provides water resource solutions for stormwater infrastructure, hydraulic/hydrologic analysis and design, and modeling among others, and he has designed and constructed numerous projects that started in the study/planning stage. Scott has assisted the City of Dickinson in development plan review since 2014. His experience includes:

- » Project Manager | **Dickinson Water Modeling** | Dickinson, ND
- » Project Manager | **Dickinson Plan Review Services** | Dickinson, ND
- » Project Engineer | **Dickinson Sanitary Sewer Improvements** | Dickinson, ND
- » Project Engineer | **West Gravity Sanitary Sewer Phases I and II** | Dickinson, ND
- » Project Manager | **Urban Roads Reclassification** | Dickinson, ND



Mike Berg, PE | Sanitary Sewer Lead

Apex | 28 years of Experience | Bismarck, ND | Professional Engineer – ND, SD | BS Mechanical Engineering

Mike has 28 years of experience in the industry, spending the early part of his career working for manufacturers in the water/wastewater industry as a design and field engineer and project manager. In these roles, he gained extensive experience testing, troubleshooting, and commissioning wastewater treatment facilities. Mike has served as an emergency contact for a number of clients and is well versed in the issues that cause problems for operators in the field. At Apex, he served as the project manager for sanitary sewer system planning projects in Bismarck, Minot, Dickinson, and Jamestown and for wastewater treatment facility projects in Dickinson, Medora, and Fessenden, ND. Mike's experience includes:

- » Project Manager | **Hay Creek Lift Station and Interceptor Evaluation** | Bismarck, ND
- » Project Manager | **Wachter Avenue Lift Station and Forcemain Improvements** | Bismarck, ND
- » Project Manager | **Dickinson Sanitary Sewer Improvements** | Dickinson, ND
- » Project Manager | **North Minot Sanitary Sewer System**

Study | Minot, ND

» Project Engineer | **Lift Station No. 12 and Forcemain Improvements** | Dickinson, ND



Oz Khan, PE | Transportation Plan Production Lead

KLJ | 10 years of Experience | Saint Paul, MN | Professional Engineer – ND, MN, SD, MT, WY | MA Urban and Regional Planning | BSc Civil Engineering

Oz is a transportation engineer and planner with more than 10 years of experience in traffic operations and safety studies, traffic impact studies, traffic forecasting, traffic modeling and simulation, long-range transportation plans, multimodal planning, GIS analysis, speed studies, ADA compliance, pavement management, context-sensitive solutions, asset management, noise analysis, and advanced statistical analysis. He has served as a lead traffic modeler for several traffic engineering studies and has developed numerous traffic study and transportation planning reports. Oz is skilled in various transportation modeling tools such as GIS, Synchro/SimTraffic, Vissim, HCS, and TNM. Oz's experience includes:

- » Traffic Engineer | **Theodore Roosevelt Presidential Library and Museum Traffic Impacts Analysis** | Medora, ND
- » Transportation Planner | **Long-Range Transportation Plans** | Kalispell, Columbia Falls, and Whitefish, MT
- » Traffic Engineer | **Broadway Corridor Study** | Minot, ND
- » Traffic Engineer | **14th Avenue NE Travel Demand Management Plan** | Minneapolis, MN



Troy Ripplinger, PE | Transportation Systems Advisor

Apex | 24 years of Experience | Bismarck, ND | Professional Engineer – ND, MT | BS Civil Engineering

Troy is a senior engineer with more than 24 years of experience providing project management, planning, design and construction administration on a variety of transportation projects. He has a thorough understanding of the project development tasks required on both rural and urban roadways including environmental documentation, public

Section 7. Item H.

involvement, utility coordination, geometric design, traffic control, and right of way acquisition. Troy is experienced in managing and delivering complex projects with demanding timelines and high levels of agency and public coordination. He has provided input on the Dickinson urban roadway system update and is familiar with the transportation network. Troy's experience includes:

- » Project Manager | **43rd Avenue NE Reconstruction - N Washington Street to State Street** | Bismarck, ND
- » QC/QA | **I-94 EB and WB Reconstruction – Bismarck to Menoken** | Bismarck to Menoken, ND
- » Project Engineer | **Urban Roads Reclassification** | Dickinson, ND
- » QC/QA | **ND 22 – New England to Dickinson** | Hettinger and Stark Counties, ND



Ian Butler-Severson, AICP-Candidate | Lead Planner

KLJ | 10 years of Experience | Saint Paul, MN | American Institute of Certified Planners-Candidate | Urban Planning Doctoral Program | MS Transportation Planning

Ian has nine years of urban planning and landscape architecture experience in the areas of transportation, federal facility, military installation, and Tribal Long Range Transportation Planning (LRTP). Areas of expertise include land use and GIS, comprehensive plans, demographic analysis, multimodal transportation planning, park, trail and open space, and area development master planning. He has worked as a planner for public agencies, firms, and independent consulting where he has served as a planner with a regional planning commission, worked as a military/federal facility planner, and as a parks and trails planner/designer. Ian has experience conducting land use analysis, subdivision planning, and roadway, multimodal transportation, and comprehensive plan projects and studies. He has an in-depth knowledge of GIS and is a certified GIS professional. Ian also has experience facilitating and leading stakeholder and public planning charrette workshops including Strengths, Weaknesses, Opportunities, Threats – Vision (SWOTV) analysis. His relevant experience includes:

- » Planner | **East Dickinson Planning Area Land Use Analysis** | Dickinson, ND

Your Project Team

- » Project Manager | **Prairie Island Indian Community Land Use Planning Services for Elk Run Property** | Welch, MN
- » Planner | **Crow Tribe, Northern Cheyenne, and Cheyenne River Sioux Tribal Long Range Transportation Plans** | Montana and South Dakota
- » Lead Planner | **Pennington County Master Transportation Plan** | Pennington County, SD



Dave Wiosna, AICP | Planning Analyst

KLJ | 7 years of Experience | West Fargo, ND | American Institute of Certified Planners | MA and BS Geography

Dave is a planner with seven years of experience in transportation and community planning. He has worked on corridor studies, county transportation plans, long-range transportation plans, transit plans, land use analysis, city and county comprehensive plans, hazard mitigation plans, Tribal transportation plans, and various GIS projects. Dave has extensive experience performing GIS analysis and has contributed to subsequent planning documents. His experience includes:

- » GIS Analyst | **Bismarck-Mandan Master Transportation Plan** | Bismarck-Mandan, ND
- » GIS Analyst | **ND Moves Statewide Active Transportation Plan** | North Dakota
- » Planner/GIS | **Meade County Master Transportation Plan** | Meade County, SD
- » GIS Analyst | **Columbia Falls, Kalispell, and Whitefish Urban Area Transportation Plans** | Flathead Valley, MT
- » Planner/GIS Analyst | **Dell Rapids Area Master Transportation Plan** | Dell Rapids, SD



Neil Putnam, AICP-Candidate | Planning Analyst

KLJ | 34 years of Experience | Michell, SD | American Institute of Certified Planners-Candidate | BS Political Science and Sociology

Before joining KLJ, Neil had a productive career serving as City Planner for the City of Mitchell, SD for more than 23 years, in addition to his 10 years in county government and two years as a Congressional staff member. He has more

than 35 years of experience in public service including planning; community development; public policy analysis, development, advocacy, and implementation, public finance; real property inventorying, classifying, and appraising; management; and right-of-way (ROW) acquisition and permitting; and constituent service. Over the years, Neil supplied guidance on comprehensive planning for future growth and has been a major contributor to many of the City's major projects. He is a member of the North Dakota Planning Association. Neil's experience includes:

- » Planner | **Comprehensive Master Plan** | Ouray County, CO
- » City Planner | **Mitchell Comprehensive Plan** | Mitchell, SD
- » Lead Planner | **Long-Range Transportation Plan** | Southern Ute Indian Reservation, CO
- » Planner | **Prairie Island Indian Community Land Use Planning Services for Elk Run Property** | Welch, MN



Michael Quamme, PE | Water Model Analyst

Apex | 10 years of Experience | St. Cloud, MN | Professional Engineer – ND, MN | MS Environmental Engineering | BS Civil Engineering

Michael is a project engineer with a focus in all aspects of water supply, treatment, distribution and storage. While serving in this capacity, he has provided a wide range of planning, modeling, design and construction administration services to multiple design teams at Apex. Michael is the lead modeler at Apex for all water distribution modeling projects. He is proficient with the use of several water modeling programs including InfoWater, H2OMap, and WaterCAD. He also utilizes ArcGIS, BioWin, and Pipe-Flo design programs. Michael recently completed the Dickinson water model updates and calibration. His experience includes:

- » Modeler | **Dickinson Water Modeling** | Dickinson, ND
- » Modeler | **Water Distribution System Planning Moorhead Public Service** | Moorhead, MN
- » Project Engineer | **Water Distribution System Modeling, Planning, and Consulting** | Detroit Lakes, MN
- » Project Engineer | **West Gravity Sanitary Sewer Phase I and II** | Dickinson, ND



Susan Hazelett, PE | Sanitary Sewer Analyst

Apex | 21 years of Experience | Bismarck, ND |
Professional Engineer – ND | BS Chemical Engineering

Susan has 21 years of experience in the wastewater industry and has extensive background in modeling and design engineering for wastewater collections systems for subdivisions and master planned community development projects. She has a strong background for plans/report submittal to state, county, and municipal agencies to obtain approvals and permits necessary for construction and operation of water and wastewater systems. Susan managed the State of Arizona's Wastewater Pretreatment Program as part of the National Pollutant Discharge Elimination System. She has served as both a regulator and a consultant, giving her a unique perspective on design and operation of water and wastewater systems. Susan's experience includes

- » Design Engineer | **Hay Creek Lift Station and Interceptor Evaluation** | Bismarck, ND
- » Project Engineer | **Dickinson Sanitary Sewer Improvements** | Dickinson, ND
- » Designer | **West Gravity Sanitary Sewer Phases I and II** | Dickinson, ND
- » Design Engineer | **Lift Station No. 12 and Forcemain Improvements** | Dickinson, ND



Jamie Olson | Public Engagement

KLJ | 18 years of Experience | Bismarck, ND | BS
Marketing

With 18 years of communications, marketing, and public relations experience, Jamie serves as communication and branding manager for KLJ's public engagement team. In this role she brings a unique perspective combining strategic communication and creative public engagement. This includes building, implementing, and managing public engagement campaigns that are well branded and employ a variety of tools utilizing traditional and digital/virtual components to communicate transportation projects and programs to stakeholders and the public. Jamie's expertise includes communicating project information in an approachable way

Work Disclosure

and customizing material to fit the appropriate audience. This may include website development, social media posts, video scripts, printed material, press releases, speeches and talking points, presentation material and more. Jamie works diligently to understand issues, listen, and inform through a thoughtful, consensus building approach. Prior to joining KLJ, Jamie served as public information officer for 10 years with NDDOT where she managed and coordinated efforts for the department's external public information programs, including coordinating public engagement campaigns during some of NDDOT's largest and busiest construction seasons. Jamie's relevant experience includes:

- » Public Engagement | **Sunset Drive Corridor Study** | Mandan, ND
- » Public Engagement | **NDDOT US Highway 810 (Expressway) and University Avenue Updates** | Bismarck, ND



Stacie Cornett | Engagement and Graphics

KLJ | 23 years of Experience | Bismarck, ND | AAS
Information Technology

Stacie has 23 years of experience providing graphic and layout services for KLJ. She assists project managers with compiling, formatting, and displaying information in a format that is easy to comprehend and is visually appealing, including creation of custom graphics. Stacie has assisted with layout and design of various report types, including transportation plans, public involvement reports, NEPA-required environmental reports, and various survey reports. Coordinating with GIS staff, she has implemented a process for map graphic design that conforms to specifications of clients. Stacie also creates public input materials for clients, such as graphics, presentations, poster boards, handouts, and postcards. Her graphics ability and experience with multiple engineering specialties provides the client with a professional final product catered specifically to their needs. Stacie's experience includes:

- » Graphic Designer | **Columbia Falls, Kalispell, and Whitefish Urban Area Transportation Plans** | Montana
- » Graphic Designer | **Northwest Metro Transportation Plan** | Fargo, ND



James Kiedrows Local Liaison

KLJ | 12 years of Experience | Dickinson, ND | BS Civil
Engineering

Section 7. Item H.

James is a civil site designer on KLJ's municipal team in Dickinson, ND. His experience includes site layout, parking lot design, site grading, water and sanitary sewer design, hydrological analysis, and design of a stormwater collection systems with detention pond and outlet control structure. James' recent experience in Dickinson includes:

- » Project Engineer | **2022 and 2021 Mill and Overlay Projects** | Dickinson, ND
- » Project Manager | **2023 Road Maintenance** | Dickinson, ND
- » Project Engineer | **Dickinson South Cemetery** | Dickinson, ND
- » Construction Engineer | **State Avenue South Watermain** | Dickinson, ND

Work Disclosure

KLJ and Apex do not anticipate any conflicts of interest and projects will not be effected negatively by the Dickinson Transportation Master Plan and Comprehensive Plan. This team routinely travels throughout North Dakota to work with clients and our local Dickinson staff can provide some efficiencies throughout the project.

Project Manager

Wade Kline, PTP will serve as your project manager and main point of contact. He will use his 22 years of experience in planning throughout the state of North Dakota to deliver the City of Dickinson Transportation Master Plan and Comprehensive Plan.



Wade Kline, PTP

Project Manager/Point of Contact

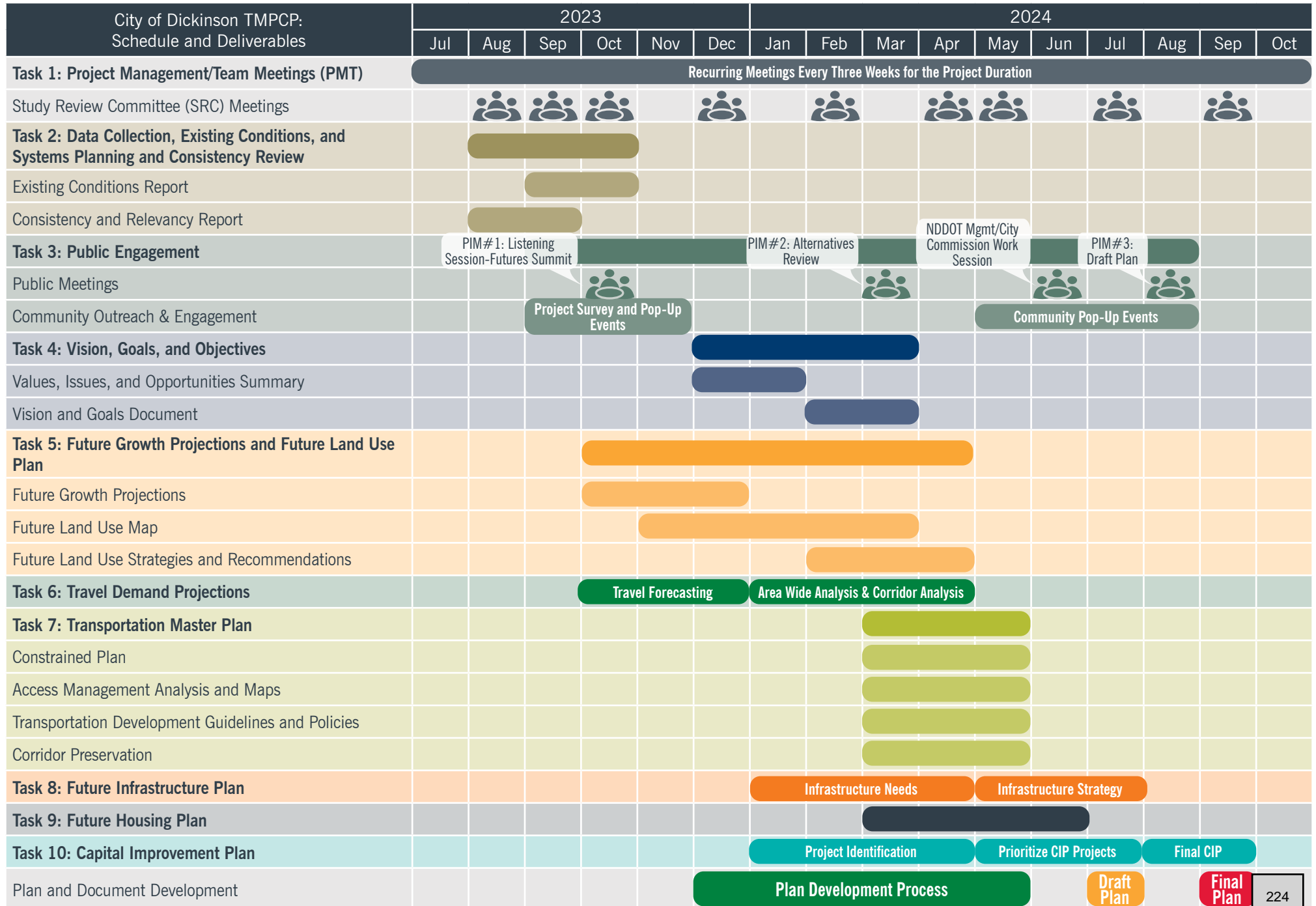
(o) 701-271-5009

(c) 701-809-4753

wade.kline@kljeng.com

Schedule

Section 7. Item H.



Subcontractors

KLJ is teaming with Apex Engineering to complete the Dickinson TMPCP update. We are working as a team and plan to serve as one point of contact for the City. Their scope of work has been incorporated into our over all work plan and approach.



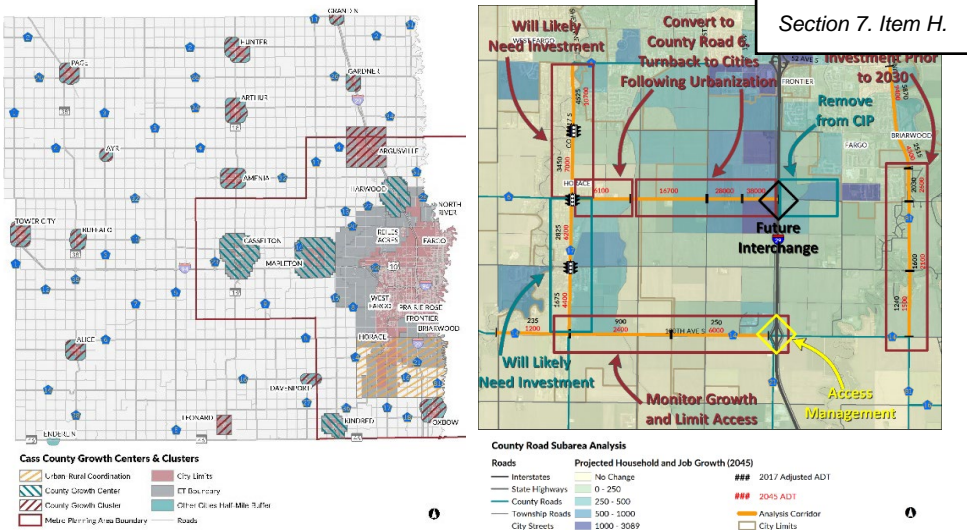
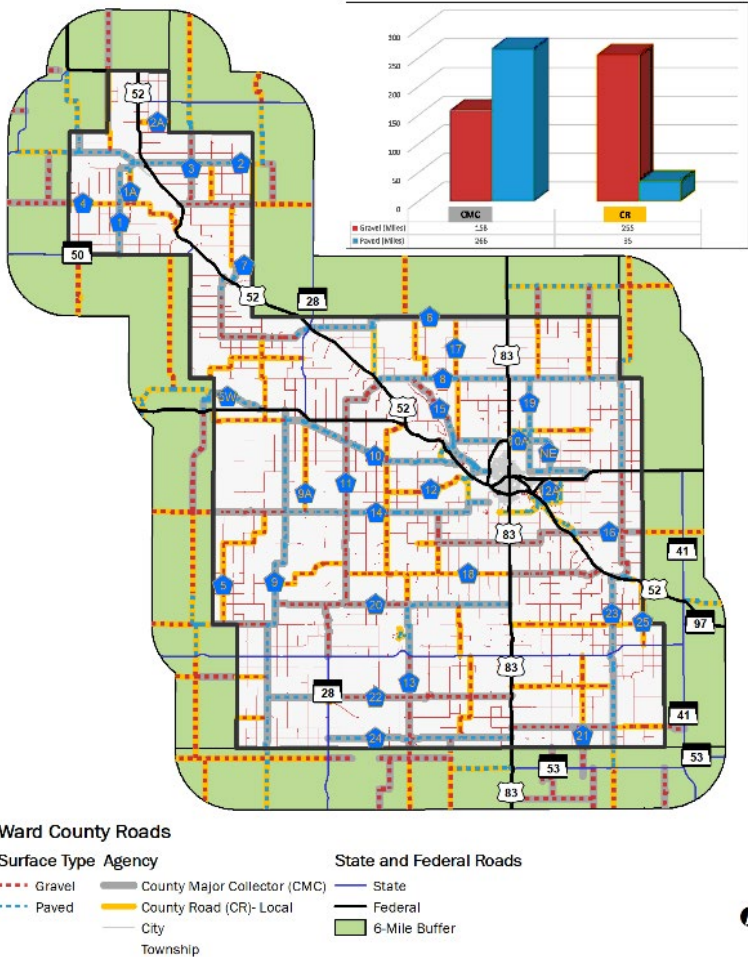
> Appendix A

Similar Project Experience

Ward County Comprehensive and Transportation Plan

The Ward County Transportation Plan was completed by KLJ in coordination with the update to the County Comprehensive Plan. The Ward County Transportation Plan is the first ever long-range transportation plan (LRTP) for the County. The Plan identified critical needs and issues in the areas of Ward County adjacent to the Cities of Burlington, Minot, and Surrey, including a proactive approach to corridor preservation intergovernmental coordination. The Plan contemplates a long-range plan for implementation of a network of Regional Significant Corridors (RSC) to support economic development and mobility throughout Ward County.

The Plan identifies the long-range need for development of a Southwest/Southeast Connector Corridor, which would support the SW Arterial Bypass identified within the Minot LRTP. KLJ completed a planning level assessment of existing bridge infrastructure in the county to establish a prioritized list of short, mid, and long-range investment needs for Ward County. The Plan was supported through a county-wide public outreach process that worked closely with townships and critical transportation stakeholders in Ward County.



Cass County Comprehensive and Transportation Plan

The Cass County Comprehensive and Transportation Plan defined a vision for the future that centered around three guiding principles and developed goals, policies, and strategies to address a broad array of topics. The transportation element provided recommendations for a future investment and management strategy of the county highway system and offered an in-depth analysis for eight specific subareas in the county. An extensive multi-faceted public engagement process obtained input from citizens across the county. A key feature of the process was a county-wide advisory task force.

The Cass County Comprehensive and Transportation Plan established an action-orientated planning framework to address a range of issues facing Cass County. Consistent with the vision and guiding principles, the plan establishes county government in initiator and support roles to help rural communities maintain and grow their vitality. Implementation will involve a range of ongoing responsibilities and new initiatives.

Jamestown Land Use and Transportation Plan

The City of Jamestown was facing new population growth resulting from new large industrial and commercial developments. The City and NDDOT contracted the team of KLJ and RDG to develop a Land Use and Master Transportation Plan for shaping the city's future. RDG developed the Land Use Plan components while KLJ developed the Master Transportation Plan, both working in collaboration with each other. The plan identified transportation improvement needs for all travel modes through 2040. Our team developed a new travel demand model for the City to estimate traffic conditions at 20 major intersections and along 53 miles of functionally classified roadways. We also completed detailed traffic operations analysis, roadway safety analysis, and developed planning-level design concepts for potential transportation improvements.

Kalispell (MT) Area Transportation Plan

KLJ worked with the City of Kalispell and the Montana Department of Transportation (MDT) on the development of the Kalispell Urban Area Transportation Plan. Titled “Move 2040,” the plan will be a 20-year transportation plan to support needed infrastructure to address rapid growth in the Flathead Valley. We completed the existing conditions, early public engagement, and needs identification phases. We also developed system alternatives analysis and the project identification process.



Whitefish (MT) Transportation Plan Update

The City of Whitefish hired KLJ to provide updates to their existing transportation plan, which was last updated in 2010. KLJ reviewed numerous existing plans and initiatives developed to address a range of transportation, land use, and sustainability issues within the Whitefish community. It was evident that transportation demands placed on the community outpace existing and projected capacity. For the Whitefish 2040 Transportation Plan, the project team will develop a baseline conditions report, provide travel demand modeling, and provide alternatives analysis. Other factors of consideration include multi-modal opportunities and active transportation gaps to assure the Whitefish 2040 Transportation Plan addresses the needs of all users.



Dickinson SCADA Projects

The City of Dickinson had an outdated SCADA system monitoring the City lift stations, water towers, and water booster stations. The system had limited monitoring ability and didn't allow operators to view system data remotely. It was also comprised of proprietary software and programming that locked the City into a single supplier for equipment and service.

The City hired Apex to evaluate the existing SCADA system and provide recommendations for improvements. The evaluation determined that much of the existing remote site hardware could be retained and, by replacing the remote operator interfaces, the City would be able to choose among several new communication options and make the system non-proprietary.

An alternative evaluation and a radio path study determined that 900 MHz licensed radios were the best fit for the City going forward. This became the basis for the recommended improvements and Apex was hired for the design of the new system, which included 11 water sites, 22 wastewater sites, and 1 stormwater site.

Dickinson Wastewater Collection System and Reclamation Facility

In 2009, the Dickinson wastewater treatment facility (WWTF) was nearing its design life for hydraulic and organic capacities. Meeting effluent limits became problematic due to the unprecedented population growth of the city. In response, the City of Dickinson hired Apex to develop a facility plan. In spring 2011, following the facility planning effort, Apex was hired to design and administer the construction of a new mechanical Water Reclamation Facility (WRF) along with \$40 million in upgrades and improvements to the City's sanitary collection and conveyance system. The facility was put online in June 2014.

WATER RECLAMATION FACILITY PLANNING, DESIGN, AND CONSTRUCTION

- » Preliminary Treatment including rotary drum fine screens, vortex grit removal, and ventilation for odor control.
- » Liquid Treatment Process including integrated fixed-film activated sludge (IFAS) for BOD removal and nutrient reduction, secondary clarification, UV disinfection, process control building for pumps, blowers, instrumentation and controls, and outfall pipe line with submerged diffuser system.
- » Solids Treatment Process including pre-thickened Membrane Aerobic Digestion (Mem-TAD), solids process building for permeate pumps, membrane blowers and digester blowers and glass lined biosolids holding tanks for storage prior to liquid land application.

