



REGULAR MEETING OF THE CITY COMMISSION AGENDA

Tuesday, August 06, 2024 at 4:30 PM
City Hall – 38 1st Street West Dickinson, ND 58601

Commissioners:

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

CALL TO ORDER

Resolution No: 35-2024

Ordinance No: 1805

ROLL CALL

OPENING CEREMONIES: PLEDGE OF ALLEGIANCE

1. ORDER OF BUSINESS: CONSIDERATION FOR APPROVAL

A. Approval of Meeting Minutes dated July 16, 2024 (Enc.)

Presented by: President Decker

Consideration to approve

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

Presented by: President Decker

Consideration to approve

2. CONSENT AGENDA

3. ADMINISTRATION / FINANCE

A. DSU Funding Request - Ag Building

Presented by: Administrator Dassinger

B. Group Commission Picture- 8/20/2024 at 3:30 p.m.

Presented by: Administrator Dassinger

C. Finance Tech Job Descriptions (Enc.)

Presented by: Deputy City Administrator Carlson

Consideration to approve

D. 2025 Tax Levy Statement

Presented by: Deputy City Administrator Carlson

Consideration to approve

4. PUBLIC WORKS

5. PUBLIC SAFETY - FIRE

6. PUBLIC SAFETY - POLICE

7. COMMUNITY DEVELOPMENT

A. Chapter 14 Code Amendment - Floodplain Model Ordinance (Enc.)

Presented by: Engineer and Community Development Director Skluzacek

Consideration to second reading and final passage of Ordinance No. 1800

B. Chapter 7 Amendments - Penalty Updates (Enc.)

Presented by: Attorney Wenko

*Consideration to approve second reading and final passage of Ordinance
No. 1801*

C. Chapter 20 Amendments - Weeds (Enc.)

Presented by: Attorney Wenko

*Consideration to approve second reading and final passage of Ordinance
No.1802*

D. Chapter 21 Amendments - Mobile Home Parks (Enc.)

Presented by: Attorney Wenko

*Consideration to approve second reading and final passage of Ordinance
No.1803*

E. Chapter 24 Amendments - Nuisances (Enc.)

Presented by: Attorney Wenko

*Consideration to approve second reading and final passage of Ordinance No.
1804*

F. North Industries Street Contract Amendment with Braun Intertec (Enc.)

Presented by: Engineer and Community Development Director Skluzacek

Consideration to approve Contract

G. Voluntary Special Improvement District for 33 7th Avenue West (Enc.)

Presented by: Engineer and Community Development Director Skluzacek

Consideration to approve Resolution

H. Introduction of New City Planner

Presented by: Engineer and Community Development Director Skluzacek

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

A. Theodore Roosevelt Regional Airport 2025 Budget Presentation (Enc.)

Presented by: Airport Manager Braun

Consideration to approve

B. Public Hearing - Chapter 29 Code Amendment - Drug and Alcohol (Enc.)

Presented by: Risk Mgmt. Specialist Beck

Consideration to approve first reading of Ordinance No. ____

C. Public Hearing - Chapter 29 Code Amendment - Probationary Period (Enc.)

Presented by: HR Director Nameniuk

Consideration to approve first reading of Ordinance No. ____

9. COMMISSION

10. ADJOURNMENT

Link for viewing City Commission Meeting:

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

This link will not be live until approximately 4:30 am on August 6, 2024.

Teams Meeting: <https://tinyurl.com/CCM-8-6-2024-Teams>

Teams Meeting ID: 274 519 661 431 **Meeting Passcode:** 7unJBA

Teams Phone #: 1-701-506-0320 **Phone Conference ID:** 939 370 433#

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.***

I. CALL TO ORDER

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

II. ROLL CALL

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

Telephone: None

Absent: Commissioner Joe Ridl

1. PLEDGE OF ALLEGIANCE

2. ORDER OF BUSINESS

MOTION BY: Robert Baer SECONDED BY: Jason Fridrich
To approve the July 17, 2024 meeting as presented.