Due to the rapid population expansion, Apex utilized a flexible, modular approach when designing the proposed WRF to prevent an unnecessarily large facility, which would have been expensive to construct and difficult to operate. The flexible design will allow Dickinson to double the capacity of the WRF in the same footprint, thereby maximizing city property while allowing Dickinson to easily expand in the future.

WATER RECLAMATION FACILITY REUSE WATER PLANNING, DESIGN AND CONSTRUCTION

- » Permitting and master planning to supply reuse water to industrial customers in the Dickinson area.
- » Treatment quality required the design of future tertiary disk filters to achieve more restrictive reuse water quality and an effluent phosphorus of 0.25 mg/l.
- » Design and Construction engineering for conveyance and piping to supply reuse water to industrial customers up to 10 miles from the WRF.

SANITARY COLLECTION AND CONVEYANCE SYSTEMS

- » Planning, modeling, design and construction of a new 15 mgd Influent Pump Station (IPS) and 2.5-mile force main.
- » Planning, modeling, design and construction of a new 10 mgd west side pump station for conveying flows from the western side of Dickinson to the new IPS.
- » Several miles of new gravity collector sewers were installed.
- » Comprehensive odor control strategy including multiple vapor phase (scrubbers) and phase (chemical injection) treatment systems.



Appendix B

Project Team SF 330s

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

Section 7. Item H.

12. NAME Wade Kline, PTP	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		A. TOTAL 22	B. WITH CURRENT FIRM 9
15. FIRM NAME AND LOCATION (CITY AND STATE) KLJ – West Fargo, ND			
16. EDUCATION (DEGREE AND SPECIALIZATION) BA Urban Planning – St. Cloud State University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Transportation Planner	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Montana Department of Transportation (MDT) Kalispell Move 2040 Urban Area Transportation Plan – Kalispell, MT	2019-2021	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager/Public Engagement – Move 2040 is a 20-year transportation plan to support needed infrastructure to address rapid growth in the Flathead Valley. The planning process looked at a range of system alternatives aimed at improving regional mobility. Move 2040 contains a comprehensive active transportation element, integration a long-range corridor level set of improvements to support both bicycle and pedestrian improvements across the project study area. Move 2040 was developed in coordination with the City of Kalispell, Flathead County, and MDT. Wade orchestrated a two phased public engagement campaign, branded the planning process, led an online and social media campaign, developed interactive web mapping tools, and used traditional in-person workshops and open houses to generate community dialogue.		
b.	Bismarck-Mandan Metropolitan Planning Organization (MPO) Metropolitan Transportation Plan (Arrive 2045) – Bismarck/Mandan, ND	2019-2020	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager/Public Engagement – Through a detailed alternatives evaluation process, Arrive 2045 develops a fiscally-constrained set of transportation improvements for the Bismarck-Mandan Metropolitan area. The financial plan for Arrive 2045 is developed in harmony with NDDOT to assure linkage between statewide transportation needs and investment priorities in the Bismarck-Mandan Area. Arrive 2045 was developed through an interactive and community engaged planning process.		
c.	Bismarck-Mandan MPO Northeast Bismarck Subarea Study – Bismarck, ND	2014-2016	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager – The study developed a future transportation infrastructure plan for the 12-square mile growth area of northeast Bismarck. The study compared impacts of delayed investment in future transportation infrastructure on land use and development trends. The study resulted in a 2025 and 2040 implementation plan for transportation needs, preliminary justification report for a new I-94 access at 66th Street, and renewed consensus for a reliever roadway system through northeast Bismarck.		
d.	Ward County, ND Comprehensive and Transportation Plan – Ward County, ND	2018-2019	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Principal Planner – Wade served as the principal planner on the transportation element of the Ward County (Minot, ND) Comprehensive and Transportation Plan. The overall planning process included extensive public input and preparing a background conditions and issues and needs evaluation.		
e.	Cass County, ND Comprehensive and Transportation Plan – Cass County, ND	2016-2017	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Principal Planner – Wade served as the principal planner on the transportation element of the Cass County Comprehensive and Transportation Plan. KLJ developed a detailed county-wide transportation assessment looking at traffic, safety, pavement, and bridges. Additionally, we developed several detailed subarea evaluations of key corridors and growth areas for significant county roadways.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

Section 7. Item H.

12. NAME Joel Quanbeck, AICP	13. ROLE IN THIS CONTRACT Comprehensive Plan Production Lead	14. YEARS EXPERIENCE	
		A. TOTAL 32	B. WITH CURRENT FIRM 10

15. FIRM NAME AND LOCATION (CITY AND STATE)

KLJ – West Fargo, ND

16. EDUCATION (DEGREE AND SPECIALIZATION) BS Sociology, Minor Emergency Management – North Dakota State University	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) American Institute of Certified Planners
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Training: PSMJ – Project Management Bootcamp; IPMP – Systematic Development of Informed Consent; IPMP – Citizen Participation by Objectives; ESRI – Introduction to ArcGIS

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
City of Dickinson, ND East and West Dickinson Area Plans – Dickinson, ND	Ongoing	N/A
<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM		
a. Project Manager – After the initial comprehensive plan was completed, KLJ worked with the city to develop a growth area plan for westward expansion that addressed a new I-94 interchange, future residential growth areas, and expansion of existing industrial development areas. Very recently, KLJ was contracted to evaluate potential growth and transportation patterns on the east side of the city to help make decisions about potential expansion of community infrastructure along in a new direction. This planning process laid the groundwork for a new full comprehensive plan update that is anticipated to begin in 2023.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
City of Hazen, ND Hazen Comprehensive Plan – Hazen, ND	2010	N/A
<input type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM		
b. Project Manager – The City of Hazen recognized the opportunity to establish new growth areas that would allow future development to meet anticipated market conditions. However, a careful review of the overall land use plan was needed to make sure the City could meet future commercial and industrial needs as well as anticipated additional residential development. This needed to be accomplished while paying careful attention to the floodplain because any encroachment in the floodplain could result in significant impacts to much of the existing developed area of the city.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
City of Pierre, SD Pierre Comprehensive Plan – Pierre, SD	2008	N/A
<input type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM		
c. Project Manager – Joel led the city of Pierre through a comprehensive plan update process to address questions about future infrastructure and development. The new comprehensive plan identified a future sewer collection system expansion that would allow the most cost-effective approach to developing three areas community expansion. The plan addressed infill and new development areas, and established strategies for dealing with recreational resources along the Missouri River.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Ward County, ND Comprehensive and Transportation Plan – Ward County, ND	2018-2019	N/A
<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM		
d. Lead Planner – Joe served as planner on the comprehensive plan element of the Ward County (Minot, ND) Comprehensive and Transportation Plan. The overall planning process included extensive public input and preparing a background conditions and issues and needs evaluation.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
City of Crookston, MN Crookston Comprehensive Plan Update – Crookston, MN	2015	N/A
<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM		
e. Project Manager/Lead Planner – KLJ updated the 1981 City of Crookston Comprehensive Plan. The update outlines a 20-year comprehensive plan for Crookston, and includes a comprehensive review and analysis of the city's current and future demographics, land use, transportation system, parks, trails and open space, natural resources, growth management, infrastructure, and economy.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Scott Schneider, PE, CFM	13. ROLE IN THIS CONTRACT Infrastructure Plan	14. YEARS EXPERIENCE	
		a. TOTAL 22	b. WITH CURRENT FIRM 12
15. FIRM NAME AND LOCATION (City and State) Apex Engineering Group, Dickinson, ND			
16. EDUCATION (DEGREE AND SPECIALIZATION) ▪ BS Civil Engineering, North Dakota State University, Fargo, ND		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) ▪ ND PE-5347 ▪ CFM 06-02373	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) ND Water Quality Monitoring; Construction Site Stormwater Workshop; Water Laws and Regulations; Association of State Floodplain Managers; American Society of Highway Engineers – Central Dacotah Section			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) Dickinson Water Modeling Dickinson, ND		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019-Present	CONSTRUCTION (If applicable)
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Role: Project Manager. Apex was selected by the City of Dickinson through a competitive selection process to update, maintain and operate their hydraulic water distribution model. Initial efforts included bringing the model up to current conditions through field testing and verification of the model along with updates to the water distribution system infrastructure, set points and updates to diurnal demand curves. On call modeling services have include determining watermain sizes for various distribution system upgrades and determining the required infrastructure for development outside of the existing service area.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Dickinson Plan Review Services Dickinson, ND		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2012- Present	CONSTRUCTION (If applicable)
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Role: Project Manager. The City of Dickinson has been experiencing rapid growth in the last few years due to the increasing oil activity in Western North Dakota. New residential and commercial development requests have overwhelmed the city public works and engineering staff. The city has asked Apex to assist in the review of plans, specifications and storm water management plans submitted by other engineers and developers and check for compliance with city municipal codes and standards.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Dickinson Sanitary Sewer Improvements, Dickinson, ND		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) 2023
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Role: Project Engineer. Evaluation and planning of city's sanitary sewer system. Created capital improvement plan to prioritize and fund projects which included 4.9 mi of gravity sewer, 7.2 mi of forcemains, 2 new lift stations, 3 upgraded lift stations and 5 decommissioned lift stations.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) West Gravity Sanitary Sewer Phases I & II Dickinson, ND		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2013-2015	CONSTRUCTION (If applicable) 2014-2015
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Role: Project Engineer. This project included planning, ROW, survey, design and construction for a constructing a 24" gravity sewer along the I-94/West Business Loop from 15th St. NW, south across I-94, to Empire Road. 30" casings were bored across the I-94/West Business Loop and across the I-94 interchange. The project included an evaluation of the difficult soil/groundwater conditions at the interchange and provisions to deal with these issues during construction.		<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) Urban Roads Reclassification Dickinson, ND		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022-Present	CONSTRUCTION (If applicable)
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Role: Project Manager. The City of Dickinson engaged Apex to assist with updating the FHWA Urban Roadway Classifications. The existing classifications did not meet the requirements for numbers of miles per category. The recent 2020 census data also required an update the Urban Area Boundary. Several new classified and local roadways were reviewed and identified and are proposed to be added to the FHWA request.		<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Mike Berg, PE	Sanitary Sewer Lead	a. TOTAL 28	b. WITH CURRENT FIRM 12
15. FIRM NAME AND LOCATION (City and State) Apex Engineering Group, Bismarck, ND			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
<ul style="list-style-type: none"> BS Mechanical Engineering, North Dakota State University, Fargo, ND 		<ul style="list-style-type: none"> ND PE-5879 SD PE-15360 	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) American Waterworks Association; National Society of Professional Engineers; Water Environment Federation; American Council of Engineering Companies			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Hay Creek Lift Station and Interceptor Evaluation Bismarck, ND		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2023-2024
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm	
Role: Project Manager. The evaluation of the Hay Creek Lift Station is a multiphase project. The first phase focused on the evaluation of the existing lift station, capacity, and remaining useful life of the station and existing forcemain. The second phase determined the future service area to be served by the station and the anticipated flows. Future demand was compared to the existing evaluation and various alternatives for serving future demands were developed. The first two phases were completed in 2020. Constructed Cost: \$4.4 M.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Wachter Avenue Lift Station and Forcemain Improvements Bismarck, ND		PROFESSIONAL SERVICES 2015-2017	CONSTRUCTION (If applicable) 2017
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm	
Role: Project Manager. In 2012, a thorough assessment of the long-term viability of the Wachter Avenue Master Lift Station was conducted, as it conveys approximately 40% of the City's wastewater. The lift station was upgraded to increase capacity and reliability. The project included a complete lift station rehabilitation and 4,500 LF of forcemain. Constructed Cost: \$6.3 M.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Sanitary Sewer System Improvements Dickinson, ND		PROFESSIONAL SERVICES 2013	CONSTRUCTION (If applicable) 2014-2016
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm	
Role: Project Manager. Evaluation and planning of city's sanitary sewer system. Created capital improvement plan to prioritize and fund projects which included 4.9 mi of gravity sewer, 7.2 mi of forcemains, 2 new lift stations, 3 upgraded lift stations and 5 decommissioned lift stations.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
North Minot Sanitary Sewer System Study Minot, ND		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2019
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm	
Role: Project Manager. sign and construction administration of sanitary sewer capital improvement projects. INCLUDED: NW Sanitary Sewer System Improvements; Airport, 13th Street, Walders, and Roosevelt Lift Station Improvements; Master and Control Lift Station Improvements; 3rd St. Sewer System Improvements; 55th St. Sewer, Forcemain, Gravity Sewer, and Lift Stations Improvements; 30th Av. Lift Station and Forcemain; and Livingston Coulee Lift Station and Forcemain.			
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Lift Station No. 12 and Forcemain Improvements Dickinson, ND		PROFESSIONAL SERVICES 2015-2016	CONSTRUCTION (If applicable) 2016
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		X Check if project performed with current firm	
Role: Project Engineer. Due to an influx of population, the Dickinson sanitary collection system was undersized and experiencing sanitary sewer surcharging during peak flow events. Apex was selected to evaluate the hydraulic capacity of the system and recommend infrastructure improvements. Based on that evaluation, Lift Station No. 12 was upgraded to a capacity of 4,000 gpm and the forcemain was rerouted and upsized to alleviate downstream capacity issues. Constructed cost: \$12M.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

Section 7. Item H.

12. NAME Oz Khan, PE	13. ROLE IN THIS CONTRACT Transportation Plan Production Lead	14. YEARS EXPERIENCE	
		A. TOTAL 10	B. WITH CURRENT FIRM 5

15. FIRM NAME AND LOCATION (CITY AND STATE)

KLJ – Saint Paul, MN

16. EDUCATION (DEGREE AND SPECIALIZATION)

Doctoral Studies in Transportation Logistics – North Dakota State University, Fargo
MA Urban and Regional Planning – Minnesota State University, Mankato
BSc Civil Engineering – Minnesota State University, Mankato

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Professional Engineer – ND, MN, SD, MT, WY

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Professional Memeberships: APA – American Planning Association; ITE – Institute of Transportation Engineers

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Cities of Kalispell, Columbia Falls, and Whitefish, MT Long Range Transportation Plans – Kalispell, Columbia Falls, and Whitefish, MT	2019-2022	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Transportation Planner – Oz assisted with the development of Long-Range Transportation Plans for City of Kalispell, Columbia Falls, and Whitefish. He researched demographic, economic, and transportation related research and analysis for regional planning initiatives. He analyzed the traffic operations and safety elements of the plan, created high-quality graphics, and assisted with the development of the final document.		
b.	City of Minot, ND Broadway Corridor Study – Minot, ND	2019-2020	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Traffic Engineer – The study evaluated nearly six-mile-long Broadway corridor that included 22 intersections. The purpose of the study was to investigate the existing and 2045 multimodal traffic operations and safety along the corridor, identify deficiencies and recommend improvements that can be implemented to mitigate the deficiencies. Oz evaluated qualitative and quantitative data surrounding the study area, analyzed multimodal and safety operations, and assisted with the preparation of the report.		
c.	Bismarck-Mandan MPO Intersection Playbook Study – Bismarck and Mandan, ND	2019-2020	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Traffic Engineer – The study analyzed 65 intersections throughout the Bismarck-Mandan metropolitan area to identify transportation issues, trends related to these issues, and ultimately a process for the Cities of Bismarck and Mandan to use to mitigate spot-specific issues that do not necessarily justify a larger corridor or subarea level analysis. The results of the study included solutions that can be implemented during short-term roadway rehabilitation projects. Oz evaluated qualitative and quantitative data surrounding the study area, served as the lead traffic modeler, analyzed traffic and safety operations, and prepared a robust geospatial database for Bismarck-Mandan MPO.		
d.	Minnesota Department of Transportation (MnDOT) TH 60 Corridor Study – Windom, MN	2019-2021	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Traffic Engineer – TH 60 serves as the economic driver for the City of Windom but is also its biggest barrier. The corridor is home to several dozen businesses, carries more than 10,000 cars and trucks, and impedes an unknown number of pedestrians and bicycles from using the roadway every day due to its configuration, composition, and speed. This corridor study is in the latter stages of a total transformation of the corridor. Concepts aim to retain some flexibility as the business corridor evolves. A balanced mix of safety, access, pedestrian, and bicycle improvements is at hand. The corridor's primary cross section is being set to begin the inevitable maintenance or reconstruction of the Des Moines River Bridge, and will set the stage for the cross section through Windom. The corridor's flexibility will allow for potential variations of intersection control types and locations		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

Section 7. Item H.

(Complete one Section E for each key person.)

12. NAME Troy Ripplinger, PE	13. ROLE IN THIS CONTRACT Transportation Systems Advisor	14. YEARS EXPERIENCE	
		a. TOTAL 24	b. WITH CURRENT FIRM 2

15. FIRM NAME AND LOCATION (City and State) Apex Engineering Group, Bismarck, ND
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16. EDUCATION (DEGREE AND SPECIALIZATION) <ul style="list-style-type: none"> BS Civil Engineering, North Dakota State University, Fargo, ND 	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <ul style="list-style-type: none"> ND PE-5044 MT PE-16852
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) North Dakota Department of Transportation – Construction Project Management; Erosion and Sediment Control; IMSA Work Zone Safety Specialist; University of Wis.: Urban Street Design; FHWA Performance Based Practical Design; Dale Carnegie: High Impact Presentations; NEPA; Context Sensitive Design; PSMJ: Project Management; American Society of Highway Engineers – Central Dacotah Section
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19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
43rd Avenue NE Reconstruction - N. Washington St. to State Street Bismarck, ND	2019	2020
3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Role: Project Manager. The 43rd Avenue NE project consisted of reconstruction and widening of approximately 1 mile of 43rd Avenue NE from North Washington Street to State Street. Planning for the project included analyzing a 3-lane corridor with roundabout intersections and comparing to a 4-lane corridor with traffic signals. The selected roadway section consisted of the four-lane curbed urban road section with intersection turn lanes, and included lighting, traffic signals, restricted access intersections, landscaping, a 10-foot-wide multi-use pedestrian trail, a 5-foot wide pedestrian sidewalk, watermain improvements and the installation of a storm water conveyance system.		
Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
I-94 EB & WB Reconstruction – Bismarck to Menoken Bismarck, ND	2022-2023	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Role: QC/QA. Design. Environmental Document. This 9.8-mile project will replace the east- and west-bound lanes of I-94. It includes regrading and replacement of concrete roadway, centerline pipe replacement, structure repairs to the Apple Creek Bridges and Menoken Separation Bridge, and new guardrail and fencing along the corridor. Three separate projects are planned to be constructed over separate construction seasons. Season one includes construction of double median crossovers along with temporary ramp connections at the Menoken Interchange. Season two includes reconstruction of the eastbound lanes. Season three includes reconstruction of the westbound lanes. Apex is responsible for three engineering phases of the project: environmental, preliminary, and design. Project cost estimate: \$52.0M.		
X Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Urban Roads Reclassification Dickinson, ND	2022 – Present	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Role: Project Engineer. The City of Dickinson engaged Apex to assist with updating the FHWA Urban Roadway Classifications. The existing classifications did not meet the requirements for numbers of miles per category. The recent 2020 census data also required an update the Urban Area Boundary. Several new classified and local roadways were reviewed and identified and are proposed to be added to the FHWA request.		
X Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
ND 22 – New England to Dickinson Hettinger and Stark Counties, ND	2020-2022	2022-2023
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Role: QC/QA. Design This 21-mile highway project consisted of sliver grading and shoulder widening, hot bituminous pavement overlay, turn lanes, a bypass lane, box culvert repairs, bridge deck overlay, and safety improvements. The frontage roads received an overlay and eliminated several approaches. Several ditches were regraded, and a portion of the roadway was raised and reconstructed with new storm sewer as well. Apex was responsible for three engineering phases of the project: environmental, preliminary, and design. Project cost: \$15.84M.		
X Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
South Washington Street, Burleigh Ave to S Bismarck Drainage Ditch and Burleigh Ave to Boston Drive, Bismarck, ND	2022 – Present	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Role: Project Manager. Project involves capacity and safety improvements for vehicular, bicycle and pedestrian modes of traffic as well as stormwater conveyance improvements. The project includes minor upgrades to watermain and sanitary sewer force mains and an extension of a 16" watermain south of Burleigh Avenue.		
X Check if project performed with current firm		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

Section 7. Item H.

12. NAME Ian Butler-Severson, AICP-Candidate	13. ROLE IN THIS CONTRACT Lead Planner	14. YEARS EXPERIENCE	
		A. TOTAL 10	B. WITH CURRENT FIRM 1

15. FIRM NAME AND LOCATION (CITY AND STATE)

KLJ – Saint Paul, MN

16. EDUCATION (DEGREE AND SPECIALIZATION) MS Transportation Planning – University of New Orleans BA Urban Studies, Minor Sociology – Hamline University	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) American Institute of Certified Planners-Candidate
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Professional Memeberships: American Planning Association. **Certifications:** GIS Professional Certificate

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
City of Dickinson, ND East and West Dickinson Area Plans and Comprehensive Plan Update – Dickinson, ND	Ongoing	N/A
<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM</p> <p>a. Planner – KLJ was hired to conduct a comprehensive update to the 2013 Comprehensive Plan. The work will update future growth projections, complete an analysis of future land use needs, and develop a transportation plan to address the land use and transportation needs. The project also involves detailed analyses of capacity constraints and phased future expansion for both the City's water and sewer systems. Included is an extensive analysis of the extraterritorial areas. Future land use scenarios are being developed and a future land use plan created to guide development in identified growth areas. Transportation, water, sewer, stormwater, and park, trail and open space elements are also part of the planning process and outcomes. In 2021, the City of Dickinson requested KLJ complete an East Dickinson Planning Area Land Use Analysis, similar to a previous study of West Dickinson, albeit at a much smaller scale. The major focus was on land use and transportation planning.</p>		
Prairie Island Indian Community (PIIC) Land Use Planning Services for Elk Run Property – Welch, MN	Ongoing	N/A
<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM</p> <p>b. Project Manager – KLJ was hired by PIIC to provide planning and engineering services to prepare a conceptual Land Use Plan Report and recommendations for the Reservation's Elk Run property. KLJ is assisting the community in developing an illustrative plan that is both physically and policy-based and provides implementable actions and strategies. The plan will include Land Use and Maintenance, Housing, Economic Development, Public Utilities, Parks and Recreation, and Native Habitat Restoration and Preservation. The project will take approximately nine months and will be completed in fall 2023.</p>		
Crow and Northern Cheyenne Tribes Long Range Transportation Plans – Montana	2022	N/A
<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM</p> <p>c. Planner – LRTP planning work for the plans began with data collection, and GIS mapping including but not limited to: Tribal background information regarding Tribal history, government, local economy, and demographic analyses; Review of recent and related studies and Transportation Safety Plans; Existing road and bridge/culvert jurisdiction/ownership and inventories; Existing and future Shared use pathway inventories; Existing and projected traffic volume and road capacity analyses; Short and long range project identification; Parking inventory and future needs assessments; Pavement projects identification; Existing conditions and recommendations; Policy Recommendations for housing; Project funding opportunities and sourcing; and finally, Project prioritization and implementation.</p>		
MnDOT TH 78 Corridor Study – Minnesota	Ongoing	N/A
<p>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM</p> <p>d. Planning/GIS – With significant recreational activity and movement between US 10, the Ottertail downtown area, the public boat landing to the south, and lack of dedicated active transportation facilities, pedestrians and bicyclists are forced to use the roadway shoulders of TH 78. Creating buffer space between motor vehicles, bicyclists, and pedestrians is expected to provide required safety and comfort for corridor users. Strategic multimodal and complete streets-based investments in the corridor will help to improve safety at historically and seasonally induced problem traffic areas.</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

Section 7. Item H.

12. NAME Dave Wiosna, AICP	13. ROLE IN THIS CONTRACT Planning Analyst	14. YEARS EXPERIENCE	
		A. TOTAL 7	B. WITH CURRENT FIRM 7
15. FIRM NAME AND LOCATION (CITY AND STATE) KLJ – West Fargo, ND			
16. EDUCATION (DEGREE AND SPECIALIZATION) MA Geography – University of North Dakota BS Geography – University of North Dakota		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) American Institute of Certified Planners	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Montana Department of Transportation (MDT) Kalispell Move 2040 Urban Area Transportation Plan – Kalispell, MT	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019-2021	CONSTRUCTION (If applicable) N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Planning/GIS Analyst – Move 2040 is a 20-year transportation plan to support needed infrastructure to address rapid growth in the Flathead Valley. The planning process looked at a range of system alternatives aimed at improving regional mobility. Move 2040 contains a comprehensive active transportation element, integration a long-range corridor level set of improvements to support both bicycle and pedestrian improvements across the project study area. Move 2040 was developed in coordination with the City of Kalispell, Flathead County, and MDT.	
b.	(1) TITLE AND LOCATION (City and State) Bismarck-Mandan Metropolitan Planning Organization (MPO) Metropolitan Transportation Plan (Arrive 2045) – Bismarck/Mandan, ND	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019-2020	CONSTRUCTION (If applicable) N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Planning/GIS Analyst – Through a detailed alternatives evaluation process, Arrive 2045 develops a fiscally-constrained set of transportation improvements for the Bismarck-Mandan Metropolitan area. The financial plan for Arrive 2045 is developed in harmony with NDDOT to assure linkage between statewide transportation needs and investment priorities in the Bismarck-Mandan Area. Dave assisted with GIS analysis as part of the Bismarck Mandan Master Transportation Plan (MTP). This analysis included roadway pavement conditions, future project planning and integration, right-of-way (ROW) considerations, future land use, travel demand model analysis, and other transportation-related concerns.	
c.	(1) TITLE AND LOCATION (City and State) Sisseton-Wapeton Oyate Long-Range Transportation Plan Update – North and South Dakota	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Planning/GIS Analyst – Sisseton-Wapeton Oyate updated their long-range transportation plan with specific goals including increased cooperation with other area governments and transportation agencies and the development of short and long range project needs lists. Dave assisted with mapping documents, GIS needs, public input, and the final plan.	
d.	(1) TITLE AND LOCATION (City and State) Ward County, ND Comprehensive and Transportation Plan – Ward County, ND	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018-2019	CONSTRUCTION (If applicable) N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Planning/GIS Analyst – Dave assisted with GIS analysis as part of the Ward County Transportation and Comprehensive Plan including land use, road planning, possible county road connections, and other needs. He worked extensively with input from county staff to produce future land use maps and to coordinate future transportation needs to help grow the county road network and help the county's 53 townships make decisions on zoning needs.	
e.	(1) TITLE AND LOCATION (City and State) Cass County, ND Comprehensive and Transportation Plan – Cass County, ND	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2016-2017	CONSTRUCTION (If applicable) N/A
		(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Planner/GIS Analysis – Dave assisted with maps and planning elements to produce the Cass County Comprehensive Plan. This work included GIS analysis in the areas of transportation, corridor planning, land use, floodplain issues, active transportation, emergency management, and other County needs	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

Section 7. Item H.

12. NAME Neil Putnam, AICP-Candidate	13. ROLE IN THIS CONTRACT Planning Analyst	14. YEARS EXPERIENCE	
		A. TOTAL 34	B. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION (CITY AND STATE) KLJ – Mitchell, SD			
16. EDUCATION (DEGREE AND SPECIALIZATION) BS Political Science and Sociology, Minor History – Northern State University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) American Institute of Certified Planners-Candidate	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Ouray County, CO Comprehensive Master Plan – Ouray County, CO	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Lead Planner – Neil is one of the planners working with the County Planning Commission in updating their Comprehensive Plan. He is involved in research, analysis, and writing for the new comprehensive plan. Neil has helped in the public meetings with the commissioners and the community public input meeting. He is assisting in the public engagement process, including reconciling public responses and identifying common themes or concerns.		
b.	Prairie Island Indian Community (PIIC) Land Use Planning Services for Elk Run Property – Welch, MN	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Planner – KLJ was hired by PIIC to provide planning and engineering services to prepare a conceptual Land Use Plan Report and recommendations for the Reservation's Elk Run property. KLJ is assisting the community in developing an illustrative plan that is both physically and policy-based and provides implementable actions and strategies. The plan will include Land Use and Maintenance, Housing, Economic Development, Public Utilities, Parks and Recreation, and Native Habitat Restoration and Preservation. The project will take approximately nine months and will be completed in fall 2023.		
c.	Southern Ute Indian Reservation Long Range Transportation Plans – Colorado	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Lead Planner – Neil is the lead planner for this project. The plan will provide an analysis of various transportation issues, including, but not limited to, road conditions, safety issues, the modes of transportation, traffic volumes and modeling, and impact on current and future development. The plan will incorporate a public engagement plan including stakeholder interviews and public input. The study will provide an analysis of existing conditions and recommendations to address transportation within the Reservation.		
d.	City of Mitchell, SD Zoning Administration, Comprehensive Planning, Subdivision and Platting Review, Public Finance, Historic Preservation, Public Policy Analysis, Public Engagement, Advocacy, Evaluation, and Implementation – Mitchell, SD	1999-2022	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM City Planner – During Neil's tenure as City Planner, the City of Mitchell experienced major growth, which was his responsibility to guide. He has prepared many resolutions, ordinances, documents, and legislation. Neil continually worked with stakeholders on community and economic development projects and responded to citizen inquiries. While with the City, he worked with the media, prepared press releases, built a substantial network of peers to solicit best practices, and built professional relationships with other entities. Neil's work has been published and he has presented at many state and regional conferences his specific activities included strategic planning for the City and other stakeholders, downtown revitalization and preservation, Lake Mitchell quality issues, attainable housing projects, coordination with the county in extra-territorial planning, alternative energy ordinances, tax incremental financing, and the City's liaison/resource for transportation, housing, tourism, and recreational consulting.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

Section 7. Item H.

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Michael Quamme, PE	Water Model Analyst	10	10

15. FIRM NAME AND LOCATION (City and State)

Apex Engineering Group, St. Cloud, ND

16. EDUCATION (DEGREE AND SPECIALIZATION)

- **MS Environmental Engineering, North Dakota State University, Fargo, ND**
- **BS Civil Engineering, North Dakota State University, Fargo, ND**

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

- **ND PE-10934**
- **MN PE-56907**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

American Water Works Association; Water Environment Federation; MN Section AWWA; ND Section AWWA; Central States WEA; OSHA 10 Construction Safety and Health

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Dickinson Water Modeling Dickinson, ND	2019-Present	
<p>a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE X Check if project performed with current firm</p> <p>Role: Modeling. Apex was selected by the City of Dickinson through a competitive selection process to update, maintain and operate their hydraulic water distribution model. Initial efforts included bringing the model up to current conditions through field testing and verification of the model along with updates to the water distribution system infrastructure, set points and updates to diurnal demand curves. On call modeling services have include determining watermain sizes for various distribution system upgrades and determining the required infrastructure for development outside of the existing service area.</p>		
Water Distribution System Planning Moorhead Public Service Moorhead, MN	2013-Present	
<p>b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE X Check if project performed with current firm</p> <p>Role: Modeling. In 2018, Apex was hired to complete a comprehensive water distribution system master plan. Part of the project includes field testing and updating the current water distribution system model.</p>		
Water Distribution System Modeling, Planning and Consulting Detroit Lakes, MN	2012-Present	
<p>c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE X Check if project performed with current firm</p> <p>Role: Project Engineer. The project consisted of reconstructing about 0.35 miles of Burdick Expressway between 9th St SE and 15th St SE, to a 4-lane concrete roadway section with curb and gutter and sidewalks. The existing traffic signal at 9th St SE was replaced and the traffic signal at 13th St SE removed and replaced with an overhead-mounted pedestrian actuated crossing signal. The project included new watermain, new sanitary sewer and a new storm sewer trunk line system. Constructed cost: \$5.1M.</p>		
West Gravity Sanitary Sewer Phase I & II Dickinson, ND	2013-2015	2014-2015
<p>d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE X Check if project performed with current firm</p> <p>Role: Project Engineer. This project included planning, ROW, survey, design and construction for a constructing a 24" gravity sewer along the I-94/West Business Loop from 15th St. NW, south across I-94, to Empire Road. 30" casings were bored across the I-94/West Business Loop and across the I-94 interchange. The project included an evaluation of the difficult soil/groundwater conditions at the interchange and provisions to deal with these issues during construction.</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

Section 7. Item H.

(Complete one Section E for each key person.)

12. NAME Susan Hazelett, PE	13. ROLE IN THIS CONTRACT Sanitary Sewer Analyst	14. YEARS EXPERIENCE	
		a. TOTAL 21	b. WITH CURRENT FIRM 10

15. FIRM NAME AND LOCATION (City and State)

Apex Engineering Group, Bismarck, ND

16. EDUCATION (DEGREE AND SPECIALIZATION)

- **BS Chemical Engineering, Arizona State University, Fargo, ND**

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

- **ND PE-7539**

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Water Environment Federation

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
Hay Creek Lift Station and Interceptor Evaluation Bismarck, ND		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2023-2024
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Role: Design Engineer. The evaluation of the Hay Creek Lift Station is a multiphase project. The first phase focused on the evaluation of the existing lift station, capacity, and remaining useful life of the station and existing forcemain. The second phase determined the future service area to be served by the station and the anticipated flows. Future demand was compared to the existing evaluation and various alternatives for serving future demands were developed. The first two phases were completed in 2020. Constructed Cost: \$4.4 M.		X Check if project performed with current firm	
West Gravity Sanitary Sewer Phase II Dickinson, ND		PROFESSIONAL SERVICES 2015-2017	CONSTRUCTION (If applicable) 2017
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Role: Design Engineer. This project included planning, ROW, survey, design and construction for a constructing a 24" gravity sewer along the I-94/West Business Loop from 15th St. NW, south across I-94, to Empire Road. 30" casings were bored across the I-94/West Business Loop and across the I-94 interchange. The project included an evaluation of the difficult soil/groundwater conditions at the interchange and provisions to deal with these issues during construction.		X Check if project performed with current firm	
Sanitary Sewer System Improvements Dickinson, ND		PROFESSIONAL SERVICES 2013	CONSTRUCTION (If applicable) 2014-2016
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Role: Project Engineer. Evaluation and planning of city's sanitary sewer system. Created capital improvement plan to prioritize and fund projects which included 4.9 mi of gravity sewer, 7.2 mi of forcemains, 2 new lift stations, 3 upgraded lift stations and 5 decommissioned lift stations.		X Check if project performed with current firm	
Lift Station No. 12 and Forcemain Improvements Dickinson, ND		PROFESSIONAL SERVICES 2015-2016	CONSTRUCTION (If applicable) 2016
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Role: Design Engineer. Due to an influx of population, the Dickinson sanitary collection system was undersized and experiencing sanitary sewer surcharging during peak flow events. Apex was selected to evaluate the hydraulic capacity of the system and recommend infrastructure improvements. Based on that evaluation, Lift Station No. 12 was upgraded to a capacity of 4,000 gpm and the forcemain was rerouted and upsized to alleviate downstream capacity issues. Constructed cost: \$12M.		X Check if project performed with current firm	
Preliminary Design for Master Lift Station and Forcemain Mandan, ND		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable)
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Role: Project Engineer. Evaluated existing lift station and forcemain, developed alternatives to serve future demands and made recommendations. Investigated necessary easements and permits required for the alternatives.		X Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

Section 7. Item H.

12. NAME Jamie Olson	13. ROLE IN THIS CONTRACT Public Engagement	14. YEARS EXPERIENCE	
		A. TOTAL 18	B. WITH CURRENT FIRM 4
15. FIRM NAME AND LOCATION (CITY AND STATE) KLJ – Bismarck, ND			
16. EDUCATION (DEGREE AND SPECIALIZATION) BS Marketing – Minnesota State University, Moorhead		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	Bismarck-Mandan MPO Comprehensive Master Plan – Ouray County, CO	2022	N/A
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Public Engagement – The Sunset Drive Corridor Study includes the segment of Sunset Drive from Division Street NW to 38th Street NW, an area that has experienced significant growth in development in the last decade with the addition of Mandan Middle School, Walmart, Starion Sports Complex, and the future Mandan High School. This has all contributed to increased traffic and congestion and the need to evaluate proposed transportation solutions to manage future growth. Our team is assisting the MPO in providing solutions that will provide a more efficient and safe transportation network along Sunset Drive. The project includes a robust public engagement plan coupled with an in-depth traffic analysis. The project will result in several fully developed corridor improvement concepts for consideration by the MPO and the City of Mandan. Throughout this project, Jamie has led a robust public engagement strategy and outreach plan. This includes project branding that entails a logo, brand colors, and key messages. Additionally, she led development of various interactive tools for public use, such as an interactive project map, survey tools, public meetings, social media campaigns, informational material, and project website creation.		
	NDDOT US Highway 810 (Expressway) and University Avenue Updates Bismarck, ND	2021-2022	N/A
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Public Engagement – NDDOT hired KLJ to provide preliminary engineering for several improvement projects along Expressway and University Drive in Bismarck. The projects include updates to more than 70 pedestrian ramps along the corridors, which need to meet ADA requirements; intersection improvements at the Washington Street intersection with Expressway; mill and overlay of 10 miles of urban roadway; and replacement of existing lighting to LED Luminaires. The prominent corridor will have a major traffic control component, as many businesses are located along the corridor. Throughout this project, Jamie has led a robust public engagement strategy and outreach plan. This includes project branding which entails a logo, brand colors, and key messages. Additionally, she led development of various interactive tools for public use such as, an interactive project map, survey tools, public meetings, social media campaigns, informational material, and project website creation,		
	NDDOT Public Information Officer – North Dakota	2009-2019	N/A
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Public Information Officer – During her 10 years serving as Public Information Officer for the NDDOT, Jamie development and implemented the department's external public information programs during some of the largest construction programs to date. Jamie collaborated with cities and local leaders throughout the state to develop public information campaigns and materials, such as website development, video, social media campaigns, project material, events and more. Project experiences include: <ul style="list-style-type: none"> • US Highway 85 EIS and Four-Lane Expansion • New Town Truck Reliever Route(s) • New Town Main Street • Watford City Bypasses • Alexander Bypass • Fargo/West Fargo Main Avenue Reconstruction • I-94 Mandan & Bismarck Expressway Reconstruction • Bismarck I-94 Reconstruction 		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

Section 7. Item H.

12. NAME James Kiedrowski, PE	13. ROLE IN THIS CONTRACT Local Liaison	14. YEARS EXPERIENCE	
		A. TOTAL 12	B. WITH CURRENT FIRM 12
15. FIRM NAME AND LOCATION (CITY AND STATE) KLJ – Dickinson, ND			
16. EDUCATION (DEGREE AND SPECIALIZATION) BS Civil Engineering – North Dakota State University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer – ND	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State) City of Dickinson, ND 2022 and 2021 Mill and Overlay Projects – Dickinson, ND	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021-2022	CONSTRUCTION (If applicable) 2021-2022
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Project Engineer – The annual pavement maintenance projects totaling more than \$8 million include concrete repairs, milling, paving, ADA accessibility compliance, and utility adjustments. The projects were more complex than past mill and overlays by adding several SIDs assessing concrete improvements to each landowner in various locations throughout Dickinson.		
	(1) TITLE AND LOCATION (City and State) City of Dickinson, ND State Avenue South Watermain – Dickinson, ND	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) 2022
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Construction Engineer – The State Avenue South Watermain Extension project involves approximately 5,500 feet of 12-inch PVC watermain. The purpose is to provide additional reliable redundancy and prepare for future development in the southwest portion of Dickinson. The new pipeline extends from 2nd Street SW to 8th Street SW. Design included both open-cut and trenchless technologies, including a bore under the Heart River for approximately 1,800 feet.		
	(1) TITLE AND LOCATION (City and State) FM Diversion Fargo-Moorhead Area Diversion Project – Fargo, ND and Moorhead, MN	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018-2019	CONSTRUCTION (If applicable) N/A
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Design Engineer – Over the past 109 years, the Red River has exceeded the flood stage for 48 years, including every year from 1993 through 2011. The \$1 billion Fargo-Moorhead (FM) Area Diversion Project will establish permanent flood protection measures for the region. The current plan includes a 20,000-cubic feet per second, 35-mile long, 1,500-foot wide diversion channel with 32,500 acres of upstream staging. KLJ has been involved since the preliminary stages of the project and has completed a project feasibility study for nine potential flood control diversion channels for the Red and Wild Rice Rivers. KLJ collaborated with United States Army Corps of Engineers (USACE) to complete preliminary design of all highway railroad crossings, model preliminary channel alignments, and produce layout and cross section drawings for typical highway and railroad crossings. James designed two temporary shoofly alignments for the proposed rail bridge on existing BNSF track.		
	(1) TITLE AND LOCATION (City and State) 4 Bears Casino and Lodge Lodge Renovation and Event Center Expansion New Town, ND	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2013-2015	CONSTRUCTION (If applicable) 2015-2016
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM Design Engineer – The 4 Bears Casino and Lodge Expansion project is a \$48 million phased construction project. The first phase converted the facility's 27,000-square foot event center into banquet rooms, facility storage, and updated kitchen. This phase entailed a major structural design effort to transform the existing pre-engineered metal structure into multiple rooms and two levels of storage. The second phase was a new 59,000-square foot event center capable of housing concerts, mixed martial arts (MMA) and boxing matches, rodeos, basketball games, and a multitude of other events. The expansion was located within the existing main parking lot north of the Casino so extensive site design was required to replace the parking and improve traffic circulation around the Casino. The project involved an extensive stormwater conveyance system to collect runoff from around the building and parking lot and transport it to a new on-site detention pond. KLJ performed site survey, traffic study, site layout and design, utility design, stormwater design, environmental, site electrical, building and site structural design, construction services, and served as the owner's representative during design and construction.		



> Appendix C

SFN 60232

PROPOSED SUB-CONSULTANT REQUEST

North Dakota Department of Transportation, Environmental & Transportation Services
SFN 60232 (9-2016)

Section 7. Item H.

Sub-Consultant firms that have been contacted and agree to be listed on a Prime Consultants Project Proposal for work with NDDOT must submit original form and one copy to be attached to the Prime Consultants Proposal. This form is used for informational purposes only.

NDDOT Project Number SPR-P038(003)		NDDOT Project Control Number 22244		Prime Consultant Company Name KLJ	
Company Name Apex Engineering Group, Inc.		Owner City of Dickinson			
Address 204 Sims Street, Ste 201		City Dickinson		State ND	ZIP Code 58602
Company Telephone Number 701-264-3939	Fax Number		Email Address scott.schneider@apexenggroup.com		

Type of Work to be Subcontracted

<input type="checkbox"/> Appraisals	<input type="checkbox"/> Environmental	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Structural Design
<input type="checkbox"/> Architecture	<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Public Involvement	<input type="checkbox"/> Survey
<input type="checkbox"/> Bridge Inspection	<input type="checkbox"/> Materials Testing	<input type="checkbox"/> Roadway Design	<input type="checkbox"/> Traffic Operations
<input type="checkbox"/> Construction Engineering	<input type="checkbox"/> Partnering Facilitation	<input type="checkbox"/> Soil Contamination	<input type="checkbox"/> Wetlands Delineation
<input type="checkbox"/> Cultural Resources	<input type="checkbox"/> Photogrammetry	<input type="checkbox"/> Steel Fabrication	<input type="checkbox"/> Other

The undersigned declares that all statements listed above are true.

Firm Name Apex Engineering Group, Inc.
Print Name Mike Berg, PE
Title Vice President

Signature 	Date 06/04/2023
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Is Firm Currently NDDOT Certified as a DBE? ☐ Yes ☒ No



KLJENG.COM

EOE / M/F / Vet / Disability



Engineering, Reimagined



ENGINEERING & COMMUNITY DEVELOPMENT

Section 7. Item H.

REQUEST FOR PROPOSAL

to Perform

City of Dickinson Transportation Master Plan and Comprehensive Plan

North Dakota Department of Transportation SPR-P038(003) (PCN 22244)

City of Dickinson Transportation Master Plan and Comprehensive Plan

Project #202311

PROPOSALS MUST BE DELIVERED TO:

Joshua Skluzacek, Engineering and Community Development Director &

Sylvia Miller, Engineering and Community Development Executive Assistant

Joshua.skluzacek@dickinsongov.com

Sylvia.miller@dickinsongov.com

BY

NOON MOUNTAIN TIME JUNE 2, 2023

(ELECTRONIC SUBMITTALS ONLY PLEASE)



Project Description

The City of Dickinson is requesting proposals from qualified Engineering and Planning Consulting firms to provide updates to its Transportation Master Plan and Comprehensive Plan as adopted in 2013. The City of Dickinson Transportation Master Plan and Comprehensive Plans were developed and adopted by the City in March 2013. The applicant's proposal for professional services contract shall include a project schedule with milestones. The update of the Master Transportation Plan will be funded primarily by a combination of Federal Funds from the Local Transportation Planning Program through the North Dakota Department of Transportation (NDDOT) in accordance to 23 CFR Part 420, Subpart A – Administration of FHWA Planning and Research Funds. The update of the Comprehensive Plan will be funded by the City of Dickinson. Due to the NDDOT requirements, the NDDOT, the City of Dickinson and the selected Engineering and Planning Consulting firm will enter into a three-way contract. Although this is intended to be a single document deliverable, the scope of work shall be separated between the two topics so the invoices can be easily allocated.

The successful firm will be able to complete the Master Transportation Plan Update and Comprehensive Plan Update following accepted planning practices and will evaluate and recommend changes to the City's existing development practices and regulations. The update will follow these principles:

- The Master Transportation Plan and Comprehensive Plan Updates will focus on relevant, real community issues;*
- The Master Transportation Plan and Comprehensive Plan will be organized in a way that local officials and residents think;*
- Recommendations shall be practical and workable; and*
- The community as well as elected officials shall be actively involved in the Master Transportation Plan and Comprehensive Plan Update. All applicants meeting the submittal deadline will receive consideration. Selection will be based on the selection criteria contained in this request document. No less than three of the most qualified candidates will be interviewed with City and NDDOT officials.*

Progress reports for the project shall be submitted to the City and NDDOT at a minimum of bi-weekly to include at least the following information:

- what was completed in the previous period;*
- what is anticipated to be completed in the next period;*

- *issues or concerns for the City of Dickinson;*
- *deliverables/milestones achieved during the previous period; and*
- *the estimated accrual for the previous period.*

Progress meetings for the project shall be scheduled at a minimum of every other month to include specific topics of question or concern.

The City anticipates that the selection process will be completed by Friday June 16, 2023. Any negotiation, if required, with the selected consultant will commence upon notice that the selection process is completed. The City will not guarantee a set amount of work or contract value for these services. The project is expected to be completed, with final document deliverable(s) to the City, by Friday October 27, 2024. Any proposal not complying with all requirements stated in the RFP may be rejected.

The City of Dickinson, in collaboration with the NDDOT, will host a Microsoft Teams conference call to answer questions about this RFP. This conference call is scheduled for 9:00 am Mountain Time on Thursday May 25, 2023. Please notify Sylvia Miller no later than 8:00 am Mountain Time on Friday May 19, 2023 if you'd like to attend the conference call.

Expectations of Consultant

Throughout the process the selected consultant will be expected to utilize their experience and drive the process. To achieve this goal, and utilize the experience of the selected consultant, the City will require the expectations outlined below be met and identified within the consultant's proposal.

1. *Initiate meeting with City staff to review a project timeline, schedule meetings, and begin the process of data acquisition.*
2. *Review all existing transportation master plan and comprehensive plan's goals, objectives and policies and make recommendations for revised goals, objectives and policies based upon the updated text, tables, and related technical and support data/documents. Review the existing plans, maps, documents, data and other materials relevant to the project. The City will provide all available existing documentation to the consultant. The consultant will study and consolidate applicable materials into the documents. There are many documents available related to the progress of projects identified in the existing Transportation Master*

Plan and Comprehensive Plan, ordinance updates, and other recommended improvements by the City.

3. *Vision, Goals, and Public Involvement*
 - *Define the public participation and input, and possible joint Planning and Zoning and City Commission meetings you plan to host to define the vision and goals.*
4. *Existing Conditions and Safety. In addition to updating the text, maps and data included in the 2013 document, an inventory map of existing shared use trails in Dickinson shall be included. The consultant shall utilize the existing traffic count information found on the NDDOT GIS site before determining to complete additional traffic counts.*
5. *Future Conditions. Among the topics to be addressed as part of the Future Conditions update are the following:*
 - *Evaluation of the width requirements for Typical Urban Roadway Sections including Right-of-Way widths;*
 - *Development of a Proposed 2045 Functional Classification of Streets within the Master Plan Study Area;*
 - *Alignment of the future functional classifications of roads, level of service, and transportation study area with the Urban Service Boundary in the Comprehensive Plan;*
 - *Consideration of anticipated travel impacts after the Theodore Roosevelt Presidential Library in Medora, North Dakota is opened;*
 - *Refer to the list of projects below that have been completed which were identified in Tables 5-1 through 5-3 of the Transportation Master Plan*
6. *Transportation Development Guidelines and Policies*
7. *Issues and Capital Improvement Plans*
 - *Future shared use trails in Dickinson is to be only associate with the future roadway improvements. No trails master plan or phasing plan is to be included in this scope of work.*
 - *No recommendations related to the pavement performance curve is requested.*
 - *The following chapters of the Comprehensive Plan in this order of priority;*
 - *Chapter 4-Land Use;*
 - *Chapter 6-Infrastructure;*
 - *Chapter 8-Housing;*
 - *Chapter 12-Capital Improvements;*
8. *Plan and implement an extensive stakeholder and public outreach process using a range of methods to inform and involve stakeholders, citizen organizations and*

the general public. Address the public hearing process and meetings with City staff, citizen groups, applicable advisory committees, local units of government, etc.

- 9. Update plan goals, objectives and implementation strategies based on technical data and public input.*
- 10. Identify priority infrastructure projects and needs with a ranking of priority based on the master plan findings.*
- 11. Incorporate the City of Dickinson Storm Water Master Plan completed in 2016 by HDR into this plan.*
- 12. Draft materials for review and comment by the City in accordance with a schedule developed at the beginning of the planning process.*
- 13. Confirm the final Plan conforms to the North Dakota Century Code.*
- 14. Incorporate practical aspects of the existing West Dickinson and East Dickinson plans into this plan.*
- 15. The City of Dickinson will be creating a Development Master Plan for the City of Dickinson owned property; Northwest ¼ of Section 16, Township 139 North, Range 96, Stark County, North Dakota. Incorporating the transportation, sanitary sewer, and water main demands into the overall master plan will be required.*
- 16. The consultant will collaborate and are encouraged to provide cohesion where possible with the Stark County Comprehensive Plan update which a consultant was recently selected.*
- 17. Analyze consistency of current City ordinances, policies and practices in relationship to the Plan goals and objectives.*
- 18. Prepare draft documents for public review and comment, and present to the Planning and Zoning Commission and the City Commission. The plan should be presented in a format and language that is user-friendly and easily understood by the general public.*
- 19. Prepare final draft documents and present at all associated meetings and public hearings for adoption of the plan update.*
- 20. Occasionally in-person, to update City staff on project status, discuss issues and review drafts. Periodic written status update presentations may also be required to the Planning and Zoning Commission and the City Commission.*

Submittal Requirements

Please provide the following information in the order listed:

- 1) A cover letter that states your interest in the project and is signed by a member of the firm with contract signing authority.*
- 2) Include your firm's approach to addressing the identified tasks, your understanding of the projects' scope, and key issues. Briefly discuss similar projects the members on your team have completed recently. This listing should be limited to the two most applicable projects.*
- 3) The office location, of the key team members, who will be working on the project with their SF330 resume(s).*
- 4) A disclosure of all work for other clients that may be affected, positively or negatively, by work on the proposed contract. Potential conflicts of interest must be disclosed.*
- 5) Identify the firm's project manager, who will serve as the primary point of contact for your firm.*
- 6) A project schedule, outlining the timeline, milestones, and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period.*
- 7) A list of any sub-consultants or sub-contractors utilized for the project. Please include their scope of work.*

*On the cover page of the proposal, please include title of the RFP "**City of Dickinson Transportation Master Plan and Comprehensive Plan**", the name of the project included in the proposal, and the email address of the person who should receive the results of the selection.*

The proposal shall be limited to 15 pages. However, a single cover shall be utilized along with a single rate sheet which are not included in the page limit. Similar project experience can be included in an appendix, but should be kept brief and should be combined for similar project types as appropriate. Each proposal will be evaluated by a selection committee on the basis of the information shown above.

Upon completion of the evaluation process, the firms will be ranked in order of qualifications. The City of Dickinson reserves the right to hold interviews with firms whose proposals most clearly meet the RFP requirements, but this will not be a requirement.

Fees shall be negotiated with the successful firm. If the fee cannot be agreed upon, the NDDOT and City reserves the right to terminate negotiations, and then negotiate with the second and third ranked firms in order, if necessary, until a satisfactory contract has been negotiated.