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

3. CONSENT AGENDA

MOTION BY: John Odermann SECONDED BY: Jason Fridrich
A. Approval of Meeting Minutes dated July 2, 2024
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. Finance Committee Appointment

Deputy City Administrator Linda Carlson states the City received 2 citizen interest forms for the open position on the Finance Committee. This is for a one (1) year term running from July 1, 2024 – June 30, 2025. Ms. Carlson states Candidate Jo Marie Kadrmas was selected by the Finance Committee which met on Friday, July 12. Ms. Kadrmas has experience working with budgets and finance. She has served 4 years as a Commissioner on the Dickinson Parks and Rec. Department and currently serves as a VP of the Hope Christian Academy School Board. The Finance Committee recommends approval of this candidate to the 1-year term seat on the Finance Committee Board.

MOTION BY: Robert Baer SECONDED BY: John Odermann
To appoint Jo Marie Kadrmas for the one on the Finance Committee.

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

C. Monthly Financial Report

Deputy City Administrator Linda Carlson presents the monthly financial report. Ms. Carlson states the current cash total on hand is \$69,433,650 with 3.82% interest; investments are \$36 million which has not changed; 1% sales tax which down from 2023 by \$118,000; 6-month total is down slightly; Hospitality Tax is slightly down from 2023 by \$2,416; Occupancy Tax is down this month slightly; oil impact revenue higher this month; general fund revenue should be 50% and they are very close.

MOTION BY: Jason Fridrich SECONDED BY: Robert Baer
To appoint the monthly Financial Report.

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

D. Finance Job Descriptions

- 1. Finance Specialist**
- 2. Payroll Finance Support**
- 3. Finance Generalist**
- 4. Finance Tech**

HR Director Shelly Nameniuk states since vacancy of the Financial Supervisor as the City did have a period of time attempted to fill the position but was not successful. Duties have been split up. Realigned all positions within the department. Director Nameniuk presents the Financial Generalist, which was Accounting Tech. She states this was a Grade 12. This change to Financial Generalist would be to a Grade 13 to realign and additional duties. Payroll Specialist which is a Grade 13 would be reclassified to a Payroll and Finance Support Position and a Grade 14. Additional duties would include finance responsibilities such as auditing, budgeting, and others. Director Nameniuk states the Accountant to Finance Specialist and move to Grade 15. Additional duties cross training so this position would cross train with payroll, administration, etc. special requirements NDLC auditor’s certification within the year of employment. The Finance Tech Position which would do some entry duty requirements. After reviewing positions and realigning variety, external audit, support utility billing, clerical and office support. Grade 12 nonexempt.

Commissioner Jason Fridrich questions the Finance Specialist if this was updated in 2021 and did the City do a grade change in 2021.

Deputy City Administrator Linda Carlson states the Budget Specialist was at a Grade 15. Yes, this was reviewed in 2021 and then went to a Finance Supervisor position. Ms. Carlson states when the City changed this Budget Specialist the Finance Supervisor was dropped. Yes, to the question. She states the way she looked at these positions and worked them backwards and left Finance Supervisor could take over and not fill that one at all and that is a higher grade but I am not going to fill that position at all. Taking steps for succession and leadership. She states she is doing what it is going to take for the Finance Department to continue in doing what is needed. Ms. Carlson states as for the Finance Tech position which is a Grade 12, the City needs customer support. She states the City did bring this position forward last year as the City was looking at customer support administrative support that could cover windows in utility billing, court and even assessing at that time. The City didn’t get to move forward. This position would be able to support extra departments upstairs and other financial duties and this would help support. Also, for segregation of duties in audit we always get written up for it. Very hard for those types of position because we use different naming types and duties. What is it going to take to make the City going in very little of 3 to 4 people going? Ms. Carlson states her staff is excited to learn more and have some leadership in accounting in payroll, audit and possibly have succession.

HR Director Shelly Nameniuk states that the City took all duties and moved them to a higher grade level and higher position and not all duties are the same and finance supervisor duties are into the other rolls. Yes, we would be hiring new in that position.

Commissioner Jason Fridrich questions why the new position isn’t going through the 2025 budget.

Deputy City Administrator Linda Carlson states because of the finances and wages and having positions in there for 2024 budget and these positions would started as of July 1, 2024 as the City has extra funds. With these positions going forward it would take funds that are already in there. In 2025 the department dropped in wages due to this promotional and going this way with the 4 positions.

Commissioner Fridrich questions if the Finance Director will be dropped for 2025 as this will be an unfunded position. An unfunded position in 2025. Anyone else concerned that we are taking out accounting requirement for this position.