All costs associated with the proposal shall be borne by the proposer. The NDDOT and City reserves the right to reject any and/or all proposals and to not award contracts for any and/or all projects.

PROPOSED SUB CONSULTANT REQUEST

Sub Consultant firms that have been contacted and agree to be listed on the Prime Consultants Project Proposal for work with the City must submit original form and one copy to be attached to the Prime Consultants Proposal. This form is used for informational purposes only. See NDDOT web site for form SFN 60232.

(<http://www.dot.nd.gov/dotnet/forms/forms.aspx>)

PRIME CONSULTANT REQUEST TO SUBLET

The successful firm will be required to include the 'Prime Consultant Request to Sublet' form for each Sub consultant listed on the contract prior to execution of the contract.

The form assures that the contract between the Prime consultant and all Sub consultants contains all the pertinent provisions and requirements of the prime contract with the City and NDDOT. See NDDOT web site for form SFN 60233

(<http://www.dot.nd.gov/dotnet/forms/forms.aspx>).

If the Prime consultant has a DBE as a sub-consultant then they will also be required to submit SFN 61412-DBE Consultant-Commercially Useful Function (CUF)

(<https://www.dot.nd.gov/forms/sfn61412.pdf>).

CIVIL RIGHTS

The City and North Dakota Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business

enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Disadvantaged Business Enterprise (DBE)

49 Code of Federal Regulations Part 26 (CFR) states that the consultant, sub recipient, or sub consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

Consultants shall carry out applicable requirements of 49 CFR Part 26 in the solicitation, award, and administration of USDOT-assisted contracts. Failure by the consultant, to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate. For information regarding the DBE Program, see the DBE Program Manual at <http://www.dot.nd.gov/divisions/civilrights/docs/dbe/dbe-program-admin-manual.pdf>.

Title VI/Nondiscrimination and ADA

Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the Department. For information regarding Title VI, see the Title VI/Nondiscrimination and ADA Program at: <https://www.dot.nd.gov/divisions/civilrights/docs/titlevi/Title-VI-Nondiscrimination-ADA-Program-Implementation-Plan.pdf>

The two paragraphs above apply to every consultant on the project, including every tier of sub consultant. It is the consultant's, or sub consultant's responsibility to include the two above paragraphs in every subcontract.

DISCLOSURE OF PROPOSAL

At the conclusion of the selection process, the contents of all proposals will be subject to North Dakota's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

RISK MANAGEMENT FOR PROFESSIONAL SERVICES

The Risk Management Appendix will be incorporated into the agreement between the City, NDDOT and the consultant. Firms must be able to provide a proper Certificate of Insurance within 15 days of notification of Selection.

AUDIT

Consulting firms proposing to do work for the NDDOT must have a current audit rate no older than 12 months from the close of the firm's Fiscal Year. Firms that do not meet this requirement will not qualify to propose or contract for NDDOT projects until the requirement is met. Firms that have submitted all the necessary information to the NDDOT and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Out of state firms can submit a current accepted FARS audit rate from a cognizant agency. Under certain conditions NDDOT may offer a Safe Harbor Rate of 110% to firms that do not have a compliant rate.

Risk Management Appendix

Routine* Service Agreements with Sovereign Entities and Political Subdivisions of the State of North Dakota:**Parties:** **State** – State of North Dakota, its agencies, officers and employees**Governmental Entity** – The Governmental Entity executing the attached document, its agencies, officers and employees**Governments** – State and Government Entity, as defined above

Each party agrees to assume its own liability for any and all claims of any nature including all costs, expenses and attorney's fees which may in any manner result from or arise out of this agreement.

Each party shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in North Dakota, the following insurance coverages:

- 1) **Commercial general liability and automobile liability** insurance – minimum limits of liability required of the Governmental Entity are **\$375,000 per person** and **\$1,000,000 per occurrence**. The minimum limits of liability required of the State are **\$375,000 per person** and **\$1,000,000 per occurrence**.
- 2) **Workers compensation** insurance meeting all statutory limits.
- 3) The policies and endorsements may not be canceled or modified without **thirty (30) days prior written notice** to the undersigned State representative.

The State reserves the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time.

Each party that hires subcontractors shall require any non-public subcontractors, prior to commencement of work set out under an agreement between that party and the non-public subcontractor, to:

Defend, indemnify, and hold harmless the Governments, its agencies, officers and employees, from and against claims based on the vicarious liability of the Governments or its agents, but not against claims based on the Government's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by the Subcontractor to the Governments under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the Governments is necessary. Subcontractor also agrees to defend, indemnify, and hold the Governments harmless for all costs, expenses and attorneys' fees incurred if the Governments prevail in an action against Subcontractor in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

Subcontractor shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota: 1) commercial general liability; 2) automobile liability; and 3) workers compensation insurance all covering the Subcontractor for any and all claims of any nature which may in any manner arise out of or result from this agreement. The minimum limits of liability required are \$375,000 per person and \$1,000,000 per occurrence for commercial general liability and automobile liability coverages, and statutory limits for workers compensation. The Governments shall be endorsed on the commercial general liability policy and automobile liability policy as additional insureds. The Governments shall have all the benefits, rights and coverages of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of the Contractor. Said endorsement shall contain a "Waiver of Subrogation" waiving any right of recovery the insurance company may have against the Governments as well as provisions that the policy and/or endorsement may not be canceled or modified without thirty (30) days prior written notice to the undersigned representatives of the Governments, and that any attorney who represents the State under this policy must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. Section 54-12-08. Subcontractor's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by the Governments. Any insurance, self-insurance or self-retention maintained by the Governments shall be excess of the Contractor's insurance and the Subcontractor's insurance and shall not contribute with them. The insolvency or bankruptcy of the insured Subcontractor shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured Subcontractor from meeting the retention limit under the policy. Any deductible amount or other obligations under the Subcontractor's policy(ies) shall be the sole responsibility of the Subcontractor. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. The Governments will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the Subcontractor in excess of the minimum requirements set forth above. The Government Entity that hired the Subcontractor shall be held responsible for ensuring compliance with the above requirements by all Subcontractors. The Governments reserve the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time.

*See *North Dakota Risk Management Manual*, section 5.1 for discussion of "unique" and "routine" agreements.

RM Consulted 2007
Revised 07-22

Engineering & Community Development

Presented by: Joshua Skluzacek – Engineer/Community Development Director
Tuesday July 18, 2023

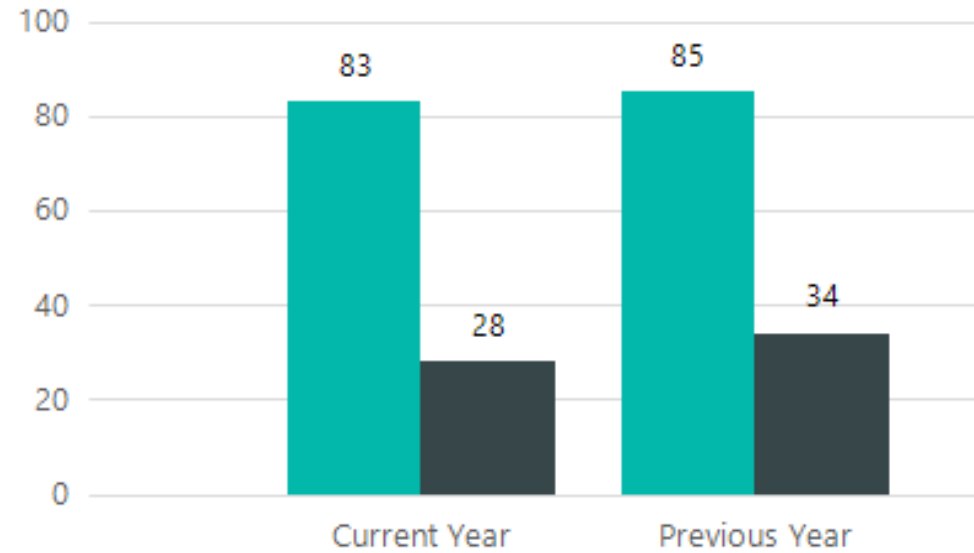
City Commission Monthly Report



Building & Code

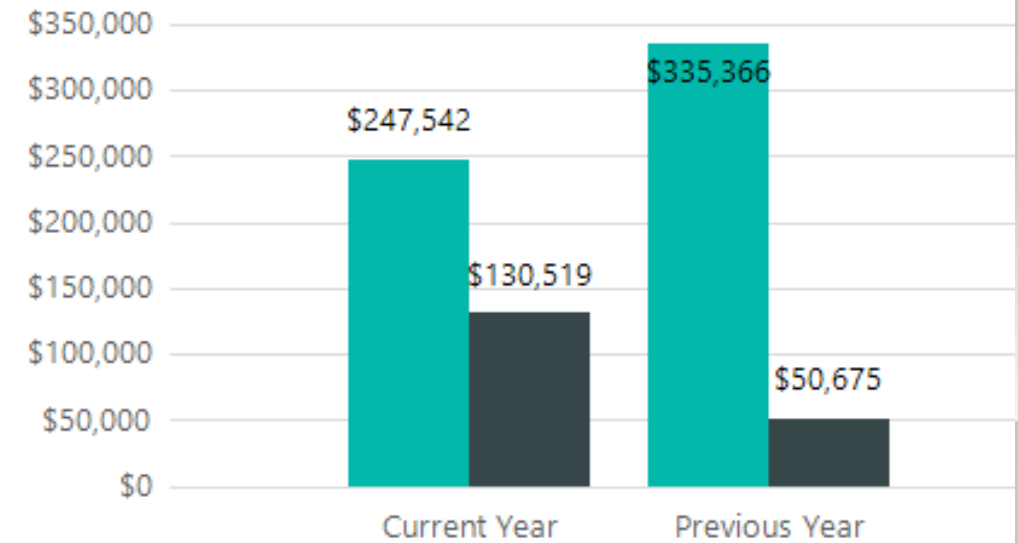
Number of Permits Paid & Picked Up

City County



Total Fees for Permits Paid & Picked Up

City County



Planning & Zoning

- Nine P&Z Meeting Agenda Items in June, No Pre-Apps
- Renaissance Zone Review
- Downtown Business Community Outreach
- Scoping for Comprehensive Plan Update



Engineering

Project Name	Project Manager	Progress	Start	End
EXECUTION				
LEGACY SQUARE	DD	100%	1/1/2022	6/10/2023
NORTH INDUSTRIES UTILITIES	JS	0%	7/24/2023	7/12/2024
STATE AVE STREET IMPROVEMENTS	JS	25%	6/5/2023	8/25/2023
2021 MILL & OVERLAY	LM	99%	3/30/2021	10/20/2021
2022 MILL & OVERLAY	LM	97%	6/1/2022	6/13/2023
LEGACY SQUARE PARKING LOT	LM	5%	7/24/2023	11/3/2023
DICKINSON SOUTH CEMETERY	LM	5%	7/24/2023	11/3/2023
DRAINAGE DITCH EROSION REPAIR	JS	100%	4/25/2023	5/10/2023
2023 ROAD MAINTENANCE	LM	15%	6/19/2023	10/14/2023
2023 WATERMAIN & LEAD SERVICE LINE	JS	30%	5/29/2023	8/25/2023
15TH ST. W. (THE DISTRICT)	JS	30%	6/26/2023	8/11/2023
I-94 EBL MICROSURFACING	JS	0%		

Engineering

Project Name	Project Manager	Progress	Start	End
DESIGN ENGINEERING				
EAST BROADWAY DAM	LM	<div><div></div></div> 30%	1/7/2022	1/20/2022
HEART RIVER BRIDGE IMPROVEMENTS - S. STATE AVE.	LM	<div><div></div></div> 30%	1/9/2022	1/18/2022
I-94 WBL & ROUNDABOUTS	JS	<div><div></div></div> 25%	1/8/2023	10/11/2024
SUNDANCE COVES LIGHTING	LM	<div><div></div></div> 97%	9/6/2022	6/10/2023
PRELIMINARY ENGINEERING				
PATTERSON LAKE IMPROVEMENTS	JS	<div><div></div></div> 0%	4/12/2023	12/31/2024
2024 ROAD MAINTENANCE	LM	<div><div></div></div> 15%	7/6/2023	10/15/2024
2024 WATERMAIN & LEAD SERVICE LINE	JS	<div><div></div></div> 0%	7/24/2023	10/30/2023
SOUTH DICKINSON PROPERTY RFP	JS	<div><div></div></div> 0%	6/20/2023	12/8/2023
FAIRWAY/STATE STORM WATER DRAINAGE SYSTEM UPGRADES	JS	<div><div></div></div> 0%	7/31/2023	1/26/2024
PAVEMENT MANAGEMENT STUDY	JS	<div><div></div></div> 5%	6/29/2023	12/15/2023

Geographical Information System (GIS)

- 535 Current Subdivision Plats – Not Including Previously Re-Platted
- 407 Plats Re-Drawn in GIS – 1.4% standard deviation difference in area vs. stated
- Remaining Plats to be Re-Drawn in GIS – 27.6% standard deviation difference in area vs. stated



Web Map
Dickinson Land Information Map
Information about Tax parcels, Zoning,
and other features.



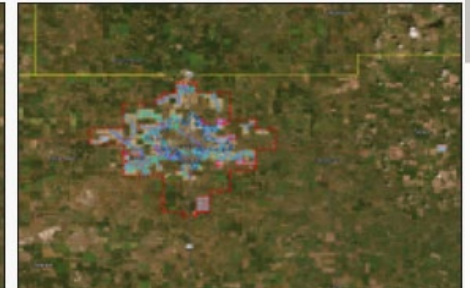
Web Map
Dickinson Street Information Map
Map Showing various street designations
for the City of Dickinson, ND



Web Map
Dickinson Utility Information Map
Utility locate layers for the City of
Dickinson, ND



Web Map
Dickinson Zoning Information ...
Information about Zoning, and other
features.



Web Map
FEMA Flood Hazard Changes ...
Map showing preliminary changes to
Flood hazard zones in and around
Dickinson, ND

Thank you!

QUESTIONS AND COMMENTS ARE WELCOME



www.DickinsonGov.com



ORDINANCE NO. 17762023**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 29.08.04070 OF ARTICLE 29 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO THE ON-CALL PAY FOR EMPLOYEES**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Section 29.08.04070 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

16.2 Emergency Call-Out and Special Schedule Time Pay If an employee is not scheduled or working on a shift and is called out to work or required to work according to a special schedule, which special schedule shall not include an extension of the shift the employee is currently working on, with less than 24 hours' notice of the schedule change shall receive a minimum of one hour of pay at one and one-half times the employee's normal hourly wage, including any shift differential pay, ~~and skilled based pay~~. Any call-out and special schedule time worked in addition to the initial hour will be also paid at one and one-half times the employee's normal hourly wage, including any shift differential pay, ~~and skilled based pay~~. (Code 1637 § 1; Code 1660 § 1)

16.3 On Call

Some positions within the City require that employees, as a condition of employment are expected to be available for "on-call" assignments.

These employees will be required to be available by phone or radio for a specified period of time with the purpose of being contacted to report to work if required. Employees must be formally assigned to be "on-call" by their immediate supervisor and/or department head, and must be able to report to work within one-half hour of call under normal conditions at legal speed limits. Public safety positions have separate and unique requirements for on-call reporting by department policy. While on call, employees must adhere to all City of Dickinson policies, including the Drug Free Workplace and applicable Drug and Alcohol Policies to ensure they are fit for duty.

~~16.3 On-Call Time~~

~~Certain departments, depending on the duty needs of the department may require employees to accept assignment to On-Call duties.~~

~~16.4~~ 16.4 Pay, Restrictions and Allowances of On-Call Allowance

Employees assigned to be "on-call" will be paid an on-call allowance as set by the City Commission for each day or week on-call. ~~Employees who are on call will be subject to on-duty employee discipline if determined to have consumed alcohol or taken illegal drugs while serving on call. The on call employee is responsible for making sure calls are covered. Employees~~

~~accepting positions that are subject to on-call requirements must be able to report to work within one half hour of call under normal conditions at legal speed limits.~~ Public safety positions have separate and unique requirements for on-call reporting, by department policy.

~~16.2~~ 16.5 Emergency Call-Out and Special Schedule Time Pay

If an employee is not scheduled or working on a shift and is called out to work or required to work according to a special schedule, which special schedule shall not include an extension of the shift the employee is currently working on, with less than 24 hours' notice of the schedule change shall receive a minimum of one hour of pay at one and one-half times the employee's normal hourly wage, including any shift differential pay, and skilled based pay. Any call-out and special schedule time worked in addition to the initial hour will be also paid at one and one-half times the employee's normal hourly wage, including any shift differential pay, and skilled based pay. (Code 1637 § 1; Code 1660 § 1)

16.6 Remote Call-In / Resolve issue remotely

Hours worked as a result of being called during an "on-call" period and the employee is able to resolve the issue over the phone or remotely will be paid at one and one-half (1 ½) times the regular hourly wage, including any shift differential pay and skilled based pay, for all hours worked with a minimum 15 minute shift guarantee.

~~16.5~~ 16.7 Flex Time

The Department Head may authorize flexible work hours within the applicable work week in situations where it is appropriate or necessary. Full-time employees must still adhere to their standard work week unless flex time or overtime has been approved by the Department Head. In all cases, the needs of the City will take first priority in determining flex time applications.

~~16.6~~ 16.8 Overtime Compensation

Overtime compensation at 1.5 times normal hourly pay will be paid to non-exempt employees for time actually worked in excess of forty hours per work week; time paid in excess of 80 hours paid at normal hourly rate in any standard 14 day work period for licensed police officers; hours paid in excess of 40 hours paid at normal hourly rate in the standard seven day work period for all other eligible employees. Overtime work must be approved by the employee's supervisor in writing, in advance.

Fire Suppression Personnel with a 207(k) work period will receive overtime compensation for time worked in excess of 204 hours in a defined twenty-seven day work period. Overtime will be paid at 1.5 times the normal hourly pay of the employee. The hourly pay of the employee will be either the stated hourly rate of the employee's wage, or shall be calculated by dividing the employee's salary by 2.080 hours. Fire Suppression Personnel scheduled to work on a holiday will receive holiday pay for hours worked on the holiday, up to a maximum of twelve hours of holiday pay, regardless of whether the employee's shift exceeds twelve hours on the holiday, at 1.5 times the normal hourly pay of the employee. (Code 1637 § 1)

16.716.9 Compensation Time

Compensation Time is eliminated as City employment benefit as of December 31, 2013. Previously accrued compensation time shall be paid out to employees as of December 31, 2013. (Ord. No. 1533 § 2)

16.816.10 Exemptions to Overtime (Exempt Employees)

Department of Labor (DOL) Standards for Classifying Exempt Positions will be followed by the City. The City Administrator, along with the City Attorney and the Human Resources Coordinator shall make determinations regarding classification of exempt and non-exempt employees, and shall communicate these determinations to employees upon hire and/or upon changes to job descriptions.

16.916.11 Attendance

All municipal employees are expected to be at work on time and during their regularly scheduled hours. Employees who are unable to report for work on time are required to notify the appropriate Department Head or his pre-established designee prior to their being late or absent, unless an emergency arises. In the case of an emergency situation, the employee is expected to notify the appropriate Department Head or his pre-established designee as soon as reasonably possible. If an employee is absent more than two (2) consecutive shifts without proper notification, the employee will be considered to have voluntarily resigned their position. Failure to observe the attendance regulations may result in disciplinary action.

16.1016.12 Time Sheets

Each non-exempt employee's time sheet is a record of his/her regular hours worked, overtime worked, on-call, call-back, and vacation or sick leave used for the purpose of calculating and issuing pay checks. Exempt employees will record their vacation and other leave time. Every employee must sign his/her time sheet to verify that all entries are accurate. Intentional falsification of time sheets may result in disciplinary action.

An employee may not log in or out for any other employee. Supervisors shall have the authority to adjust employee time sheets or time clock entries for legitimate purposes, including but not limited to call-outs or to correct a mistake on an employee's time sheet. (Code 1637 § 1)

16.1116.13 Travel Pay

The City will follow state and federal regulations on the compensation of employees for travel pay. Employees who travel will be required to obtain approval in advance from their supervisor. If an employee wishes to be counseled on the travel pay for their instance of travel, the employee should seek assistance from the Human Resources Coordinator. Human Resources will then outline the travel pay that will apply.

16.1216.14 Pay Situations Not Covered in this Section

Pay Situations not addressed in this section of this policy will be addressed on a case by case basis. Such decisions will serve as the basis for changes to this policy in the future.

Section 2: Repeal of Ordinances in Conflict. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Section 3: Severability. In the event any section of this Ordinance is held invalid by court of competent jurisdiction, the invalidity shall extend only to the section affected, and other sections of this Chapter shall continue in full force and effect.

Section 4: Effective Date: This Ordinance shall be in full force and effect from and after final passage.

Scott Decker, President
Board of City Commissioners

ATTEST

Dustin Dassinger, City Administrator

First Reading: June 20, 2023
Second Reading: July 18, 2023
Final Passage: July 18, 2023

ORDINANCE NO. ~~1777—2023~~**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 29.08.04080
– 18.17 OF CHAPTER ~~29-32~~ OF THE MUNICIPAL CODE OF THE CITY OF
DICKINSON, NORTH DAKOTA, RELATING TO THE SICK LEAVE BANK**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Section 29.08.04080 – 18.17 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

18.17 Sick Leave Bank

The purpose of the Sick Leave Bank (SLB) is to provide sick leave to participating employees who have suffered an unplanned, non-work-related personal illness, injury, disability or quarantine and whose accumulated leave is exhausted and, more specifically, to provide a last resort source of leave in cases of catastrophic illnesses.

18.17.1 Sick Leave Bank Administration

Sick Leave Bank Administration will be conducted by Human Resources and other [appointees designees as determined](#) by the City Administrator.

18.17.2 Membership and Eligibility

Employees will become participants in the SLB by donating hours at the beginning of employment or as provided in Paragraph 18.17.3. Donations of sick leave to the SLB are non-refundable, except in the event of the termination of the SLB. In the event the SLB is terminated, the total number of hours on deposit shall be returned proportionately to the then participating members and credited to their sick leave accumulation, not to exceed the employee's original donation. Employees participating in the SLB may cancel their participation in the SLB at any time, by submitting written notice of cancellation to the City Administrator. Membership withdrawal, as well as termination of employment, shall result in forfeiture of all hours contributed.

A member shall lose the right to obtain the benefits of the SLB by:

- termination of employment, including resignation, involuntary termination, and retirement;
- cancellation of participation;
- refusal to honor such assessment as may be required by the SLB;
- refusal to comply with the policies and procedures of the plan; or
- determination of permanent disability by the Social Security Administration (SSA). An SLB grant shall only be used by the individual member for his/her personal catastrophic or terminal illness or injury. Participation in the SLB is voluntary; but requires an initial contribution to the SLB and subsequent contributions as assessed in accordance with this policy. Only contributors will be allowed to receive grants from the SLB with the exception of specific employee donations of leave through the SLB as described in section 18.17.3.

Persons off work due to a normal pregnancy and delivery shall not be eligible to receive an SLB grant. The SLB shall not be used by a SLB member disabled by an injury covered by Worker's Compensation. The existence of the SLB and participation by an employee does not negate or eliminate any other sick leave policies of the City, nor does it in any way negate the rights of an individual who participates in the SLB to any other sick leave benefits. (Code 1637 § 1)

18.17.3 Sick Leave Bank Contributions

A sixteen (16) hour sick leave assessment shall occur for each participating employee at the beginning of employment. Employees who do not opt into the SLB at the beginning of employment may opt in during the benefit election period for the next two plan years. ~~All employees of the City shall have a one-time opportunity during the 2018 benefit election period to opt into the SLB if they have not done so. Following this one-time election opportunity, any employee who is not otherwise entitled to an additional plan year for election as provided hereunder.~~ Employees shall have no further opportunities to opt in, except as herein provided. The required initial sick leave assessment will be pro-rated for Regular Part-Time employees to the average number of hours that employee works. If an employee leaves the SLB, ~~they~~ he or she the employee may not re-enter in the future.

An employee drawing SLB benefits shall not be required to contribute any assessment or make back payments for assessments required while that person was drawing SLB benefits.

Upon initial adoption of the Human Resources Manual, the City shall contribute 800 hours (100 days) to the SLB. The Board of City Commissioners may be requested by the SLB to contribute additional time as necessary at future dates to keep the plan solvent depending on the number of employees receiving benefits following adoption of the plan.

All participants of the SLB, ~~who are Regular Full-Time Employees~~ ~~may be~~ may be assessed an additional eight hours of sick leave if it is determined to be necessary, but in no case shall a participant be required to donate more than that additional amount per request. There is no limit to the number of times the SLB may assess additional hours from its members. This assessment will be ~~prorated~~ pro-rated for members, ~~who are Regular Part-time employees~~ based on the average number of hours that employee worked per week for the year prior to the assessment.

Any employee who is rehired within one year of being laid off, who was a member of the sick leave bank prior to lay-off, will not be required to again make an initial time donation to the SLB in order to be a member. Likewise, any employee who is laid off and rehired within one year, who was not a member of the SLB prior to the lay-off will be ineligible to become a member upon rehire. Member employees may make general donations of leave to the SLB that are not directed to any specific employee whenever an employee so desires.

Employees (members or non-members) may donate leave to specific employees upon the request of a specific employee. Employees wishing to request donated leave from other employees must make the request through ~~the~~ Human Resources ~~Coordinator~~ and must have exhausted all of their own accrued leave time (sick, vacation, personal leave, and floating holiday) before requesting donated leave. ~~The~~ Human Resources ~~Coordinator~~ shall submit the request to all City employees. The requesting party's name shall not be included in the request unless the requesting party

specifically consents in writing to ~~the~~ the employee's name being released with the request. Employees shall not be required to consent to the use of their name in the request.

The SLB reserves the right to set a limit on the amount of leave any individual employee may grant per request to a specific employee with ongoing catastrophic or terminal illnesses as defined in the FMLA. The SLB also reserves the right to set a limit on the amount of leave any individual employee may grant per request to a specific employee for that employee to care for an immediate family member as defined in the FMLA with an ongoing serious medical illness as defined in the FMLA. These aforementioned limitations are to ~~in order to~~ ensure that no more than 160 donated sick leave hours are on the books for any one Regular Full-Time Employee per request. Likewise, the maximum hours of donated sick leave carried on the books at any one time for a Regular Part-time Employee will not exceed the equivalent of four weeks at the average number of hours said employee worked for the year prior to receiving SLB or donated sick leave hours. The maximum number of hours an employee can receive through direct donations during ~~their~~ the employee's employment with the City is 320. Should donations of time fall below that needed to maintain the recipient employee on full-time status, said employee will lose that status. Employees who wish to donate leave to a specific employee as provided hereunder may not donate leave in an amount which would cause the donating employee to have less than 160 hours of leave remaining for their own use. (Code 1637 § 1)

18.17.4 Sick Leave Bank Usage

Prior to being eligible to draw any hours from the SLB, or to receive sick leave donations from employees, recipients shall be required to exhaust all accrued sick leave, vacation leave, personal leave, and floating holidays.