HR Director Nameniuk states the economy is doing away from the degrees. Ms. Nameniuk states that Ms. Carlson's staff looked at other job descriptions for this position.

Deputy City Administrator Carlson states she talked to ND job service and also stated for the first two positions you are not usually going to get someone to come in at that wage level with a degree.

Commissioner Fridrich questions the Finance Generalist has also dropped the accounting degree and raised a grade?

Commissioner John Odermann states due to additional responsibilities is why we are raising the grade.

Deputy City Administrator Carlson states the City turned positions that anyone of them can cross train for the audit and budget. That is why our budget look so much better than it does, taking it at real time. I see a great leadership going forward in the next couple of years. Great team going forward and nothing is going to be missed. Taking the reins and succession. It is a learned process in governmental.

Commissioner Fridrich states the Finance Generalist would be an upgrade in 2021. Accounting Generalist would be a Grade 12. Commissioner Fridrich states his biggest concerns are the education and experience. The City is talking a pretty complex Finance Department and only top position requires accounting and that is not even requiring it. The top position here today. Shouldn't someone in the department have an accounting degree.

HR Director Nameniuk states if you want to change that requirement or the equivalent. The staff needs to have that requirement or equivalent and if the future we can change that degree.

Commissioner Fridrich asks why the City is not trying to replace the Accountant.

Deputy City Administrator Carlson states they did not get the applicants for the Accountant position. That is why the City pulled it. Reorganize and redo the job descriptions and pulled the team together and do it with the three of them.

Commissioner Fridrich states the City is lowering education requirements and giving them more duties and changing the name.

Deputy City Administrator Carlson states that when she reads the Accountant Title should look at someone that has a CPA. The titles are Finance Tech; Treasury Tech are titles being used. She states they went with the standard. She wants to go with the names of them to be marketable. If she uses these titles, she is going to be able to gear some people enthusiasm and learn and continue to school. She didn't have any succession in this before.

Commissioner John Odermann states the Financial Specialist is formerly Accountant. He states if he is in the situation to hire and the City has an applicant has an Accounting Degree and another one that worked in experience for 10 years and experience outweighs the degree. Degree requirement only limits candidates. Job description has requirements.

Commissioner Robert Baer agrees with Commissioner Fridrich is saying is 3 of these positions that individual have going to move up in. Again Grade 12 position is a new position. That individual would have additional floating from department to department is that a position that could be put on hold for another year and go for possibly to do well with the other three.

Deputy City Administrator Carlson states she will open them up but I am looking for promotions for the three I have. Finance tech internally and externally. She is still putting Finance Generalist with AP and AR and get the finding off of the audit for the last three years. Not to have one person that invoices and then writes a check to a vendor. She doesn't have enough team members on it.

Commissioner Robert Baer states at the end of last year that the City was not going to hire new staff for this year's budget and she thinks that was made perfectly clear so he has an issue with going against of what I think that the Commission at that time understood the situation for this year going into the budget. Last week when we went through budget that none of these positions were discussed. The City is not filling it because the salary is low, if we increased that position pay scale would that make that more appealing. Is that we are not getting anyone.

Deputy City Administrator Carlson is redoing the budget for 2024 and with 2025 with these budgets adding these positions. She states her staff is looking at this as an advancement.

Director Nameniuk states the City had done the Accountant interviews and they didn't have experience but had the degree. The Accountant and now Finance Specialist – preferred bachelor's degree or 5 years' experience

MOTION BY: John Odermann
To approve the Finance Specialist job description

SECONDED BY: Jason Fridrich

DISPOSITION:

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

Director Nameniuk states the Payroll Specialist is now a Payroll and Finance support.

Commissioner John Odermann states there are a lot of things that were crossed out with judgement, relationship, etc. something we are doing to make more uniform.

Director Nameniuk states this was used for scoring and not really needed anymore

MOTION BY: Robert Baer
To approve the Payroll and Finance Support.

SECONDED BY: John Odermann

DISPOSITION:

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

MOTION BY: John Odermann
To approve the Finance Generalist.

SECONDED BY: Jason Fridrich

DISPOSITION:

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

President Scott Decker discusses the Finance Tech. He feels that the City does need someone that is bilingual and especially front desk. Float with assistance in helping out.

Commissioner Robert Baer does have an issue during our budget discussion not going to hire new positions for this year. I can't vote for this position and stick to what we agreed to last year. His understanding is to have an individual who does these things already and he has received complaints that there is more time spent on the phone then done work. Commissioner Baer does not want to hire another person who spends time on their phone. He is being told by staff that individuals are not doing work and why are we hiring someone to spending more time on their phone.

Commissioner John Odermann states for one of the things we have to be aware of is that things might change and I understand we had this conversation last year but I think Mrs. Carlson has done a lot of great work done here and saving the position but we are not filling a position that was budgeted for and we are saving those dollars. He struggles with the thought process that the Commissioner are going to marry ourselves to what the decision we made 12 months ago.

Deputy City Administrator Linda Carlson states when she lost Mr. Morey to Account Specialist in 2019 and then put him in a supervisor position. She was mentoring him to take on. When he left all things changed. I had 3 people that are doing all the work. Ms. Carlson states her finance team is busier now and taking on special duties I asked that they have a 2% interim pay to take on more duties to pick up where we left off. They don't take vacation; they don't do sitting around. Ms. Carlson would like to know who said that they are sitting around when they are taking on auditor and new budget. She states she is saving \$16,000 dollars in 2025 all going back to general fund just by doing with what we did. Now going to be down to 2 people in September and without this position and if I lost one, I have two people left to do the city finance that is all I got. They are not accountants. They do not have a Bachelor's Degree. I need to have this position. I would forgo the promotions to get the finance tech.

Commissioner Jason Fridrich states he understands where you are coming from. Not that we had this conversation a year ago. If you are truly thinking about retiring in a year or two, why are we not trying to fill the top position? We put it out there for a month, closed it and dropped it. We leave a position open a longer time and gave up. We are hiring a fourth person we really don't need if we hire a top position because next year, we are going to fill the top position. We need someone in that position in a year or two before replacing you.

Ms. Carlson states the team that was interviewing we believe there were no applicants that had the experience that had a Finance Supervisor job with audit, budget and accounting. They may have the degrees but what their suggestion was, I don't want to present in front of Commission and want to do background accounting. We need someone to understand government accounting and she would rather take 2 years and mentor the four people that we have when I leave. She won't put someone in a position that she doesn't think they can do the job. She can't fill the seat, want experience, knowledge and understand government.

Commissioner Fridrich asks why not promote that person and we back fill that position and go forward. If none of these people are ready in a year and train the new person. In next year you will be coming forward looking for that supervisor.

Ms. Carlson states she need to separate AR and AP. That person would be able to take this over. If Ms. Carlson walked out that person would be able to do what she does right now. They would be able to walk in and do the job right now. Now she's got a team that has the leadership but she can't do it without people. You cannot do it with three. She will do whatever the Commission asks. It doesn't make sense in my checkbook. She has been treated more as a Finance Director than a Deputy. She is a Manager, Supervisor and Finance Director, that is the only way she can mentor my staff to take it over. If she doesn't have bottom staff to be able to move up the city will lose them.

President Scott Decker asks to table this position and let the two concerned Commissions have father discussion with Ms. Carlson and figure it out.

MOTION BY: Robert Baer

SECONDED BY: John Odermann

To table the Finance Tech position until the next meeting and to have discussion with Administrator Dassinger, Deputy City Administrator Carlson, Director Nameniuk and Commissioners Fridrich and Baer.

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

Commissioner John Odermann questions if the City is following parliamentary procedure question as the City has already tabled DSU funding. Can you table two times in a meeting.

Director Nameniuk states Ms. Carlson did not come in under someone else, succession before retire but that is her plan.

E. HR Monthly Report

HR Director Shelly Nameniuk presents the monthly hiring journal which includes 3 openings in the Police Department, 1 full time firefighter, street has 4 openings; solid waste 3 openings and states all seasonal positions were hired. The Planner position is in the background phase. She states a number of volunteers for the museum and one limited hour librarian has been hired.