With the exception of specific employee donated grants of sick leave as described in section 18.17.3, any employee requesting an SLB grant must be a member of the SLB.

SLB participants shall not be eligible to receive SLB benefits until the employee has been off work for at least 160 working hours, unless the employee or his/her representative provides adequate evidence to the City Administrator that recent past major illness(es) have made it impossible to accumulate sufficient accruals to cover the 160 working hours requirement.

While receiving SLB benefits or a specific donation of leave, an employee shall not accrue any sick leave or vacation leave, nor will the employee be eligible to receive compensation for any holidays unless that employee is ~~on-exercising his or her rights under the FMLA~~.

~~Not~~ No more than 240 hours shall be granted in any one grant even though an individual may be eligible to receive multiple grants up to a total of 720 hours. Applicants may submit requests for a SLB grant(s) or extensions of a SLB grant(s) before the prior grant(s) or other requirements of this policy have expired.

Regular Part-Time Employees will be eligible to receive SLB benefits prorated to the average number of hours they work. (Code 1637 § 1)

18.17.5 Maintenance and Reporting of Sick Leave Bank Records

~~The City Administrator~~Human Resources shall maintain the records of all applications for donations, applications for withdrawal grants, and all cancellations.

~~The City Administrator~~Human Resources shall maintain records of all SLB participants as well as their contributions and successful withdrawal grants, and the status of the SLB.

If a SLB grant recipient does not use all of the hours granted from the SLB, the unused hours shall remain in the SLB.

All appropriate SLB forms are available from ~~the City Administrator~~Human Resources. City Administrator will annually distribute an administrative report reflective of SLB activity. (Code 1637 § 1)

Commented [CW1]: Should this also be HR?

18.17.6 Dissolution of the Sick Leave Bank

In the event the SLB is dissolved, the Sick Leave Bank Administrators shall determine the terms under which the SLB may be dissolved, and will establish guidelines for distribution of remaining balances.

Section 2: Repeal of Ordinances in Conflict. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Section 3: Severability. In the event any section of this Ordinance is held invalid by court of competent jurisdiction, the invalidity shall extend only to the section affected, and other sections of this Chapter shall continue in full force and effect.

Section 4: Effective Date: This Ordinance shall be in full force and effect from and after final passage.

Scott Decker, President
Board of City Commissioners

ATTEST

Dustin Dassinger, City Administrator

First Reading: June 20, 2023, 2023
Second Reading: July 18, 2023, 2023
Final Passage: July 18, 2023, 2023

ORDINANCE NO. 2023**AN ORDINANCE AMENDING AND REENACTING CHAPTER 9 OF THE MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO CEMETERIES AND MAUSOLEUMS**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Chapter 9 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

Chapter 9 CEMETERIES and MAUSOLEUMS
Last updated November 2009 June 2023

Sections:

- 9.010 ~~"Cemetery"~~ defined Definitions
- 9.020 Cemetery director--Office created; appointment - REPEALED
- 9.030 Cemetery Management Duties generally - REPEALED
- 9.035 Cemetery Advisory Committee created appointment duties - REPEALED
- 9.040 Disclaimer by city
- 9.050 "Resident" defined; applicability of definition to infants - REPEALED
- 9.060 Regulations applicable to general care area
- 9.070 Monuments and ~~Markers~~ markers generally
- 9.080 Markers generally - REPEALED
- 9.090 Use of vault generally - REPEALED
- 9.100 Surface vaults prohibited
- 9.110 Outer burial containers
- 9.120 Interments and funerals generally
- 9.130 Disinterments
- 9.140 Relocating bodies
- 9.150 Vacated lots
- 9.160 Services by city for Funeral Directors - REPEALED
- 9.170 Conduct of persons in cemetery and mausoleum
- 9.180 Selecting sites
- 9.190 Payments for right of burial - REPEALED
- 9.200 Purchase of cemetery lots--Generally
- 9.210 ~~Charges for sites for burial-Fees - generally~~
- 9.220 Same--Right of burial
- 9.230 Repurchase of lots by city
- 9.235 Title to ~~Cemetery-cemetery~~ Lots-lots or ~~Burial-burial~~ Spaces-spaces reverts after ~~80~~ 60 years - Pprocedure
- 9.240 Recording change of ownership
- 9.250 Payments for services payable in advance
- 9.260 Charges for use of vault - REPEALED
- 9.270 Disinterment charge- REPEALED
- 9.280 Funeral Directors to assume liability for certain charges
- 9.290 Reports; disposition of fees collected; accounting procedures

9.300 Endangered gravesites

Section 9.010 "Cemetery" defined Definitions

~~Wherever the word "cemetery"~~*Cemetery*~~, appears in this chapter, it shall be construed to~~ Shall mean a place for burying the ~~dead-deceased~~ on all grounds owned and maintained by the City for this purpose. Cemetery shall be construed to mean the St. Patrick's Catholic Cemetery, St. Wenceslaus Catholic Cemetery, St. Joseph's Catholic Cemetery, ~~and the Dickinson Cemetery and the Dickinson South Cemetery.~~ (Ord. No. 1006, § 1; Ord. No. 1364 § 1.)

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~~_____~~ Columbarium. Shall mean a room, building, or wall that is designated for the interment of the ashes of ~~people~~ a deceased person or people who have died and been cremated.

~~Wherever the word "mausoleum," appears in this chapter, it shall be construed to~~ Shall mean an external free-standing building constructed as a monument enclosing the interment space or burial chamber of a deceased person or people. ~~Property is owned and maintained by the City of Dickinson.~~

~~Resident. Shall mean a person who lived within the corporate limits of the City immediately preceding the date of death and is a bona fide resident of the City under North Dakota law. Reference NDCC Sections 54-01-21, 54-01.26, and other pertinent sections of NDCC. All other persons shall be considered as nonresidents.~~

~~Mausoleum Crypt.~~ Shall mean the chamber within the mausoleum that holds the burial remains. In some cases, these may be cremation urns instead of or as well as caskets.

~~Niche. Shall mean a permanent, above ground location in which to place an urn that contains cremation ashes.~~

~~Columbarium. Shall mean a room, building, or wall that is designated for the interment of the ashes of people who have died and been cremated.~~

~~Monument. Shall mean any headstone or footstone made of stone, granite, or marble which shall be placed upon a burial site or plot for the purposes of marking a grave site or identifying the person or persons buried therein.---~~

~~Niche. Shall mean a permanent, above-ground location in which to place an urn that contains cremation ashes.~~

~~Resident. Shall mean a person who lived within the corporate limits of the City immediately preceding the date of death and is a bona fide resident of the City under North Dakota law. Reference NDCC Sections 54-01-21, 54-01.26, and other pertinent sections of NDCC. All other persons shall be considered as nonresidents.~~

Section 9.020 Cemetery director--Office created; appointment - REPEALED

This section was repealed September 2, 2003. (Ord. No. 1006, § 1; Ord. No. 1273 § 1.)

Section 9.030 Cemetery Management Duties generally - REPEALED

This section was repealed October 6, 2008 with the passage of Ordinance No. 1364.

Section 9.035 Cemetery Advisory Committee created appointment duties - REPEALED

This section was repealed with Ordinance No. 1322 passed June 19, 2006.

Section 9.040 Disclaimer by ~~city~~City

The ~~city~~City shall take every reasonable precaution to protect the property within the cemeteries and mausoleums, but it distinctly disclaims all responsibility for loss or damage, whether direct or collateral, from the acts of thieves, vandals, rioters and malicious mischief makers; from all acts of ProvidenceGod, including but not limited to winds, tornadoes, cyclones, hail, snow, frost, fire, explosion or lightning; and from breakage or accident to equipment of any kind and character and from all causes beyond its reasonable control. (Ord. No. 1006, § 1.)

Section 9.050 "Resident" defined; applicability of definition to infants - REPEALED

- (a) ~~For the purpose of this chapter, the word "resident" is defined as a person who lived within the corporate limits of the city immediately preceding the date of death and is a bona fide resident of the city under North Dakota law. Reference NDCC Sections 54-01-21, 54-01-26, and other pertinent sections of NDCC. All other persons shall be considered as nonresidents.~~
- (b) ~~In the case of the death of an infant whose parent(s) meet residency requirements, resident rates shall apply. In all other cases, nonresident rates shall apply. (Ord. No. 1006, § 1.)~~

Commented [CW1]: Moved to the fee section

Section 9.060 Regulations applicable to general care area

- (a) In the cemetery area, the ~~city~~City shall not provide for the care of private mausoleums, monuments or markers or set out or take care of any decorative planting. ~~The City; it~~ shall, however, undertake to keep the grass cut and to maintain the entire area in a neat and generally tidy condition.
- (b) Lot owners or authorized persons may have any special work, consistent with this section, done by the ~~city~~City by ~~notifying making arrangements with~~ the City, ~~which shall furnish estimates of cost to perform the work.~~ Lot owners or authorized persons wishing to have the work done must give the City a signed order covering the proposed improvements.
- (c) Lot owners or members of their families are permitted to do any work not involving construction and not otherwise prohibited by this chapter on their sites, either before or after interments, and the performance of such work must be confined to the working hours of the cemeteries.
- (d) No corner stakes of any lot shall be disturbed.
- (e) No lot or grave shall be defined by any fence, railing, coping, hedge, embankment or depression, nor may trees or shrubs be planted to define corners or boundaries. No cement curbs shall be permitted, and all unsightly curbs shall be removed.
- (f) The planting of ~~common lilac trees, bushes, shrubs, flowers, and any kind of iris~~ or vines is not permissible.
- (g) Existing trees generally will not be removed to make additional burial space.

- (h) To prevent injury to adjoining lots and to preserve the beauty of the grounds, no trees or shrubs shall be planted on lots or graves, nor shall any existing trees or shrubs be cut down, removed or trimmed, ~~unless permitted by the City. All maintenance will be performed by the City or authorized personnel.~~
- (i) The placing of wreaths, sprays or flower boxes, and the placing of cut flowers shall be restricted to those graves which have a regular container ~~that is on at least a four (4) inch~~^{base secured on a monument foundation}, for that purpose. The use of jars, ~~glass bottles or vases~~, tin cans, etc., is prohibited. Spading up of grass will be permitted only for the purpose of planting grass. Planting of flowers is ~~not permitted~~^{restricted to flower boxes and vases upon concrete foundations upon the grave site only}.
- (j) ~~Placement of floral arrangements on mausoleum grounds is prohibited. Floral arrangements are to be attached only to crypt and niche covers by a vase purchased from the City, which shall be placed in the lower left corner of the cover. Floral arrangements must be placed within the dimensions of the cover and not extend into other covers. Only one porcelain picture not to exceed three (3) inches by five (5) inches and one (1) military emblem per space single crypt or single niche cover will be allowed. Additional items shall not be placed on the covers. If non-compliant items are placed on crypt and niche covers, the City shall remove and destroy the items.~~
- (k) ~~The city City or any authorized personnel personnel as designated by the City, may remove or order removal of all floral designs, trees, shrubs, plants or herbage of any kind, and may also remove toys or any other kind of non-green decoration as soon as such items become unsightly, interfere with Maintenance maintenance Activitiesactivities, or become detrimental or diseased, in the opinion of city City staff. The city City has no responsibility to return to its owners any item the city City so removes or orders removed.~~
- (l) Individual mausoleums are not permitted.
- (m) The use of monuments is permitted, subject to ~~the removed space~~^{the provisions} of this chapter.
- (n) Grave covers shall not be allowed in a cemetery. Any and all grave covers which are situated in any city cemetery and determined by the City to be in a state of disrepair or otherwise in need of maintenance, repair or servicing shall be removed.
- (o) The cemetery will be available to the public per ~~city City~~ policy or during posted days and hours. (Ord. No. 1006, § 1; Ord. No. 1041, § 2; Ord. No. 1208, § 1. Ord. No. 1273 § 3; Ord. No. 1364 § 1; Ord. No. 1371 §1)

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Section 9.070 Monuments and Markers markers generally

- (a) ~~Any stone or object which shall be placed upon a burial site or plot for the purposes of marking a grave site or identifying the person or persons buried therein shall be classified as a monument or marker.~~
- (ba) ~~Only one monument shall be permitted for any one plot. All monuments must be marked by the eCity for correct location and alignment. All monuments must be specifically placed on the west end of the grave and face east. Each plot permits one headstone placed on west end of the grave and one flat laid ground level foot-stone (i.e., veterans' marker) placed on the east end of the grave. No monuments will be allowed to be placed in between the designated area for headstones and footstones.~~

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- (eb) No monuments or markers or portions thereof made of any material other than granite, marble, standard bronze or other durable material ~~such as (but not limited to)~~ natural stone, petrified stone, stainless steel, etc., shall be allowed in the cemetery.
- (dc) All foundations for monuments or markers shall be of concrete, or granite with a minimum of four (4) inches in depth not to exceed six inches in depth, and shall be installed at the expense of the individual and/or family owner.
- (ed) ~~The~~ All foundations shall be constructed so as to permanently support the monument or marker in true position and shall have a ground level border around the bottom of the base of the monument, which shall be (three and one half four inches minimum on each all sides). Foundations should be constructed as part of the monument.
- (fe) All monuments or markers must be located as directed by authorized ~~city~~ City personnel and cannot be placed without City authorization.
- (gf) No person shall be allowed to remove any monument or marker from the cemetery or to alter any monument erected in the cemetery without first securing permission from the City, or authorized personnel.
- (hg) Privately owned benches that are not the monument for a grave site are prohibited for placement at cemeteries. Any privately owned benches located in any cemetery that exist as of July August 1, 2023 may remain, if those benches do not encroach upon any adjacent plot. Any private benches that are found to encroach upon any adjacent lot may be removed by the City. City owned benches located at any cemetery will be placed where deemed necessary by the City.
- (h) Privately owned benches at-and-mausoleums are not permitted. Any privately owned benches located in any mausoleum that exist as of August 1, 2023 may remain. City owned benches located on the mausoleum grounds will be placed where deemed necessary by the City.
- (h) Markers for use in making infant graves must not exceed 2.5 feet in length or 2.5 feet in width or 3.0 feet in height and shall not be more than six inches thick. (Ord. No. 1006, § 1; Ord. No. 1273 § 4; Ord. No. 1364 § 1; Ord No. 1371 §1)

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Section 9.080 Markers generally - REPEALED

This section was repealed with Ordinance No. 1363 §1 on October 6, 2008.

Section 9.090 Use of vault generally

- (a) ~~In no event will any remains be accepted for storage before October 15 or be kept in the vault after April 15, except at the discretion of the City.~~
- (b) ~~Remains of persons having died of contagious disease can only be placed in the vault when all legal requirements relating to the handling of such cases have been complied with.~~
- (c) ~~The city reserves the right to interment of any remains whenever it may appear necessary for sanitary reasons, on twenty-four hours notice to the Funeral Director in charge.~~
- (d) ~~The city reserves the right to refuse the storage of any remains which are in an offensive condition, or during epidemics.~~
- (e) ~~Visiting the vault will not be permitted. (Ord. No. 1006, § 1; Ord. No. 1273 § 5.)~~

Section 9.100 Surface vaults prohibited

- ~~(a)~~ Surface vault burials shall no longer be allowed in any ~~city~~ City cemetery. (Ord. No. 1006, § 1; Ord. No. 1208, § 2; Ord. No. 1273 § 6.)

Section 9.110 Outer burial containers

- (a) All burials, ~~both full body and cremation~~, in ~~city-owned~~ any cemeteries shall be enclosed in concrete vaults, ~~enclosed~~ concrete grave liners, or ~~other approved~~ made of a non-biodegradable material placed in a grave with a base or floor five feet below the surface ~~with~~ or a minimum of eighteen (18) inches at any point, of earth on top of the vaults or grave liners. (Ord. No. 1006, § 1; Ord. No. 1208, § 3; Ord. No. 1364 § 1. Ord No. 1371 §1)

Section 9.120 Interments and funerals generally

- ~~(a)~~ The time of funeral services shall be scheduled by the funeral director and the City as soon as reasonably possible and at least forty-eight (48) hours in advance of the services. Requests are to be accompanied by the legal burial permits and local burial requests.
- (a) All burials, entombments, and inurnments ~~must be scheduled through a funeral home to ensure that all documentation and paperwork has been filed with the eCity, county and state. The funeral home will must make arrangements for the grave, crypt, or niche to be opened and closed in the designated place of interment. The eCity will and must be responsible for properly marking the gravesite where the burial will take place.~~
- ~~b-~~ Burials, entombments, and inurnments will be scheduled during eCity work days and must be completed before 4 p.m. ~~Burial, Burials, entombments, or inurnments on weekends or holidays is not permitted not permitted, as set forth by the City's fee schedule.~~
- ~~eb)~~ If there is not a permanent marker on the grave, a temporary marker must be placed on the gravesite on the day of interment.
- (~~bdc~~) Not wanting to prolong the grief of those mourning the loss of loved ones, it is the intention of the city to accommodate the burial of deceased individuals in a timely manner. However, the physical condition of the cemeteries, i.e., frozen soil, saturated ground, the placement of graves, accumulation of snow, etc., may make timely interment difficult. The city reserves the right to require that the remains of any deceased person be stored in the city's retaining vault in the city's retaining vault until such time as interment becomes possible without damaging city cemeteries. The judgment of the City shall prevail in these matters.
- (~~eed~~) All information required by the ~~state~~ State of North Dakota to appear on a Burial Transit Permit shall be furnished to the City prior to interment. No burials will be allowed without this information.
- (~~dfe~~) If the order for the interment is for a deceased person not of the immediate family of the lot owner, permission in writing from the lot owner or other authorized person must be filed with the City of Dickinson.
- (~~egf~~) When lots are held jointly by two or more persons, by descent, devise or purchase, an order will be accepted from either of them or their heirs for interment in the lots as the order shall require.

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- (~~h.g~~) Orders of burials over the telephone will be accepted only at the option of the City, because of the possibility of mistakes.
- (~~g.h~~) Funerals while within the cemetery grounds shall be under the control of the City.
- (~~h.i~~) The eCity shall allow no more than ~~(4) four~~ (2) two cremations buried ~~ed~~ ~~in~~ any single grave plot, ~~or crypt.~~ (Ord. No. 1006, § 1; Ord. No. 1208, § 4; Ord. No. 1273 § 7; Ord. No. 1322 § 2; Ord. No. 1364 § 1.)

(~~k.i~~) One full burial of casket and one urn or infant casket is permitted per grave. No double depth casket burials will be permitted unless the second casket is an infant or child.

(k.) No double depth casket burials will be allowed in the Dickinson South Cemetery unless authorized by the City.

(Ord. No. 1006, § 1; Ord. No. 1208, § 4; Ord. No. 1273 § 7; Ord. No. 1322 § 2; Ord. No. 1364 § 1.)

Section 9.130 Disinterments

Graves will be reopened for official inspection or for any other purpose only when all statutory provisions relating to the opening of graves have been complied with and the regular charge for a disinterment is paid to the eCity. (Ord. No. 1006, § 1.)

Section 9.140 Relocating bodies

Should the owner of a single lot in the cemetery area in which an interment has been made or should an authorized person wish to secure two or more laterally adjacent lots elsewhere in the cemetery in order to provide for contiguous burials, ~~he the owner~~ may have the body in the single lot disinterred and reinterred in the new location by paying the regular charges both for disinterment and for reinterment and by conveying to the city the vacated lot. The amount of the refund for such vacated lot, if any, shall be determined by the ~~city~~ City and shall not exceed the purchase price paid by the owner. (Ord. No. 1006, § 1; Ord. No. 1364 § 1.)

Section 9.150 Vacated lots

Should any single lot be vacated and the body removed from the cemetery, the regular charge for disinterment must be paid. The title to the lot remains in the family or may be bought back by the ~~city~~ City. (Ord. No. 1006, § 1; Ord. No. 1208, § 5; Ord. No. 1273 § 8.)

Section 9.160 Services by city for Funeral Directors

~~For the convenience of the city as well as the Funeral Directors, the city, if requested, shall perform such services for the Funeral Directors as, in the opinion of the City, may be proper and feasible and which will in no manner whatsoever interfere with the duties and functions of the cemetery employees. (Ord. No. 1006, § 1; Ord. No. 1273 § 9; Ord. No. 1371 § 1.)~~

Section 9.170 Conduct of persons in cemetery and mausoleum

- (a) Lot owners, their families and visitors shall be admitted daily to the cemetery and mausoleum and are requested to observe all rules adopted for the regulation of visitors. Mausoleum hours are posted on building.

- (b) Children must be accompanied by parent or guardian.
- (c) Vehicular traffic and Bicycle riding shall not be permitted off of paved surfaces, in cemetery unless authorized by the City.
- (d) Bicycles shall not be leaned against stonework of any kind.
- (e) Liquor consumption shall not be allowed within the cemetery city owned grounds, any cemetery or mausoleum.
- (f) Firearms shall not be permitted, other than for regular burial services.
- (g) Dogs Animals shall nbe on a leash and ...ot be permitted, except for service dogsanimals Pets are permitted so long as the animalsy are leashed. and eOwners isare responsible to properly dispose of any animal waste s. .-
- (h) Umbersome Unauthorized trucks in exceedance of 10,000 pounds and trailers trucks and vehicles shall not be allowed to enter the grounds without special permission of the City.
- (i) All persons are strictly prohibited from plucking any wild or cultivated plants, breaking any tree or shrub, marring any stonework or defacing property of lot owners or of the cityCity or authorized personnel. -
- (j) Watering graves cannot be left unattended.... hoses and sprinklers must be removed at the time... Water is provided for the use of watering grave sites. The sprinklers shall not be left unattended. Hoses and sprinklers must be properly stowed upon completion of watering.
- (j) No improper use of the national flag will be permitted in the cemetery or mausoleum, nor will the display of any worn out and tattered flag be allowed.
- (k) It is the utmost importance that there should be a strict observance of all the proprieties due the place, whether embraced in this section or not. No impropriety will be tolerated, and all well-disposed persons will confer a favor by informing the city at once of any breach of decorum that may come to their notice. (Ord. No. 1006, § 1; Ord. No. 1364 §1.)

Section 9.180 Selecting sites

Persons desiring to purchase rights of burial are invited to may visit City Hall located at 99 2nd Street East 38 1st Street West, Dickinson, North Dakota and authorized cityCity personnel will aid in making a selection, or individuals may Ccontact a funeral home to make these arrangements. (Ord. No. 1006, § 1; Ord. No. 1364 § 1.)

Section 9.190 Payments for right of burial - REPEALED

All payments for lots, crypts, or niches are payable in advance, except as otherwise provided. The fees for lots, crypts and niches shall be set by the City's fee schedule. (Ord. No. 1006, § 1.)

Section 9.200 Purchase of cemetery lots--Generally

- (a) When the buyer desires to purchase a right of burial on two or more single grave lots in the cemetery area, the City reserves the right to insist that the selection shall be made in such a location and manner as not to leave any isolated single grave lots alongside those purchased.
- (b) Single grave lots shall normally be sold only from single grave lot sections, except as isolated single grave lots may be elsewhere available. In single grave lot sections there can be no choice of location, as these lots must be filled in regular order, nor can any such lots be reserved or sold for future use. (Ord. No. 1006, § 1; Ord. No. 1208, § 6; Ord. No. 1364 § 1.)

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(c) ~~New Cemetery~~ ~~Roosevelt Dickinson South Cemetery.~~ – ~~Graves plots will be sold in order one or by section starting west=working east two rows at a time. The first lot will be at the west end of the cemetery on the south end moving to the north in that row. Once a row has been sold, the next row to the east will be available for purchase starting at the south end, moving to the north. Skipping to any other section is not permitted.~~

Section 9.210 Charges for sites for burial Fees - generally

- (a) ~~The fees for the right of burial in all City-owned cemeteries and mausoleums as well as any other services offered by the City and the charges for opening and closing cremation graves shall be in such amount as determined from time to time by the Board of City Commissioners and shall be on file by the City in the City fee schedule.~~ All payments for lots, crypts, or niches are payable in advance, except as otherwise provided.
- (b) ~~The charges for sites for the right of burial in all city City owned cemeteries and mausoleums and the charges for opening and closing cremation graves shall be in such amount as determined from time to time by the board Board of city City commissioners Commissioners and shall be on file by the city City in the city fee schedule. The fees for lots, crypts and niches shall be set by the City's fee schedule. (Ord. No. 1006, § 1.)~~
- (eb) ~~The charges to open and close graves shall be set by the board of city commissioners and maintained in the City Fee Schedule. In the case of the death of an infant whose parent(s) meet residency requirements, resident rates shall apply. In all other cases, nonresident rates shall apply. (Ord. No. 1006, § 11.)~~
- (ebdc) The ~~city~~ City may provide a grave site at no charge for any person in the armed services killed in a conflict, who lived in Dickinson prior to current military service or any Dickinson ~~city~~ City employee killed in the line of duty in which the body of the deceased is to be buried. (Ord. No. 1006, § 1; Ord. No. 1086, § 7; Ord. No. 1273 § 10.)

Section 9.220 Same--Right of burial

- (a) Burial sites are conveyed by "right of burial" form furnished the purchaser, his/her family and heirs, granting a right forever for the purpose of burying the human dead only, subject to the rules and regulations that are now in force or may be adopted by the ~~city~~ City but exempt from taxation and liability for debt.
- (b) In the event that a burial site is unused for more than ~~80 sixty (60)~~ years after its sale, resale and/or transfer, title to the burial space shall revert to the ~~city~~ City as provided in section 9.235.
- (c) No "right of burial" will be issued until a lot is fully paid for, and if interment is permitted before such time, the ~~city~~ City retains the right to refuse future interments or any improvements until the balance due on the lot is fully paid, and in case of persistent default, to remove any body already interred to the single grave section.
- (d) A "right of burial" from the ~~city~~ City and its record on the books of the ~~city~~ City is the only evidence of title recognized by the ~~city~~ City; therefore, no lot shall be subdivided or transferred by deed or otherwise; and in the event of any subdivision or transfer or use of the property contrary to any of the provisions of the right of burial, the whole thereof shall revert to the ~~city~~ City. (Ord. No. 1006, § 1; Ord. No. 1273 § 11; Ord No. 1371 §1)

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Section 9.230 Repurchase of lots by city

The ~~city~~ City may, by mutual agreement with any site owner, repurchase any unused site from owner or authorized person at a reasonable price, ~~determined by the cemetery director.~~ (Ord. No. 1006, § 1.)