5. PUBLIC WORKS

A. Partnership Agreement with ND Solid Waste and Recycling Association for Baler Building Grant

Public Works Director Aaron Praus presents a partnership agreement with the ND Solid Waste and Recycling Association for the baler building grant. He states this is part of the EPA Community Change Grant Program requirements. The EPA Community Change Grant Program is being applied for to assist with the funding of the Baler Building Expansion project that is currently in the design stages. If rewarded, this grant could potentially fund the complete project however a partnership is required with a non-profit organization to assist throughout the project. NDSWRA will facilitate community engagement meetings and provide educational information and materials throughout the duration of the grant period. Compensation for their services is \$20,500 as outlined in the attached agreement. City Attorney Wenko has reviewed the agreement.

MOTION BY: Jason Fridrich

SECONDED BY: John Odermann

To approve the agreement with ND Solid Waste and Recycling Association for the baler building grant.

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

B. Public Works Monthly Report

Public Works Director Aaron Praus updates the Commissioners on the quarterly public works report. He visits about the cemetery reimbursement claim. There will be a committee will review the claims for reimbursement and will be presented to the commission. There were 318 fleet work orders. He states the entire city has been swept which include all the streets with 2 passes and the chip seal sweep is 4 passes. He also discusses the public events which include Family Fun Day which 800 hot dogs were away.

6. PUBLIC SAFETY

A. Fire

1. No report

B. Police

1. No report

7. COMMUNITY DEVELOPMENT SERVICES

A. 2025 Geotechnical Engineering Services

Project Engineer Kris Keller presents an engineering service contract for soil sampling and testing. This agreement would support several upcoming projects to include the

watermain, library and 2025 road maintenance, and others. The total testing is \$178,160 dollars and not to exceed this amount. City Attorney has reviewed the contract and the Engineering Department recommends approval.

MOTION BY: John Odermann SECONDED BY: Jason Fridrich
To approve the 2025 Geotechnical Engineering Services agreement.

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

B. 2024 Road Maintenance Change Order

Engineer and Community Development Director Joshua Skluzacek present a change order with Northern Improvement Company to perform for a mill and overlay for 21st Street West from Prairie Avenue to 3rd Avenue West. The cost for this maintenance project is \$291,407.91. This change order is associated with the original contract for the project which was approved by the City Commission on March 19, 2024. There will be a significant amount of improvement to this area. The average daily traffic count as of 2023 for this segment was 9,165. This segment has rutting in the pavement surface which will be repaired with this mill and overlay proposed with this change order. The 2024 Road Maintenance project was approved with the 2024 capital improvement project budget for a total amount of \$8.0 million. Gross Production Tax funding is available to support the needed repairs.

MOTION BY: Jason Fridrich SECONDED BY: John Odermann
To 2024 Road Maintenance Change Order with Northern Improvement Company.

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

C. Special Use Permit – Plum Creek Canines

Engineer and Community Development Director Joshua Skluzacek presents a special use permit for Plum Creek Canines. The address for this special use permit is 644 4th Street West and it is zoned R3. Staff recommends approval with conditions; 7:30 a.m. to 6:30 p.m. M-F, sole employee, no overnight stays to be allowed, single family residence which is 800 square feet. There is a 255 square foot exercise area with a chain link fence. The owner will be coming in annually to give a report of the facility.

MOTION BY: John Odermann
Adopt Resolution No. 33-2024.

RESOLUTION NO. 33 - 2024

A RESOLUTION APPROVING A SPECIAL USE PERMIT TO PLUM CREEK CANINES FOR A PET CARE LOCATED AT 644 4TH STREET WEST, DICKINSON, ND

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

D. Sanitary Sewer Service Replacement SID Resolution for 43 6th Avenue W.

Engineer and Community Development Director Joshua Skluzacek presents a resolution for the address of 43 6th Street West. This is a voluntary special assessment for the address as listed above for \$7,500 with 5.9% interest over a 10-year period. The property owners voluntarily are asking for sanitary sewer to be replaced.

MOTION BY: Jason Fridrich
Adopt Resolution No. 34-2024.