Section 9.235 Title to Cemetery-cemetery Lots-lots or Burial-burial Spaces-spaces reverts after 80-60 years - Procedureprocedure

It is a conclusive presumption that an owner has abandoned a cemetery lot or burial space if for a period of more than ~~sixty 80-(60)~~ years the owner has not used any portion of the lot for purposes of burial and has not made provision for care of the lot beyond that provided uniformly to all lots within the cemetery, and if the owner has failed to express an interest in retaining the cemetery lot or burial space after notice provided for in this section.

Cemetery lots or burial spaces remaining unused for more than ~~80sixty -(60)~~ years from the date of their sale, resale and/or transfer shall revert to the ~~city~~ City upon occurrence of the following events:

- (1) Upon the request of any person, the City may pass a resolution demanding that the record owner of a cemetery lot or burial space that has been unused for more than ~~80-(sixty) 60~~ years express an interest in the cemetery lot or burial space. The resolution shall notify the owner that the owner must, within ~~(sixty)~~ 60 days after service of the resolution upon the owner, express an interest in retaining the unused cemetery lot.
- (2) A copy of the resolution shall be served upon the owner in the same manner as personal service of process in a civil action. If the owner is unknown or cannot be found, the City shall publish its resolution once a week for three consecutive weeks in the official newspaper of the county where the cemetery is located, and shall further mail a copy of the resolution to the owner at the last known address of the owner, if known.
- (3) If within 60 days after personal service or after publication of the City's resolution is completed, the owner or person with a legal interest in the cemetery lot or burial space fails to express an interest in retaining the unused cemetery lot or burial space, the owner's rights therein are terminated and title to that person's plot reverts to the City. (Ord No. 1371 §1)

Section 9.240 Recording change of ownership

On the death of an owner or part-owner of a site, the heirs or designees of the deceased, if required, shall file with the ~~city~~ City satisfactory proof of their heirship for the purpose of establishing the new ownership on the books of the city. (Ord. No. 1006, § 1; Ord. No. 1364 § 1.)

Section 9.250 Payments for services payable in advance

All payments for charges for all services are payable in advance, except as otherwise provided. (Ord. No. 1006, § 1.)

Section 9.260 Charges for use of vault - REPEALED

This section was repealed September 2, 2003 (Ord. No. 1006, § 1; Ord. No. 1208, § 7; Ord. No. 1273 § 12.)

Section 9.270 Disinterment charge- REPEALED

~~The charge for disinterring any body shall be determined by the Citycity commission and on file in the city fee scheduleas set forth on the City fee schedule.. (Ord. No. 1006, § 1; Ord. No. 1273 § 13.)~~

Commented [CW5]: This is set forth in the fees -generally section now

Section 9.280 Funeral Directors to assume liability for certain charges

In all instances where a funeral director arranges for lots or interments, the funeral director shall assume the liability for payment to the ~~city~~ City of the cost of the lots or interments. (Ord. No. 1006, § 1; Ord. No. 1273 § 14.)

Section 9.290 Reports; disposition of fees collected; accounting procedures

This section was repealed September 2, 2003. (Ord. No. 1006, § 1; Ord. No. 1273 § 15.)

Section 9.300 Endangered gravesites

Notwithstanding any other provisions of this Code, the ~~city~~ City may move graves ~~or cremate the bodies in any graves~~ which are located in the ~~city~~ City and maintained by the ~~city~~ City when the gravesites are in imminent danger of destruction by natural elements. The ~~Board of eCity commissioners~~ Commissioners City shall, to the extent possible, give personal notice to a relative of a deceased person whose grave is to be moved ~~or whose body is to be cremated~~, if the identity of that person and the identity of the relative are known. The ~~Board of eCity commissioners~~ Commissioners City shall provide at least thirty days prior notice in a legal newspaper of the ~~city's~~ City's of the commissioners' intended action to be taken pursuant to this section. (Ord. No. 1078, § 1.)

Section 2: Repeal of Ordinances in Conflict. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Section 3: Severability. In the event any section of this Ordinance is held invalid by court of competent jurisdiction, the invalidity shall extend only to the section affected, and other sections of this Chapter shall continue in full force and effect.

Section 4: Effective Date. This Ordinance shall be in full force and effect following its final passage.

Dated this ____ day of March 2023.

CITY OF DICKINSON

By _____
Scott Decker, President
Board of City Commissioners

ATTEST:

Dustin Dassinger, City Administrator
First Reading: _____ 2023
Second Reading: _____, 2023

ORDINANCE NO. 2023

AN ORDINANCE AMENDING AND RE-ENACTING SECTION 11.12.010 OF THE MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO FINES AND IMPRISONMENTS

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Section 11.12.010 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

Section 11.12.010 General penalty; continuing violations

Whenever in this Code or in any ordinance of the city any act is prohibited or is made or declared to be unlawful or an offense, or whenever in this Code or any ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, any person, upon conviction for the violation of any such provision of this Code or any ordinance where such violation is deemed an infraction, shall be punished by a fine not exceeding five hundred dollars. Any person convicted of an infraction who has, within one year prior to commission of the infraction of which he was convicted, been previously convicted of an offense classified as an infraction may be sentenced as though convicted of a class B misdemeanor. If the prosecution contends that the infraction is punishable as a class B misdemeanor, the complaint shall specify that the offense is a misdemeanor.

Whenever in this Code or in any ordinance of the city any act is prohibited or is made or declared to be unlawful or an offense, or whenever in this Code or any ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is provided therefor, any person, upon conviction for the violation of any such provision of this Code or any ordinance, shall be punished by a fine not exceeding one thousand five hundred dollars or by imprisonment not exceeding thirty days, or both such fine and imprisonment, for each such offense. Each day any violation of any provision of this Code or of any ordinance shall continue shall constitute a separate offense. In the construction and interpretation of this section, the revocation of a license or permit shall not be considered as a recovery or a penalty so as to bar any other penalty being enforced. (Code 1958, § 1-9; Ord. No. 516, § 1; Ord. No. 939, § 1; Ord. No. 1157 § 2.)

Scott Decker, President
Board of City Commissioners

ATTEST

Dustin Dassinger, City Administrator

First Reading: _____, 2023

Second Reading: _____, 2023

Final Passage: _____, 2023



STAFF REPORT

Section 8. Item F.

To: Planning and Zoning Commission
From: City of Dickinson Development Team
Date: June 8, 2023
Re: REZ-002-2023 Riverview Cottages Planned Unit Development

OWNER/APPLICANT

Chad Glasser-Venture Commercial LLC
P.O. Box 1316
Dickinson, ND 58602

Public	June 21, 2023	Planning and Zoning Commission
Hearings:	July 18 & August 1, 2023	City Commission

REQUEST

- A. Request:** To consider a Zoning Map Amendment from R2 to PUD for properties legally described as Lots 20-24, Block 1 of the Replat of Riverview Addition Subdivision and Lots 15-20, Block 2 of Fischer's Addition Subdivision located in the NE ¼ of Section 9, Township 139N, Range 96W located within the City of Dickinson. The site consists of +/- 2.08 acres. Companion preliminary subdivision plat requests (PLP-002-2023 and PLP-003-2023) are also scheduled to the June 21, 2023 Planning and Zoning Commission meeting.
- B. Project Address/Legal Description/Area:** The lots proposed for rezoning are generally located along 2nd Avenue SW approximately 180 feet south of 3rd Street SW. The specific properties are legally described as follows:
- Lots 15 through 20, Block 2 of Fischer's Addition Subdivision; and
 - Lots 20-24, Block 1 of the Replat of Riverview Addition Subdivision.
- C. Project Description:** The applicant is proposing to replat the 10 lots that are the subject of the PUD request. Nine of those lots are developed with duplexes constructed in 1972 and 1973, and one lot is vacant; proposed Lot 1 of the Riverview Cottages 2nd Addition. A rezoning from R2 to PUD is required for the following reasons:
- The R2 zoning district requires a minimum lot size of 10,000 square feet for a duplex. Neither the existing platted lots, nor nine of the proposed lots meet the R2 minimum lot sizes for duplexes;
 - Under the current R2 zoning, the required minimum lot width for a duplex is 75 feet. Only one of the proposed lots meets this lot width requirement;

- Under the current off-street requirements in Section 39.09.003 of the Municipal Code the minimum number of off-street parking spaces for a duplex is two (2) per dwelling unit. Only two of the existing duplexes currently meet those off-street parking requirements; and
- Under the current R2 zoning district, the minimum front yard building setback is 25 feet. Five of the nine existing structures currently do not meet the R2 minimum front yard setback.

The applicant is requesting the PUD to receive relief from the following R2 zoning district requirements:

- **Minimum lot size:** The lot sizes, as shown on the site plan in Attachment A, range from 7,602 square feet to 10,863 square feet;
- **Minimum lot width:** The lot widths, as shown on the site plan in Attachment A, range from 39 feet to 75 feet;
- **Minimum off-street parking requirements:** The applicant has also stated that if any or all of those five nonconforming structures are damaged or destroyed to the extent that the cost of restoration of the structure exceeds 50% of the replacement cost of the structure, the replacement structure shall meet the minimum off-street parking requirements the City's code in effect at the time of reconstruction.
- **Minimum front yard building setback:**
The front yard setbacks of the five nonconforming structures range from 8.1 feet to 12.3 feet. The applicant has also stated that if any or all of those five nonconforming structures are damaged or destroyed to the extent that the cost of restoration of the structure exceeds 50% of the replacement cost of the structure, the replacement structure shall meet the minimum building setback requirements the City's code in effect at the time of reconstruction.

Table I: Current Zoning And Use	
ZONING	Medium Density Residential (R2)
CURRENT USE	Nine lots are developed with duplexes; one lot is vacant
FUTURE LAND USE MAP DESIGNATION	RESIDENTIAL
GROSS SITE ACREAGE	2.08

Table II-Adjacent Zoning and Land Use		
Direction	Zoning	Land Use
North	Low Density Residential (R1);	Undeveloped; single-family residential
East	R2	Single-family residential

South	R2	Multi-family residential
West	Mobile Home (MH)	Mobile home court

STAFF REVIEW AND RECOMMENDATIONS

- A. Compatibility with Local Uses:** The properties in the immediate vicinity of the proposed PUD are developed with uses permitted in either the R2 or Mobile Home Residential (MH) residential zoning districts. As the applicant is that only R2 uses would be allowed in the PUD, the proposed rezoning is compatible with both the development pattern and zoning pattern in the immediate vicinity.
- B. Compliance with the Comprehensive Plan:** According to Figure 4-38: City of Dickinson Future Land Use Map (FLUM), as found in Chapter 4-Land Use of the Dickinson 2035: Roadmap to the Future Comprehensive Plan, the site of the proposed PUD is designated as Residential. Therefore, the proposed PUD is compliant with the FLUM.

The proposed PUD is also compliant with the following policy in Chapter 4-Land Use:

Policy 1.3 – All rezone applications shall be consistent with the applicable future land use designation on the FLUM to provide increased certainty over future growth patterns.

- C. Compliance with Zoning and Subdivision Regulations:** As stated above, the applicant is requesting a PUD as the current development does not comply with the following zoning code requirements:
- The proposed lot sizes do not meet the minimum requirement of the current R2 zoning;
 - The proposed lot widths do not meet the R2 zoning district’s minimum lot width;
 - The number of off-street parking spaces does not meet the minimum number required for duplexes; and
 - The front yard setbacks for five of the nine existing duplex structures do not meet the R2 minimum front yard setback.

Approval of the proposed PUD will allow the applicant to go forward with the final plats of both the proposed companion subdivision plats.

- D. Public Input:** As of the date of this this, City staff has not received any public comments.
- E. Staff Recommendation:** The City Development Team staff recommends **approval** of the application and recommends the following **conditions** be attached to the approving ordinance:
- **The Planned Unit Development shall be in substantial conformance at all times with the file materials included in Attachment “A”.**
 - **Uses in the Planned Unit Development (PUD) shall be limited to those of the underlying Medium Density Residential (R2) zoning district.**
 - **Lot sizes and lot widths shall be as shown on the site plan in Attachment A.**
 -

- The location and number of off-street parking spaces shall be as shown on the site plan in Attachment A.
- The PUD shall become effective upon recordation of the companion subdivision plats.
- In the event that any existing structures within in the PUD are damaged or destroyed to the extent that the cost of restoration of the structure exceeds 50% of the replacement cost of the structure, the replacement structure shall meet the minimum building setback and off-street parking requirements the City’s code in effect at the time of reconstruction.
- In addition to the conditions listed above the PUD shall also comply with all applicable City, County, State, and Federal regulations.

Attachments:

- A - Application Material

MOTIONS:

Approval

*“I move the City of Dickinson Planning and Zoning Commission recommend Approval of **REZ 002-2023 the Riverview Cottage rezoning petition from R2 to PUD**, subject to the conditions above, as being compliant with the City of Dickinson Comprehensive Plan, as meeting all the requirements of the Dickinson Municipal Code, and also being in the interest of the public health, safety and welfare “*

(AND) the following additional requirements (IF THE PLANNING AND ZONING COMMISSION RECOMMENDS ANY ADDITIONS AND/OR DELETIONS TO THE PROPOSED MOTION LANGUAGE):

- 1. _____;
- 2. _____.

Denial

*“I move the Dickinson Planning and Zoning Commission recommend Denial of **REZ 002-2023 the Riverview Cottage rezoning petition from R2 to PUD** as **not** being compliant with the City of Dickinson Comprehensive Plan, as **not** meeting all the requirements of the Dickinson Municipal Code, and as **not** being in the interest of the public health, safety and welfare “*

ATTACHMENT A – APPLICATION MATERIALS

Unified Development Application

Have you had a pre-application meeting with City Staff?

Yes

Please upload the letter or counseling form you received following your pre-application meeting:

[Riverview Cottages Pre-Application Response Letter-FINAL.pdf](#)

Name	Chad Glasser
Company	Venture Commercial, LLC
Applicant Email	chadglasser1@gmail.com
Applicant Phone #	(701) 290-2332
Applicant Representative (if applicable)	Andrew Schrank
Applicant Representative Company	Highlands Engineering
Applicant Representative Email	schrack@highlandseng.com

Applicant Representative
Phone # (701) 483-2444

Type of Development
Planned Unit Development

Owner Name
Chad Glasser

Owner Address
PO Box 1316, Dickinson, ND, 58602

Owner Email
chadglasser1@gmail.com

Owner Phone #
(701) 290-2332

Is the owner present to
Sign No

Owner Signature Upload
[231015_Owner_Signature.pdf](#)

Will this application
require any other action to
complete the
development? No

Metes and Bounds
Description

LOTS FIFTEEN (15), SIXTEEN (16), SEVENTEEN (17), EIGHTEEN (18), NINETEEN (19) AND TWENTY (20), BLOCK TWO (2) OF FISCHER'S ADDITION AS RECORDED AT THE STARK COUNTY RECORDER'S OFFICE IN PLAT BOOK ONE (1) PAGE TWENTY-FOUR (24).

LOTS TWENTY (20), TWENTY-ONE (21), TWENTY-TWO (22), TWENTY-THREE (23) AND TWENTY-FOUR (24), BLOCK ONE (1) OF THE REPLAT OF RIVERVIEW ADDITION AS RECORDED AT THE STARK COUNTY RECORDER'S OFFICE PER DOCUMENT NUMBER 168210.

	1/4 Section	Township	Range
Description	NE1/4 Section 9	T139N	R96W

Legal - Lot/Block/Addition	Lot	Block	Addition
Description	20-24; and 15- 20	Block 1; and Block 2	Replat of Riverview; and Fischer's

Property Address /
General Project Location
Property addresses are 328, 336, 344, 352, 360, 335, 347, 363, 375, and 387 2nd Street SW, Dickinson, ND 58601.

Property is generally located along 2nd Ave SW between 3rd and 4th Street SW.

Total Square Footage or Acreage of Subject Property	2.08 acres
Existing Zoning	R2 - Medium Density Residential
Rezone Calc Multiplier	0
Overlay District Description	N/A
Does the plan propose any new streets or roadways to access any lot?	No
Does each lot abut a public or private street?	Yes
Is all of the land in the application located within the corporate limits of the City of Dickinson?	Yes
Does the Applicant own or intend to purchase surrounding land?	No
Description of Property	3176838_Deed.pdf
Minor Platting Multiplier	0
Prelim Platting Multiplier	0
Major Platting Multiplier	0
Application Calc	1250
File Upload	231015_PUD Document_2023-05-05.pdf 231015_Replat-Fischer's-PRELIM_2023-05-05.pdf 231015_Replat-Riverview-PRELIM_2023-05-05.pdf 231015_Transmittal-PUD_2023-05-05.pdf

Application Fees	Applicable Fees	1,250.00 USD
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Total:	\$1,250.00
--------	------------

Transaction ID:	8hw3r4mk
-----------------	----------

==Payer Info==
First Name Andrew
Last Name Schrank

Applicant Signature



Date	05-05-2023
------	------------

You can [edit this submission](#) and [view all your submissions](#) easily.

Dickinson Land Information Map

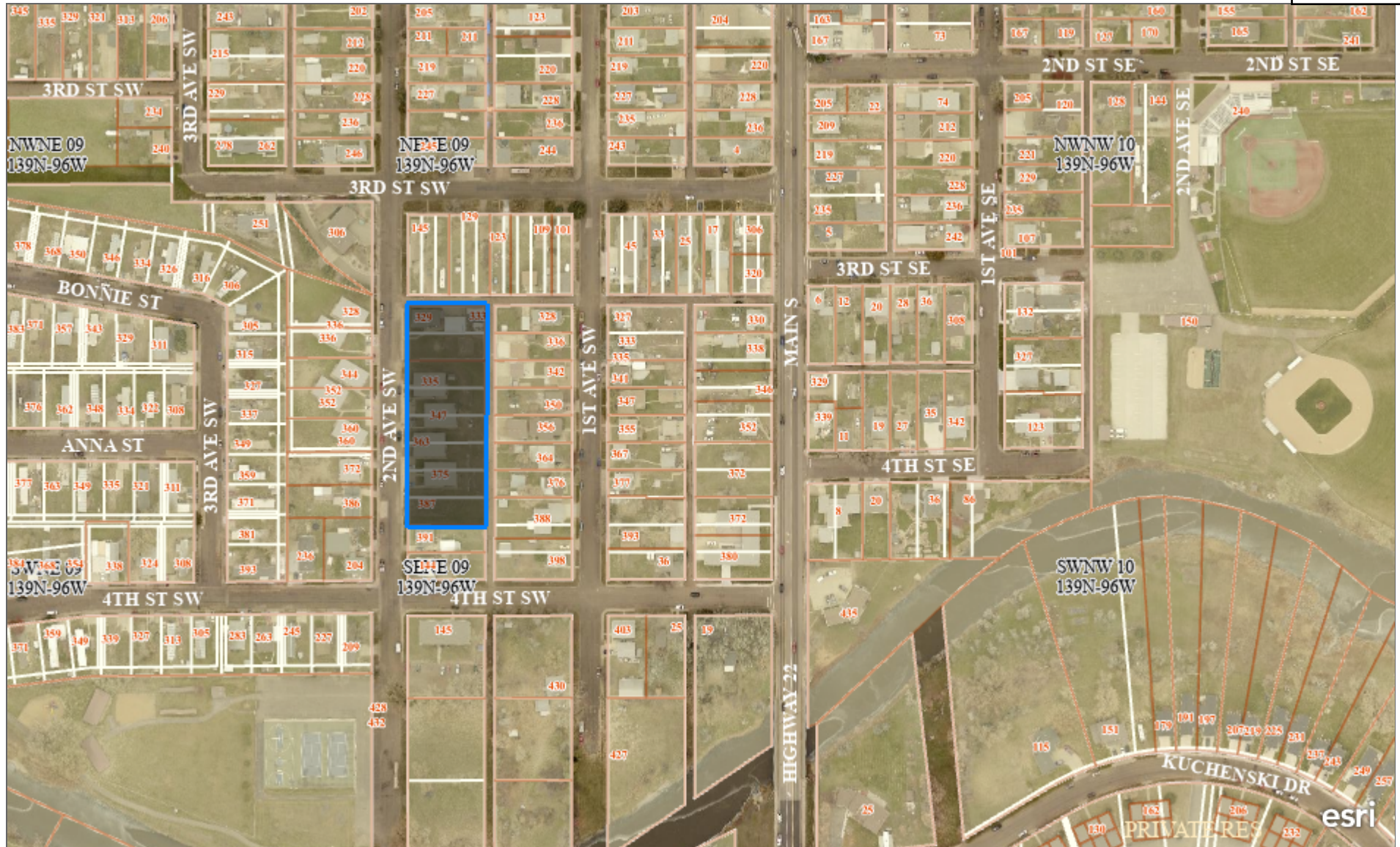


Information about Tax parcels, Zoning, and other features.

300ft

Maxar | Engineering & Planning | Dickinson Engineering Department

Dickinson Land Information Map



Information about Tax parcels, Zoning, and other features.

300ft

Maxar | Engineering & Planning | Dickinson Engineering Department

RIVERVIEW COTTAGES

PLANNED UNIT DEVELOPMENT (PUD)

1. Legal Description of Property

Current: Lots 20-24, Block 1 of the Replat of Riverview Addition and Lots 15-20, Block 2 of Fischer’s Addition
City of Dickinson, ND

Proposed: Lots 1-5, Block 1 of Riverview Cottages 1st Addition and Lots 1-5, Block 1 of Riverview Cottages 2nd
Addition in the City of Dickinson, ND.

2. Purpose Statement

The provisions of this PUD are intended to allow for existing duplex buildings along 2nd Ave SW to be subdivided so that each existing building can be located on its own lot. Creating the ability to own individual buildings on this property, as opposed to leasing, has the “pride of ownership” effect that encourages continued investment and maintenance of property by each owner since this investment can pay owners back as increased property value.

3. Underlying Zoning District

The underlying zoning district for this Planned Unit Development (PUD) is *Medium Density Residential (R2)*. In accordance with §39.05.008 *Site Development Regulations* of the City of Dickinson Municipal Code, this property shall conform to the requirements of this underlying zoning district except as otherwise indicated within this PUD document.

4. Minimum Lot Size

The following shall be the minimum lot size and widths allowed within this PUD property:

- Minimum Lot Area Allowed: 7,750 square feet
- Minimum Lot Width Allowed: 39 feet

5. Building Setback Requirements

All existing and future buildings shall meet the setback requirements of the current City of Dickinson code at the time of construction, with the exception of the existing legally nonconforming structures on this site.

Five (5) of the existing structures within this site (having house numbers 328, 335, 344, 360, and 363) do not meet the current 25-foot minimum front yard building setback requirement of the City of Dickinson Zoning Code. These structures have front yard building setbacks that vary from ±8.1-foot minimum to ±12.3-foot maximum. These existing duplex structures that do not meet the R-2 minimum front yard setback requirements shall be considered legally nonconforming structures in accordance with Section 39.11.004 of the Zoning Ordinance, and they shall be allowed to remain as constructed as allowed by the City’s Zoning code. According to Section 39.11.005.f., should a structure occupied by a lawful nonconforming use be damaged to the extent that the cost of restoration exceeds 50% of the replacement cost of the structure, the nonconforming use shall no longer be permitted. Therefore, all future structures will need to meet the minimum building setback requirements of the City’s code at the time of construction.

6. Off-street Parking Requirements

The minimum number of parking stalls required for each lot shall be in accordance with the following table. This parking shall be owned and maintained by the lot that they are located within or the lot that they adjoin where parking is partially within the City right-of-way at the front of the lots.

Table 1: Required Off-Street Parking Stalls

Lot	Block	Subdivision	Minimum Off-Street Parking Stalls
1	1	Riverview Cottages 1 st Addition	2
2	1	Riverview Cottages 1 st Addition	3
3	1	Riverview Cottages 1 st Addition	2
4	1	Riverview Cottages 1 st Addition	3
5	1	Riverview Cottages 1 st Addition	2
1	1	Riverview Cottages 2 nd Addition	Per City Code
2	1	Riverview Cottages 2 nd Addition	5
3	1	Riverview Cottages 2 nd Addition	0
4	1	Riverview Cottages 2 nd Addition	5
5	1	Riverview Cottages 2 nd Addition	2

This parking count ensures that the existing number of parking stalls on this site is maintained, and two new parking stalls are added for the two northernmost lots of this PUD. This will maximize parking off-street parking for this property in locations where it is feasible due to the existing building locations.

Should a structure within one of these proposed lots be damaged to the extent that the cost of restoration exceeds 50% of the replacement cost of the structure, this reduction in off-street parking shall no longer be permitted and off-street parking shall be provided in accordance with the current code of the time of reconstruction.

7. Water and Sanitary Sewer Services

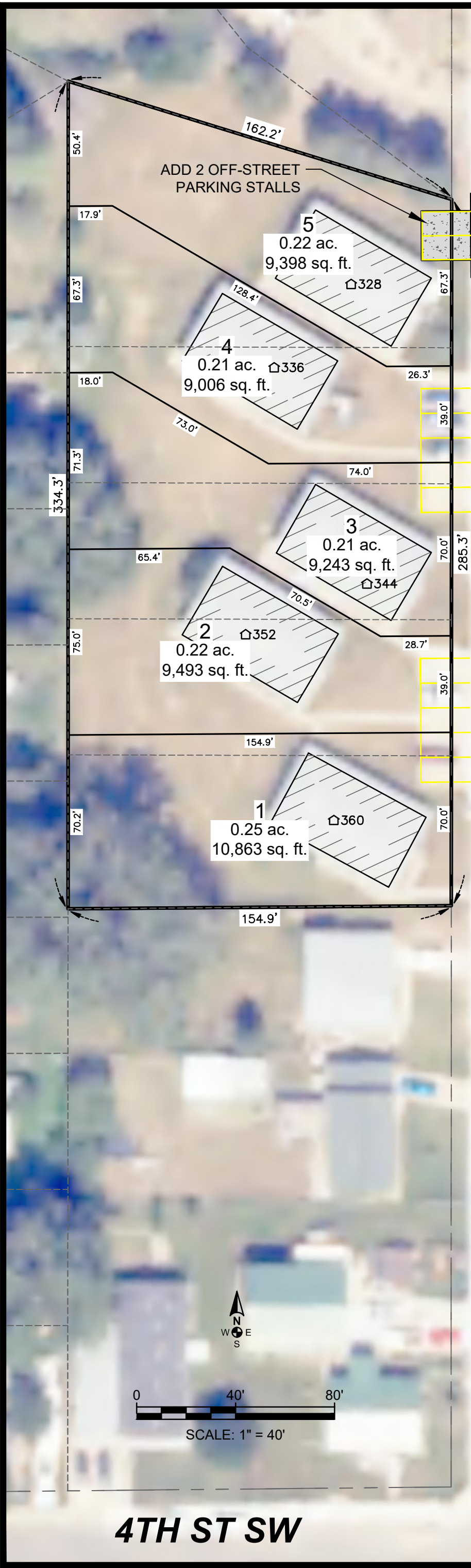
According to as-built utility information provided by the City, each existing building has an individual water and sanitary sewer service line. Each lot within this PUD shall continue to have its own individual water and sanitary sewer service line.

ENCLOSURES:

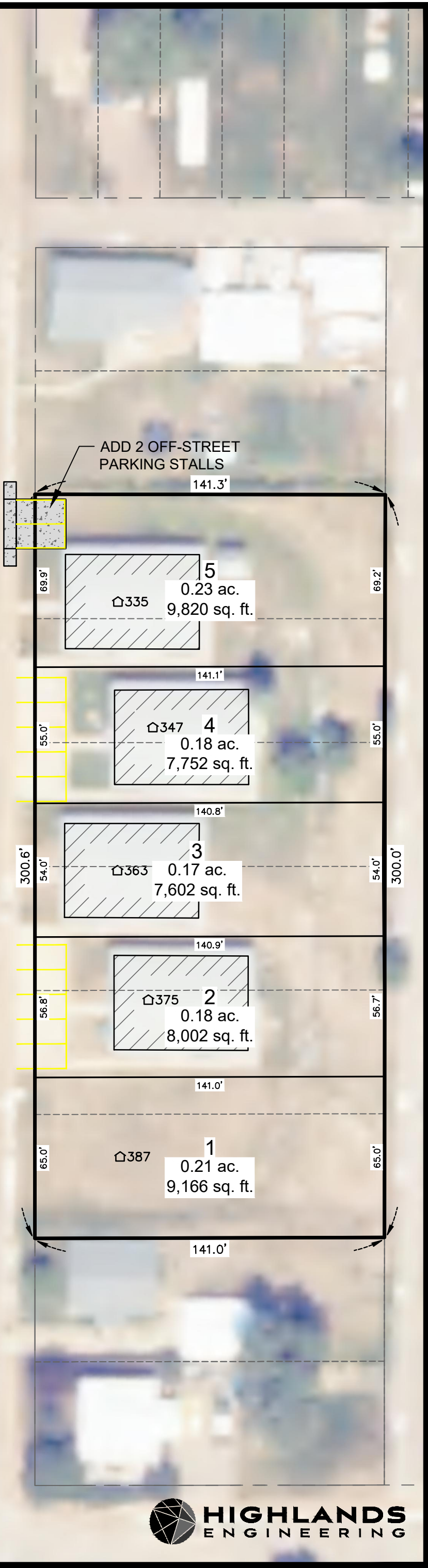
Enclosure A: PUD Site Layout

ENCLOSURE A

PUD Site Layout



2ND AVE SW



ORDINANCE NO. _____

AN ORDINANCE AMENDING THE DISTRICT ZONING MAP FOR REZONING AND RECLASSIFYING DESIGNATED LOTS, BLOCKS OR TRACTS OF LAND WITHIN THE ZONING JURISDICTION OF THE CITY OF DICKINSON, NORTH DAKOTA.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: That the City of Dickinson Zoning Map as provided in the City Code Section 39.04.006, designating the area and boundaries of “R-2” and “PUD” zoning districts within the zoning jurisdiction of the City of Dickinson, North Dakota, is hereby amended as follows:

1. To reclassify and rezone portions of Fischer’s Addition Subdivision and Replat of Riverview Addition Subdivision, City of Dickinson, from R-2 to Planned Unit Development (PUD). The subject property is legally-described as follows:

Lots 15 through 20, Block 2 of Fischer’s Addition Subdivision; and
Lots 20-24, Block 1 of the Replat of Riverview Addition Subdivision

Located within the City of Dickinson.

The site consists of +/- 2.08 acres

Section 2: That the afore-mentioned rezoning overlay is conditioned as follows:

1. The Planned Unit Development shall be in substantial conformance at all times with the file materials included in Attachment “A” of the Staff Report.
2. Uses in the Planned Unit Development (PUD) shall be limited to those of the underlying Medium Density Residential (R2) zoning district.
3. Lot sizes and lot widths shall be as shown on the site plan in Attachment A in the Staff Report.
4. The location and number of off-street parking spaces shall be as shown on the site plan in Attachment A in the Staff Report.
5. The PUD shall become effective upon recordation of the companion subdivision plats.
6. In the event that any existing structures within in the PUD are damaged or destroyed to the extent that the cost of restoration of the structure exceeds 50% of the replacement cost of the structure, the replacement structure shall meet the minimum building setback and off-street parking requirements the City’s code in effect at the time of reconstruction.

7. In addition to the conditions listed above the PUD shall also comply with all applicable City, County, State, and Federal regulations.

Section 3: Repeal of Ordinances in Conflict. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Section 4: Severability. In the event any section of this Ordinance is held invalid by court of competent jurisdiction, the invalidity shall extend only to the section affected, and other sections of this Chapter shall continue in full force and effect.

Section 5: Effective Date: This Ordinance shall be in full force and effect from and after final passage.

Scott Decker, President
Board of City Commissioners

ATTEST

Dustin Dassinger, City Administrator

First Reading:
Second Reading:
Final Passage:



STAFF REPORT

Section 8. Item G.

To: Planning and Zoning Commission
From: City of Dickinson Development Team
Date: June 9, 2023
Re: REZ-003-2023 District Business Park First Addition Planned Unit Development

OWNER/APPLICANT

Chad Glasser-Venture Commercial LLC
 P.O. Box 1316
 Dickinson ND 58602

Public Hearings:	June 21, 2023	Planning and Zoning Commission
	July 18 & August 1, 2023	City Commission

REQUEST

- A. Request:** To consider a Zoning Map Amendment from CC to PUD for a property legally described as Lot 4, Block 1 of the District Addition Subdivision located in the NE ¼ of Section 32, Township 140N, Range 96W located within the City of Dickinson. The site consists of +/- 5.47 acres. A companion preliminary subdivision plat request (PLP-004-2023) are also scheduled for the June 21, 2023 Planning and Zoning Commission meeting.
- B. Project Address/Legal Description/Area:** The lot proposed for rezoning is generally located on the south side of 19th Street West approximately 500 feet west of State Avenue North and legally described as Lot 4, Block 1 of The District Addition Subdivision in the City of Dickinson.
- C. Project Description:** The applicant is proposing a 22-lot PUD for Limited Commercial zoning district uses and residential uses. The applicant proposes to develop the property as follows:
- Uses will be those of the Limited Commercial zoning district;
 - Residential uses shall be limited to one dwelling unit per lot and the dwelling unit will be part of a mixed-use building;
 - The property will be subdivided into twenty-two (22) lots with a minimum lot width of 7,000 square and a minimum lot width of 50 feet;
 - Unless otherwise specified, development standards shall be those of the Community Commercial zoning district;
 - The development will be served by a private road, A four foot wide shoulder will be provided along each edge of the proposed access road to allow for pedestrian access within the project; and

- The applicant is requesting the ability to combine adjacent multiple lots into one lot as long as those lots are all under the same ownership and as long as the lots are all located on one side of the subdivision road. These lot combinations will follow the current City of Dickinson Article 34, Subdivision of Land.

Table I: Current Zoning And Use	
ZONING	Community Commercial (CC)
CURRENT USE	Undeveloped
FUTURE LAND USE MAP DESIGNATION	MIXED USED
GROSS SITE ACREAGE	5.47

Table II-Adjacent Zoning and Land Use		
Direction	Zoning	Land Use
North	High Density Residential (R3)	Multi-family residential
East	CC	Undeveloped
South	CC	Undeveloped
West	Agricultural (AG)	Undeveloped

STAFF REVIEW AND RECOMMENDATIONS

- **Analysis:** Development staff has reviewed the proposed project and does not object. Prior to beginning lot development within the project, the developer shall meet with City Development staff to determine whether the PUD would require amending prior to undertaking the project. City Development staff would also determine whether a replat of the property would be required.
- **Traffic Impacts:** The applicant submitted an estimated average daily traffic letter dated June 9, 2023. The letter states the total average daily traffic generated by the site will be approximately 602 trip ends with 301 vehicles entering and leaving the site, respectively. The following uses were used to determine the number of trips:
 - Small office;
 - Mini-Warehouses; and
 - Dwelling units.

The traffic letter is included in Attachment A.

Compatibility with Local Uses: The property to the north of the proposed PUD has been developed a multi-unit apartment complex. Properties to the east and south are currently zoned and are undeveloped. Property to west is undeveloped and zoned Limiting the PUD to LC zoning district uses, as well as limiting permitted residential uses to one dwelling unit per lot which serves to limit the potential impact of commercial development on current and anticipated residential uses. This also serves as an area of transition between residential development and more intensive development associated with the CC zoning district. The proposed PUD would allow for uses that support and complement existing and anticipated residential uses in the general vicinity.

- **Compliance with the Comprehensive Plan:** According to Figure 4-38: City of Dickinson Future Land Use Map (FLUM), as found in Chapter 4-Land Use of the Dickinson 2035: Roadmap to the Future Comprehensive Plan, as amended in 2022, the site of the proposed PUD is designated as Mixed Use. The proposed PUD meets the intent of the Mixed Use FLUM designation.

The proposed PUD meets the intent of the following objective in Chapter 4-Land Use:

Objective 2: Promote sustainable and high quality development that mitigates the impacts of new development adjacent to existing developed areas and enhances the visual qualities of gateways to the city.

The proposed PUD meets the intent of the following policy in Chapter 4-Land Use:

Policy 3.2 – Whenever possible, the City should encourage the use of planned unit development (PUD), due to the combined benefits of providing greater design flexibility as well as city direct involvement in the establishment of development specific site standards. The approval of a PUD should be executed through the rezone of the subject property and the zoning map should be amended by adding a unique site specific PUD zoning district designation (e.g. PUD 2013-01). To maximize design flexibility, the only standards that should apply to PUDs are maximum density and intensity, minimum open space and minimum recreation area for large-scale residential PUDs. General performance standards for design and circulation would be required to ensure high quality development. A sufficiently high maximum density standard should be provided to incentivize development of PUDs.

- **Compliance with Zoning Regulations:** The request complies with the PUD Planned Unit Development District requires found in Article 39.05 of the City's Zoning Ordinance. In addition to a tract map, a land use plan, a circulation plan, and a statistical summary of the project, schematic architectural plans and elevations were included in the information submitted by the applicant of June 9, 2023.
- **Public Input:** As of the date of this this, City staff has not received any public comments.

- **Staff Recommendation:** The City Development Team staff recommends **approval** of the application and recommends the following **conditions** be attached to the approving ordinance:
 - The Planned Unit Development shall be in substantial conformance at all times with the file materials included in Attachment “A”.
 - Uses will be limited to those of the Limited Commercial Zoning District.
 - One residential unit per lot shall be permitted as part of a mixed-use building.
 - Minimum lot size and lot width shall be as follows:
 - Minimum lot size-7,000 square feet; and
 - Minimum lot width-50 feet.
 - Building setbacks shall be as follows:
 - Front yard-50 feet;
 - Street side yard front 19th Street West-20 feet;
 - Interior Side Yard-five (5) feet.
 - Unless otherwise specified above, the development standards shall be those of the Community Commercial zoning district. Maximum building footprints shall be in accordance with the notes and table in the development plans submitted by the applicant.
 - Access to the property shall be provided from 19th Street West by means of a privately maintained road.
 - Landscaping shall be in accordance with the notes and table in the development plan submitted by the applicant.
 - The exterior appearance the buildings within the PUD shall be in substantial conformance with the material found in Attachment A.
 - A minimum of 106 off-street parking spaces shall be provided within the PUD.
 - Parking requirements shall comply with the notes and table in the development plans submitted by the applicant.
 - Prior to lot development within the PUD, the developer shall submit a Pre-Application Meeting Request to discuss the proposed development with City Development staff.
 - In addition to the conditions listed above the PUD shall also comply with all applicable City, County, State, and Federal regulations.

Attachments:

- A - Application Material

MOTIONS:

*****Approval*****

*"I move the City of Dickinson Planning and Zoning Commission recommend Approval of **REZ 003-2023 the District Business Park First Addition rezoning petition from CC to PUD**, subject to the conditions above, as being compliant with the City of Dickinson Comprehensive Plan, as meeting all the requirements of the Dickinson Municipal Code, and also being in the interest of the public health, safety and welfare "*

(AND) the following additional requirements (IF THE PLANNING AND ZONING COMMISSION RECOMMENDS ANY ADDITIONS AND/OR DELETIONS TO THE PROPOSED MOTION LANGUAGE):

1. _____;
2. _____.

*****Denial*****

*"I move the Dickinson Planning and Zoning Commission recommend Denial of **REZ 003-2023 the District Business Park First Addition rezoning petition from CC to PUD** as **not** being compliant with the City of Dickinson Comprehensive Plan, as **not** meeting all the requirements of the Dickinson Municipal Code, and as **not** being in the interest of the public health, safety and welfare "*

ATTACHMENT A – APPLICATION MATERIALS

Dickinson Land Information Map



Information about Tax parcels, Zoning, and other features.

600ft

Maxar | Engineering & Planning | Dickinson Engineering Department

THE DISTRICT BUSINESS PARK FIRST ADDITION PLANNED UNIT DEVELOPMENT (PUD)

*Being the Replat of Lot 4, Block 1 of The District Addition
City of Dickinson, Stark County, ND*

TABLE OF CONTENTS

1.	Legal Description of Property	1
2.	Vicinity Map	1
3.	PUD Site Layout	1
4.	Purpose Statement	2
5.	Consistency with City's Comprehensive Plan	2
6.	Underlying Zoning District.....	4
7.	Property Information	4
8.	Allowable Uses	5
9.	Characteristics of Proposed Buildings.....	5
10.	Building Envelope	5
11.	Signage.....	5
12.	Vehicular Access and Circulation	5
13.	Off-Street Parking.....	6
14.	Sidewalks and Pedestrian Access.....	6
15.	Multiple Lot Development	6
16.	Site Lighting.....	7
17.	Landscaping.....	7
18.	Site Drainage and Stormwater Management.....	7
19.	Water and Sanitary Sewer Service.....	7
20.	Waste Management	8
21.	Maintenance Considerations.....	8
22.	Additional Development Regulations	8

APPENDICES

Appendix A: PUD Site Layout
Appendix B: Renderings of Proposed Building Characteristics

1. Legal Description of Property

Current: Lot 4, Block 1 of *The District Addition* in the City of Dickinson, ND.
Proposed: Lots 1-22, Block 1 of *The District Business Park First Addition* in the City of Dickinson, ND.

2. Vicinity Map



3. PUD Site Layout

The site layout for the development of this PUD is included in *Appendix A*. All development within this PUD shall conform to the requirements and general characteristics of this enclosed site layout.

Additional information describing the site requirements and uses is contained within this PUD document.

4. Purpose Statement

The provisions of this PUD are intended to provide an affordable ownership option within the City of Dickinson for small, commercial businesses with few employees and customers. Users will typically be owner-operated small businesses with few or no employees, focused on one-to-one business interactions. Examples of users would be: a consultant with an office manager as the lone employee; a personal trainer focusing on one-on-one training; a chiropractor with a receptionist; a photographer that does one-on-one sessions; and other similar commercial uses. By the nature of the businesses, the number of employees and customers at each facility will typically be generally limited to one or two each at a time.

This PUD also allows a location for aesthetically pleasing, privately-owned commercial and/or mixed-use spaces similar to those within Lot 12, Block 1 of the *Replat of Block 4 and Portions of Blocks 1 & 5 of West Ridge 1st Addition*. These buildings offer a location for occupants to have a privately owned shop for personal use, or to run a small business operation. These buildings generate very little traffic and have a very limited number of users.

Allowing for increased density within this commercial development helps create affordable commercial options while providing for a variety of new commercial uses in this area. Due largely to the City's population, there has not been a significant desire for large commercial businesses to establish themselves in Dickinson. By providing affordable opportunities to a variety of small businesses, this PUD can help resolve this lack of commercial development.

Due to the size and nature of the buildings and the permitted uses, this development will produce less vehicular traffic and parking demand than a typical commercial development in the City. By creating higher-density development with reduced access and parking regulations made possible by this lower number of users, an affordable option can be created by this PUD for these types of small businesses while generating greater sales and property tax revenues for the City.

Other communities in North Dakota have had success with similar development models in recent years. Some examples of similar developments in the area that were referenced when creating this PUD are as follows:

1. Westview 4th Addition Planned Unit Development in West Fargo, ND
2. Oakridge 11th Addition Planned Unit Development in West Fargo, ND
3. Oakridge 18th Addition Planned Unit Development in West Fargo, ND
4. Boden Addition in Bismarck, ND

5. Consistency with City's Comprehensive Plan

Within Chapter 4 of the City's Comprehensive Plan, *Dickinson 2035: Roadmap to the Future*, the City listed seven land use goals for the future growth of the City (see pages 69-70). This PUD helps the City meet the following five (5) goals listed in this comprehensive plan:

- a. Effectively manage the location, timing and fiscal impacts of future development.
- b. Promote and require high quality development in the city.
- c. Increase the availability of locations for retail commercial development.
- d. Improve the appearance of the community along major roadways, including I-94, that are community entrances.
- e. Provide financial and regulatory incentives for development that successfully achieve the objectives and policies of the comprehensive plan.

The following sections of this document outline in greater detail how this PUD meets each of these land use goals outlined by the City's comprehensive plan.

a. Effectively manage the location, timing and fiscal impacts of future development

Policy 3.12.12 (see page 119) of the City's Comprehensive Plan state that "a mixed-use development should provide commercial services in close proximity to residential areas to provide shorter, more convenient vehicular or pedestrian trips for purchases of goods and services." A large, multi-family residential apartment complex is located directly north of this property, and the City prepared a master plan, the *NW Dickinson Master Plan*, in October of 2019 that depicted a large, residential development with around 300 residential lots located immediately west of this PUD. When looking at the existing and proposed uses within ½-mile of this site, this development will be located in the heart of a largely residential area, making this an ideal location for this PUD in accordance with this policy. Furthermore, even with the large area of residential development around this property, it is conveniently located adjacent to a small area of existing commercial and high-density residential development. This location allows this site to conform with the directly adjacent land uses while serving this nearby residential area.

This site is also conveniently located within an area of the City that is already growing and located within the City's Urban Service area. The City has made significant investments in the infrastructure surrounding this area to help account for and promote the westerly growth that has occurred in recent years. The public infrastructure necessary to serve this site has already been constructed around this property, and development of this property was planned for in the City's Comprehensive Plan and the *NW Dickinson Master Plan*. This development helps promote growth within the City's current Corporate Limits and Urban Service Area Boundary which reduces the issues associated with urban sprawl.

With these lots being sold to individual owners, the timing for improvements for these individual lots will be largely dictated by the supply and demand of the area. This PUD provides a location to meet the City's commercial demands as they arise without requiring up-front investment in new infrastructure to be incurred by the City. Therefore, this PUD brings commercial development opportunities to the City as they are demanded without creating debt or other financial burdens on the City.

Based on current City policies, the infrastructure improvements necessary to serve this development are to be entirely privately funded. Therefore, the City will have no fiscal impact incurred for the initial development of this project. Furthermore, the City will gain property tax revenue from these twenty-two (22) commercial lots without incurring any infrastructure costs. This development has the potential to provide hundreds of thousands of dollars in additional property and sales tax revenues to the City for the foreseeable future.

b. Promote and require high quality development in the city.

The provisions included in this PUD document regarding building characteristics ensure development within this property is uniform and aesthetically pleasing. These building characteristic requirements exceed the minimum requirements of the City's Municipal Code for standard Community Commercial zoning districts.

This PUD also provides an affordable opportunity for small business ownership. Giving small business owners the ability to own property, as opposed to leasing, has the "pride of ownership" effect that encourages continued investment and maintenance of property by each owner since this investment can pay owners back as an increase in their property value.

c. Increase the availability of locations for retail commercial development.

Chapter 4 of the City's Comprehensive Plan also dedicates a section to the "Lack of Variety of Retail Uses" with the City (see page 92). This section indicates that "participants at public input meetings often cited the lack of a variety of retail business as a major concern." This section goes on to indicate that "the limited supply of specific business types has resulted in price increases."

Allowing for increased density within this commercial development helps create affordable commercial options while providing for a variety of new commercial uses in this area. Due to the City's population, there has not been

a significant desire for large commercial businesses to establish themselves in Dickinson. By providing affordable opportunities to a variety of small businesses, this PUD can help resolve this lack of commercial development.

Furthermore, this additional supply of commercial space will likely open some existing commercial spaces that are currently occupied. This increased supply of commercial space will likely have the effect of reduced commercial rent prices which will create additional opportunities for new businesses to enter the Dickinson market.

d. Improve the appearance of the community along major roadways, including I-94, that are community entrances.

This proposed development lies $\pm 1,000$ -feet north of I-94 and ± 500 -feet west of State Avenue. I-94 and State Avenue are both identified in the City of Dickinson Zoning code as “important transportation corridors, and will continue as such with future growth of the city. These transportation corridors are expected to carry significant volumes of traffic, making development along these transportation corridors highly visible to the traveling public.”

Although this project lies outside of the Corridor Overlay District requirements of these transportation corridors in the City’s Zoning code, this area is highly visible from both of these routes. The requirements outlined by this PUD will ensure that this is a high-quality, aesthetically pleasing development that will promote the City’s goal of enhancing the City’s appearance along these major roadways. Instead of seeing an empty field when traveling along I-94 past this site, travelers will see a new commercial development that could pique interest in those spaces and the City in general.

e. Provide financial and regulatory incentives for development that successfully achieve the objectives and policies of the comprehensive plan.

As previously indicated, the infrastructure necessary to serve this development will be entirely privately funded. Therefore, the City is not providing direct financial incentives for this project. However, this PUD has indirect financial incentives for small business owners through the regulatory incentives created by the City allowing this PUD to move forward. Policy 3.2 of the City’s Comprehensive Plan (see page 119) states that “sufficiently high maximum density standards should be provided to incentivize development of PUD’s.” By increasing the density allowed for this site through this PUD and allowing for the private roadway to access this site, this development can provide new, affordable ownership opportunities for small businesses that are not otherwise available within the City. Many new or small businesses cannot afford the initial investment in the larger, more expensive commercial properties on the market, especially with the substantial increases in construction costs over the last few years. This PUD can help lower the input costs of this project and meet a market demand that is not currently available within the City.

Policy 3.12.2 (see page 119) states that “mixed-use development should be allowed as multiple uses in a single building or multiple uses within a development site.” This PUD helps meet this policy by allowing for and encouraging a mix of residential, civic, office, and commercial uses within the lots of this development.

6. Underlying Zoning District

The underlying zoning district for this Planned Unit Development (PUD) is *Community Commercial (CC)*. In accordance with §39.05.008 *Site Development Regulations* of the City’s Zoning Code, this property shall conform to the requirements of this underlying zoning district except as otherwise indicated within this PUD document.

7. Property Information

- Total Property Area: 5.47 acres
- Total Number of Lots: 22
- Minimum Lot Area Allowed: 7,000 square feet
- Minimum Lot Width Allowed: 50 feet

8. Allowable Uses

All of the uses allowed by *Table 4-2* of Section 39.04.005 of the *City of Dickinson Municipal Code* for Limited Commercial (LC) zoning shall be permitted uses within this property.

Mixed-use development shall also be permitted as long as the total square footage of the residential space does not exceed the square footage of the associated commercial space. The square footage comparisons for the commercial and residential uses shall count the usable floor space for all levels of the structure. Residential uses shall also be limited to one (1) dwelling unit maximum per lot.

9. Characteristics of Proposed Buildings

Buildings constructed withing this PUD shall meet the general character and architectural standards of the renderings included in *Appendix B*. Although these renderings may not depict the exact design and architectural features of the buildings within this site, proposed buildings will be required to meet a similar level of architectural design and standards as shown by these conceptual renderings. These building characteristics exceed the minimum requirements of the City of Dickinson Municipal Code and will ensure that this is an aesthetically pleasing development.

10. Building Envelope

Buildings shall meet the following minimum setback requirements. These requirements shall supersede any setback, landscaping buffer, or buffer yard provisions within the City of Dickinson Municipal code.

- Front Yard Setback: 50-feet
- Rear Yard Setback: 10-feet
- Street Side Yard Setback: 20-feet (applies to 19th Street W only)
- Interior Side Yard Setback: 5-feet
- Access Road Setback: 10-feet

Based on the total lot area, these minimum setback requirements, and easements that will restrict proposed building areas, the maximum building coverage allowed will vary for each proposed lot in this PUD. The maximum allowable building areas per lot vary from 3,202 square feet minimum to 7,237 square feet maximum with an average allowable building area of 5,276 square feet and a total maximum allowable building area of 116,077 square feet for the entire development. The maximum allowable building coverage varies from 38.5% to 55.9% per lot with an average maximum building coverage of 48.7% for the entire development.

Refer to the *PUD Site Layout* included in *Appendix A* for a depiction of the allowable building areas and a table indicating the maximum allowable building area for each lot.

11. Signage

Building signs shall meet the requirements of the §39.10 *Sign Regulations* of the City of Dickinson Municipal Code. Ground signs, poles signs, and pylon signs as defined by this code shall not be allowed within this development.

12. Vehicular Access and Circulation

The developer shall construct a shared, private access road having an asphalt or concrete surface through the center of this development within an easement to be provided by the plat of this property. This access road will connect to 19th Street W on the north side of this site, and it will have a width of 30-feet to allow for one driving lane in each direction. Driving lanes will have a width of 11-feet with a 4-foot shoulder on each side of the road separated from the driving lane by a 4-inch white line marked on the pavement. No parking will be allowed within

this access road. A dead-end fire apparatus access road turnaround meeting the requirements of the International Fire Code will be provided no more than 150-feet from the end of this access road.