RESOLUTION NO. 34 - 2024

A RESOLUTION CREATING A VOLUNTARY SPECIAL ASSESSMENT FOR
SANITARY SEWER SERVICE

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

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

A. DSU Funding Request – Ag Building

Executive Director for the DSU Heritage Foundation Ty Orton states that the DSU Ag Building project is moving forward with \$17.1 million dollars from the State of ND and they have also received \$900,000 from fund raising. The plan is to break ground in the spring 2025. DSU is also trying to redo Selke hall and complete Woods Hall. Mr. Orton states there are a total of 1,500 students. Indoor arena is \$14 million dollars; looking for a million-dollar endowment. They will need someone to run this facility and this will be one more FTE. He states educating students comes first. If they don't have the entry way, they will have less seating capacity. It also has classroom area and display area. At this time DSU got rid of the locker rooms as there were not enough funds for it. An addition would be a universal adult changing area. They are not raising money for the classroom. This week raised \$60 million dollars for DSU. He feels that 1 FTE will be approximately \$60,000 and \$25,000 per year for maintenance. Project is moving forward, classroom starts 1/1/2025. Indoor arena meeting soon. DSU will not have our indoor facility for 2 semesters. Asking is still \$2 million dollars to do entry way and enclose the facility and take the facility to the next level.

Commissioner John Odermann thanks Mr. Orton for the presentation. Commissioner Odermann asks if DSU has any potential donors waiting to see what local is going to give? Commissioner Odermann feels that Pleasant Valley Arena has a nice ring to it.

Mr. Orton has talked to a lot of donors and spreading the word on the upgrade. Donors are supporting no matter what.

Commissioner Robert Baer states this is a wonderful presentation. This is a great project however; he does have a concern. He learned this past week that per the League of Cities let the City know that in all probability property tax will be on the ballot. Concern is not knowing on where the money is going to go. Ambulance, airport terminal, museum to build, I am wondering if it, if possible, for the university to wait until November to give them an answer to see where the measure goes. Where would this money come out of.

President Scott Decker states it is unknown is what happens to GPT and prairie dog. Anything is on the table if these passes. Future fund it is identified as some parameters as how it is to be used. President Decker does not think the City can do the full \$2 million at this time with the unknown. The City does have some CD's that are coming mature that city could disperse over 5 years. Quality of life. If we didn't have that community center Dickinson would be a different community.

City Administrator Dustin Dassinger states the main stream of funds would be 30% of the 1% sales tax.

Commissioner John Odermann states if the tax issue is on the ballot this is based on the City's future, questions things that will make things very difficult for municipalities to provide services for the citizens. Commissioner Odermann would like to hear from rodeo team on this facility to really kind of highlight and puts us into attracting students.

Commissioner Jason Fridrich states this is a good project. His concern tonight is to make a decision short one commissioner. He thinks this vote should have all commissioners to vote for or against.

MOTION BY: John Odermann
To table the DSU Funding item until next meeting.

SECONDED BY: Robert Baer

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

B. Dickinson Rail Fanning and Model Railroad Club
Mr. Marek Ficek Amtrak updates the Commission on The Dickinson Rail Fanning and Model Railroad Club. He states that Amtrak is largely unprofitable and the North Coast Hiawatha would significantly increase federal taxes. Mr. Ficek also states Big Sky Passenger Rail Authority’s presentation was misleadingly optimistic. Mr. Ficek feels that Dickinson does not require passenger service as there are other options. It is doubtful if the Big Sky Passenger Rail Authority will have much control of the situation. He states even if Amtrak were to return, it is questionable if the desired effect would happen. The situation may have significantly changed in 12-plus years that it will take to bring the North Coast Hiawatha back.

Commissioner John Odermann thanks Mr. Ficek for his presentation. Commissioner Odermann states he knows it can be stressful to speak to the Commission and someone of Mr. Ficek’s age to do such a good job that Mr. Odermann congratulations him on the presentation.

C. Public Hearing – Chapter 14 Code Amendment – Floodplain Model Ordinance
Engineer and Community Development Director Joshua Skluzacek presents the is a Floodplain Management Ordinance to repeal and replace the existing Ordinance 1404 which is the Flood Damage Prevention Ordinance which was approved on November 1, 2010 by the City Commission. The new model ordinance is the recommended ordinance for all communities to adopt in North Dakota being it meets all Federal and State requirements for communities due to the Flood Insurance Rate Map (FIRM) update for Stark County. The new FIRM update will become effective August 28, 2024. Director Skluzacek states by adopting this model ordinance, the City of Dickinson will be eligible to continue participation in the National Flood Insurance Program (NFIP). This new floodplain Management Ordinance will be incorporated into Article 14 of the City of Dickinson Municipal Code. Ordinance 1404 was a stand-alone ordinance that was difficult to find being it was not incorporated