This private access road will provide access to each of the lots proposed by this PUD. This road will also provide the necessary access for emergency vehicles that will need to serve this property.

The developer shall provide design plans for this access road to the City of Dickinson for approval prior to commencement of this construction.

Refer to the *PUD Site Layout* included in *Appendix A* for a depiction of this proposed access road.

13. Off-Street Parking

Each lot within this PUD shall be required to construct off-street parking facilities. These facilities must be constructed within the front 85-feet of each lot along the proposed access road. Parking lot pavement shall not be allowed within 3-feet of interior lot lines, except that parking lot pavement may extend the full width of the lot within the first 5-feet from the proposed access road to allow sufficient space for vehicular turning movements into these parking facilities. No parking lot pavement shall be allowed within 5-feet of the exterior subdivision boundary line. These requirements shall supersede any setback, landscaping buffer, or buffer yard provisions within the City of Dickinson Municipal code.

The amount of off-street parking to be provided varies based on the width of each lot within this PUD. The minimum off-street parking requirements vary from 3 minimum for the narrowest lots to 7 maximum for the widest lots. A total of 106 off-street parking stalls is the minimum to be provided within this PUD, for an average of 4.8 parking spaces per lot. Lots shall be required to provide accessible parking spaces in accordance with current regulations at the time of development, and all accessible parking provided shall count toward these minimum parking space requirements.

Refer to the *PUD Site Layout* included in *Appendix A* for a depiction of the allowable off-street parking areas and for a table indicating the minimum number of parking stalls to be required for each lot.

14. Sidewalks and Pedestrian Access

Sidewalk must be provided along 19th Street W in accordance with current City policies. A 4-foot-wide shoulder is also to be provided along each edge of the proposed access road to allow for pedestrian access between the lots within this site.

Sidewalks providing access between proposed parking facilities and buildings within each lot shall be provided as necessary. Sidewalks shall only be allowed within the allowable building and off-street parking areas previously described.

15. Multiple Lot Development

Development of a single site that spans multiple adjacent Lots shall be allowed as indicated by this section. All adjoining Lots within the Multiple Lot Development must be owned by the same entity. Multiple Lot Developments may only consist of Lots on the same side of the proposed access road through this subdivision.

Parking area and building setback requirements shall not apply to common Lot lines of Multiple Lot Developments. However, the minimum side yard setback requirements for the perimeter property lines of Multiple Lot Developments shall be multiplied by the number of Lots included in the development. Parking areas for Multiple Lot Developments shall also be allowed within the allowable building area. The minimum landscaping area required for Multiple Lot Developments shall be the sum of the minimum areas required for all Lots within the site.

16. Site Lighting

Each structure shall provide at least one exterior light on the front façade of the building to light the proposed parking area and access road at the front of the lot.

17. Landscaping

At a minimum, areas within lots that are located outside the maximum building coverage area and the allowable off-street parking area as defined by other sections of this document shall consist entirely of pervious landscape materials such as grass, landscape rock, or wood mulch.

Based on the total lot area and the allowable building and parking areas, the minimum landscaping area required will vary for each proposed lot in this PUD. The minimum landscape area required per lot varies from 1,341 square feet minimum to 3,513 square feet maximum with an average allowable building area of 1,945 square feet and a total minimum landscape area of 42,798 square feet for the entire development. The minimum allowable landscaping coverage varies from 13.3% to 27.4% per lot with an average minimum landscape coverage of 18.0% for the entire development.

Each lot with frontage along 19th Street W shall plant and maintain one (1) tree minimum in accordance with Section 39.08.007 of the *City of Dickinson Municipal Code*.

18. Site Drainage and Stormwater Management

Site drainage for all of Lots 12-22 shall be conveyed from west-east to the proposed access road. The front 50-feet of Lots 1-11 shall also be conveyed to the proposed access road. Runoff entering this proposed access road shall be directed through an inverted crown at the center of this road to proposed low points where it can be collected by stormwater inlets. These inlets will allow runoff to enter the proposed storm sewer system that will convey this runoff to the existing storm sewer system at the east edge of this lot constructed as part of The District Addition improvements. The remaining easterly portion of Lots 1-11 that does not drain to the proposed access road shall drain easterly to the back property line. At the back property line, this runoff shall be routed through the drainage swale constructed by The District Addition improvements to the stormwater inlet near the southeast corner of Lot 4 of this PUD.

The developer shall provide drainage plans and stormwater management plans to the City of Dickinson for approval prior to commencement of this construction. The drainage plan shall, at a minimum, provide spot elevations for all lot line drainage and recommended building floor elevations. This plan shall also depict the conveyance of runoff through this property. The stormwater management plan shall describe how this site conveys runoff and meets the requirements of the stormwater management plan for The District Addition, or if this PUD does not meet the requirements of the previous plan, what changes are necessary to meet the City's current stormwater ordinance.

Once these plans are approved, all lots shall be required to drain runoff from and through their property in accordance with the requirements of these plans.

19. Water and Sanitary Sewer Service

Each lot within this development will have an individual water and sanitary sewer service connected to central, 8-inch diameter water and sanitary sewer mains constructed to public utility system standards beneath the proposed access road. The developer will construct the proposed, central water and sanitary sewer mains within an easement provided by the plat of this property. The developer will also provide a 1-inch minimum diameter water service line and 4-inch diameter minimum sanitary sewer service line stubbed to the edge of this easement

at the front of each lot. The proposed water and sanitary sewer mains will be connected to the existing infrastructure within 19th Street W on the north side of this property.

The developer shall provide design plans for these water and sanitary sewer improvements to the City of Dickinson for approval prior to commencement of this construction.

20. Waste Management

Each individual lot will be responsible for waste management within their property. Trash receptacles for lots within this PUD shall be City of Dickinson small business 96-gallon containers (or the similar size and type if the City alters this trash receptacle standard in the future). These containers must be located within structures or along the sides or back of proposed structures where they are less visible from the proposed access road. Trash receptacles may only be placed along the proposed access road a maximum of 12-hours before and a maximum of 12-hours after the scheduled pick-up time.

21. Maintenance Considerations

Ownership and maintenance responsibilities for the public water, sanitary sewer, and storm sewer systems within the water, storm and sanitary sewer easements proposed in this site are to be the responsibility of the City of Dickinson after the construction of these improvements by the developer. The central access road and emergency vehicle turnaround are to be privately owned and maintained. These maintenance responsibilities are to be further outlined by a Development Agreement prepared in conjunction with the subdivision plat for this property. The maintenance responsibilities and this Development Agreement will be modeled off the agreement the City signed with the Developers for *The Market Addition*.

All privately owned parking areas located beyond the central access road, buildings, sidewalks, landscaping areas, private service lines outside the proposed water and sewer easements, and other improvements within private property on this site are to be maintained by each individual lot owner.

22. Additional Development Regulations

After approval of the PUD and replat for this property, the Developer will record additional restrictive covenants governing the appearance, maintenance, and uses of the site that will be more restrictive than the requirements detailed within this PUD.

APPENDIX A

PUD Site Layout

REV	DATE	DESCRIPTION

THE DISTRICT BUSINESS PARK
FIRST ADDITION
VENTURE COMMERCIAL, LLC

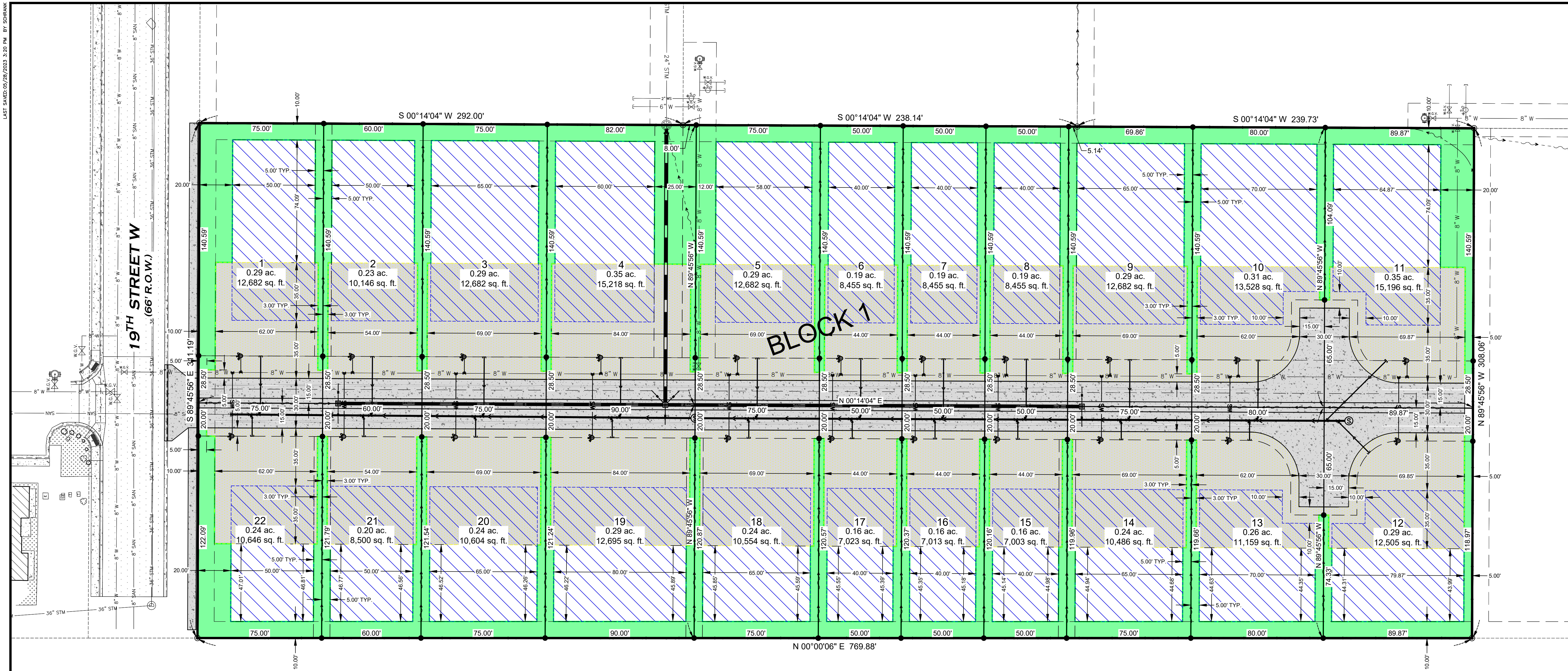
SCALE: 1"=30'
DATE: 05/28/23
DRAWN BY: AWS
PROJECT NUMBER: 231003

SHEET TITLE:
PUD SITE
PLAN

SHEET NUMBER:
A1
A1 of A1

LAST SAVED: 05/28/2023 3:20 PM BY SCHWANK

H:\231003\PROJECT CAD\CURRENT\231003_PUD-EXHIBIT.DWG



BUILDING FOOTPRINT NOTES

- FRONT YARD MINIMUM BUILDING SETBACK SHALL BE 50-FEET.
- REAR YARD MINIMUM BUILDING SETBACK SHALL BE 10-FEET.
- STREET SIDE YARD MINIMUM BUILDING SETBACK SHALL BE 20-FEET.
- INTERIOR SIDE YARD MINIMUM BUILDING SETBACK SHALL BE 5-FEET.
- BUILDINGS SHALL NOT BE ALLOWED WITHIN EASEMENTS.
- BUILDINGS SHALL NOT BE ALLOWED WITHIN 10-FEET OF THE PROPOSED ACCESS ROAD.
- PAVED PARKING PADS FOR VEHICLES IN WORKING CONDITION AND SIDEWALK CONCRETE ARE ALSO ALLOWED WITHIN THE BUILDING AREA.
- THE MAXIMUM BUILDING FOOTPRINT FOR EACH LOT WITH THE SETBACKS AND EXCLUSIONS NOTED ABOVE ARE SHOWN BY THE FOLLOWING TABLE.

MAXIMUM BUILDING FOOTPRINT ALLOWED PER LOT

LOT NO.	LOT AREA (SF)	MAXIMUM BUILDING FOOTPRINT ALLOWED (SF)	MAXIMUM BUILDING COVERAGE (%)
1	12,682	5,455	43.0
2	10,146	5,455	53.8
3	12,682	7,091	55.9
4	15,218	6,546	43.0
5	12,682	6,338	49.9
6	8,455	4,364	51.6
7	8,455	4,364	51.6
8	8,455	4,364	51.6
9	12,682	7,091	55.9
10	13,528	7,237	53.5
11	15,196	6,877	45.9
12	12,505	5,921	47.3
13	11,159	5,164	46.3
14	10,486	5,187	49.5
15	7,003	3,202	45.7
16	7,013	3,211	45.8
17	7,023	3,219	45.8
18	10,554	5,247	49.7
19	12,695	6,485	51.1
20	10,604	5,299	49.9
21	8,500	4,083	48.0
22	10,646	4,096	38.5
TOTAL	238,369	116,077	48.7

PARKING AREA NOTES

- PARKING LOT PAVEMENT MUST BE LOCATED WITHIN THE FRONT 85-FEET OF EACH LOT.
- PARKING LOT PAVEMENT MUST BE KEPT 3-FEET MINIMUM FROM INTERIOR LOT LINES, EXCEPT THAT PARKING LOT PAVEMENT MAY BE CONSTRUCTED ACROSS THE FULL WIDTH OF THE LOT WITHIN THE FIRST 5-FEET FROM THE EDGE OF THE PROPOSED ACCESS ROAD.
- PARKING LOT PAVEMENT MUST BE LOCATED 5-FEET MINIMUM FROM THE EXTERIOR SUBDIVISION BOUNDARY LINES.
- PARKING LOT PAVEMENT MUST BE CONSTRUCTED TO MAINTAIN POSITIVE DRAINAGE TO THE PROPOSED ACCESS ROAD.
- PARKING LOT PAVEMENT MAY BE CONSTRUCTED WITHIN EASEMENTS AS LONG AS THE UTILITIES WITHIN THE EASEMENTS ARE NOT AFFECTED.
- SIDEWALK CONCRETE SHALL BE ALLOWED WITHIN THE PARKING AREAS.
- EACH LOT MUST PROVIDE THE MINIMUM NUMBER OF PARKING STALLS SHOWN BY THE FOLLOWING TABLE. ACCESSIBLE PARKING STALLS MUST BE PROVIDED IN ACCORDANCE WITH CURRENT REGULATIONS AT THE TIME A LOT IS DEVELOPED. ACCESSIBLE PARKING STALLS PROVIDED SHALL COUNT TOWARDS THE TOTAL REQUIRED PARKING STALLS PER LOT.

MINIMUM PARKING STALLS REQUIRED PER LOT

LOT NO.	MINIMUM PARKING STALLS REQUIRED (EA)
1 & 22	5
2 & 21	4
3 & 20	6
4 & 19	7
5 & 18	6
6 & 17	3
7 & 16	3
8 & 15	3
9 & 14	3
10 & 13	5
11 & 12	5
TOTAL	106

LANDSCAPING AREA NOTES

- AREAS OUTSIDE THE BUILDING AND PARKING AREAS SHALL INCLUDE PERVIOUS LANDSCAPING MATERIALS SUCH AS LANDSCAPE ROCK, WOOD MULCH, OR GRASS.
- LOTS 1 AND 22 MUST INCLUDE A MINIMUM OF ONE TREE EACH WITHIN THE LANDSCAPE AREA ALONG 19TH STREET W.

MINIMUM LANDSCAPING AREA REQUIRED PER LOT

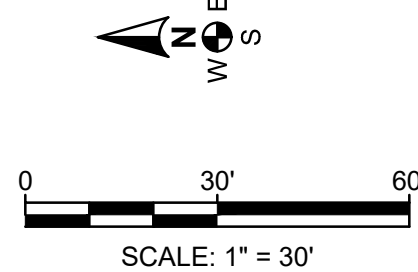
LOT NO.	LOT AREA (SF)	MINIMUM LANDSCAPING AREA REQUIRED (SF)	MINIMUM LANDSCAPING AREA COVERAGE (%)
1	12,682	3,472	27.4
2	10,146	1,731	17.1
3	12,682	1,881	14.8
4	15,218	3,513	23.1
5	12,682	2,399	18.9
6	8,455	1,631	19.3
7	8,455	1,631	19.3
8	8,455	1,631	19.3
9	12,682	1,881	14.8
10	13,528	1,796	13.3
11	15,196	3,161	20.8
12	12,505	1,750	14.0
13	11,159	1,500	13.4
14	10,486	1,588	15.1
15	7,003	1,341	19.1
16	7,013	1,343	19.2
17	7,023	1,345	19.2
18	10,554	1,597	15.1
19	12,695	1,751	13.8
20	10,604	1,604	15.1
21	8,500	1,457	17.1
22	10,646	2,795	26.3
TOTAL	238,369	42,798	18.0

MULTIPLE LOT DEVELOPMENT NOTES

- DEVELOPMENTS THAT SPAN MULTIPLE LOTS SHALL BE ALLOWED ON ADJOINING LOTS.
- ALL LOTS WITH MULTIPLE LOT DEVELOPMENTS MUST BE ON THE SAME SIDE OF THE ACCESS ROAD.
- PARKING AREA AND BUILDING SETBACK REQUIREMENTS SHALL NOT APPLY TO COMMON LOT LINES OF MULTIPLE LOT DEVELOPMENTS.
- THE MINIMUM SIDE YARD SETBACK REQUIREMENTS FOR THE PERIMETER PROPERTY LINES OF MULTIPLE LOT DEVELOPMENTS SHALL BE MULTIPLIED BY THE NUMBER OF LOTS INCLUDED IN THE DEVELOPMENT.
- THE MINIMUM LANDSCAPING AREA REQUIRED FOR MULTIPLE LOT DEVELOPMENTS SHALL BE THE SUM OF THE MINIMUM AREAS REQUIRED FOR ALL LOTS WITHIN THE MULTIPLE LOT DEVELOPMENT.
- PARKING LOTS FOR MULTIPLE LOT DEVELOPMENTS SHALL ALSO BE ALLOWED WITHIN THE ALLOWABLE BUILDING AREA.

LEGEND

- PROPOSED ACCESS ROAD AND PUBLIC SIDEWALK
- MAXIMUM BUILDING FOOTPRINT
- ALLOWABLE PARKING AREA
- MINIMUM LANDSCAPING AREA



APPENDIX B

Renderings of General Building Characteristics

RENDERINGS OF GENERAL BUILDING CHARACTERISTICS
RENDERING #1



RENDERINGS OF GENERAL BUILDING CHARACTERISTICS
RENDERING #2



RENDERINGS OF GENERAL BUILDING CHARACTERISTICS
RENDERING #3





Transmittal Letter

To: Joshua Skluzacek – Development Director
City of Dickinson
38 1st Street West
Dickinson, ND 58601

From: Andrew Schrank, PE
Highlands Engineering
319 24th Street East
Dickinson, ND 58601
701.483.2444
schrank@highlandseng.com

Date: May 5, 2023

Re: Planned Unit Development Application – The District Business Park First Addition

Message: Enclosed you will find the following Planned Unit Development application documents for the above referenced project being submitted for consideration at the June 21st Planning and Zoning Meeting:

- Deed for the property
- Pre-Application Meeting Letter from the City
- Planned Unit Development Document including Written Statement, Justification Statement, Legal Description, and Site Layout Sketch
- Preliminary Plat drawings showing proposed site boundaries (to be submitted as part of separate application)
- Preliminary Site Improvement Plans
- Stormwater Report for The District Addition

Your consideration of this request is greatly appreciated. Feel free to contact me for any additional information or questions regarding this submittal. Thank You!

Andrew Schrank, PE, CFM - Highlands Engineering

office 701 483 2444
fax 701 483 2610

email info@highlandseng.com
web www.highlandseng.com

Highlands Engineering & Surveying, PLLC
319 24th Street East | Dickinson, ND 58601

Sylvia Miller

From: Jotform <noreply@jotform.com>
Sent: Friday, May 5, 2023 3:09 PM
To: Sylvia Miller; Sylvia Miller; Steven Josephson; Dustin D. Dassinger; Loretta Marshik; Leonard W. Schwindt; Joshua Skluzacek
Subject: Re: Unified Development Application



Unified Development Application

Have you had a pre-application meeting with City Staff? Yes

Please upload the letter or counseling form you received following your pre-application meeting: [The District PUD Pre Application Letter 2-14-23.pdf](#)

Name	Chad Glasser
Company	Venture Commercial, LLC
Applicant Email	chadglasser1@gmail.com
Applicant Phone #	(701) 290-2332
Applicant Representative (if applicable)	Andrew Schrank
Applicant Representative Company	Highlands Engineering
Applicant Representative Email	schrack@highlandseng.com
Applicant Representative Phone #	(701) 260-4618

Type of Development	Planned Unit Development								
Owner Name	Chad Glasser								
Owner Address	Venture Commercial, LLC, PO Box 1316, Dickinson, ND, 58602								
Owner Email	chadglasser1@gmail.com								
Owner Phone #	(701) 290-2332								
Is the owner present to Sign	No								
Owner Signature Upload	231003_Owner_Signature.pdf								
Will this application require any other action to complete the development?	No								
Metes and Bounds Description	<p>Lot 4, Block 1 of The District Addition in the City of Dickinson, ND</p> <table> <tr> <th></th> <th>1/4 Section</th> <th>Township</th> <th>Range</th> </tr> <tr> <td>Description</td> <td>NE1/4 Section 32</td> <td>T140N</td> <td>R96W</td> </tr> </table>		1/4 Section	Township	Range	Description	NE1/4 Section 32	T140N	R96W
	1/4 Section	Township	Range						
Description	NE1/4 Section 32	T140N	R96W						
Legal - Lot/Block/Addition	<table> <tr> <th></th> <th>Lot</th> <th>Block</th> <th>Addition</th> </tr> <tr> <td>Description</td> <td>4</td> <td>1</td> <td>The District</td> </tr> </table>		Lot	Block	Addition	Description	4	1	The District
	Lot	Block	Addition						
Description	4	1	The District						
Property Address / General Project Location	The property is generally located west of State Avenue on the south side of 19th Street W.								
Total Square Footage or Acreage of Subject Property	5.47 acres								
Existing Zoning	CC - Community Commercial								
Rezone Calc Multiplier	0								
Overlay District Description	N/A								

Does the plan propose any new streets or roadways to access any lot?

Yes

Does each lot abut a public or private street?

Yes

Is all of the land in the application located within the corporate limits of the City of Dickinson?

Yes

Does the Applicant own or intend to purchase surrounding land?

Yes

Description of Property

[220618_PLAT-FINAL_2022-08-09.pdf](#)

Minor Platting Multiplier

0

Prelim Platting Multiplier

0

Major Platting Multiplier

0

Application Calc

1250

File Upload

[220618_Stormwater Report-Final-1 of 3_2022-07-07.pdf](#)
[220618_Stormwater Report-Final-2 of 3_2022-07-07.pdf](#)
[220618_Stormwater Report-Final-3 of 3_2022-07-07.pdf](#)
[231003_Lot 4, Block 1, The District Addition-PRELIM PLANS-1 of 2_2023-05-05.pdf](#)
[231003_Lot 4, Block 1, The District Addition-PRELIM PLANS-2 of 2_2023-05-05.pdf](#)
[231003_PUD Document-PRELIM_2023-05-02.pdf](#)
[231003_Plat-PRELIM_2023-05-02.pdf](#)
[231003_Transmittal-PUD_2023-05-05.pdf](#)
[3173246_Deed.pdf](#)

Application Fees

Applicable Fees

1,250.00 USD

Total:

\$1,250.00

Transaction ID:

93fysf0p

==Payer Info==

First Name Andrew
 Last Name Schrank

Applicant Signature



Date

05-05-2023

You can [edit this submission](#) and [view all your submissions](#) easily.

Attachments: Because the total size is more than **5MB** the uploads are not attached.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE DISTRICT ZONING MAP FOR REZONING AND RECLASSIFYING DESIGNATED LOTS, BLOCKS OR TRACTS OF LAND WITHIN THE ZONING JURISDICTION OF THE CITY OF DICKINSON, NORTH DAKOTA.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: That the City of Dickinson Zoning Map as provided in the City Code Section 39.04.006, designating the area and boundaries of “CC” and “PUD” zoning districts within the zoning jurisdiction of the City of Dickinson, North Dakota, is hereby amended as follows:

1. To reclassify and rezone Lot 4, Block 1 of The District Addition Subdivision, City of Dickinson, from CC to Planned Unit Development (PUD). The subject property is legally-described as follows:

Lot 4, Block 1 of the District Addition Subdivision located in the NE ¼ of Section 32, Township 140N, Range 96W located within the City of Dickinson.

The site consists of +/- 5.47 acres

Section 2: That the afore-mentioned rezoning overlay is conditioned as follows:

1. The Planned Unit Development shall be in substantial conformance at all times with the file materials included in Attachment “A” in the Staff Repot.
2. Uses will be limited to those of the Limited Commercial Zoning District.
3. One residential unit per lot shall be permitted as part of a mixed-use building.
4. Minimum lot size and lot width shall be as follows:
 - a. Minimum lot size-7,000 square feet; and
 - b. Minimum lot width-50 feet
5. Building setbacks shall be as follows:
 - a. Front yard-50 feet;
 - b. Street side yard front 19th Street West-20 feet;
 - c. Interior Side Yard-five (5) feet.
6. Unless otherwise specified above, the development standards shall be those of the Community Commercial zoning district. Maximum building footprints shall be in accordance with the notes and table in the development plans submitted by the applicant.

7. Access to the property shall be provided from 19th Street West by means of a privately maintained road.
8. Landscaping shall be in accordance with the notes and table in the development plan submitted by the applicant.
9. The exterior appearance of the buildings within the PUD shall be in substantial conformance with the material found in Attachment A of the Staff Report.
10. A minimum of 106 off-street parking spaces shall be provided within the PUD.
11. Parking requirements shall comply with the notes and table in the development plans submitted by the applicant.
12. Prior to lot development within the PUD, the developer shall submit a Pre-Application Meeting Request to discuss the proposed development with City Development staff.
13. In addition to the conditions listed above the PUD shall also comply with all applicable City, County, State, and Federal regulations.

Section 3: **Repeal of Ordinances in Conflict.** All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Section 4: **Severability.** In the event any section of this Ordinance is held invalid by court of competent jurisdiction, the invalidity shall extend only to the section affected, and other sections of this Chapter shall continue in full force and effect.

Section 5: **Effective Date:** This Ordinance shall be in full force and effect from and after final passage.

Scott Decker, President
Board of City Commissioners

ATTEST

Dustin Dassinger, City Administrator

First Reading:
Second Reading:
Final Passage: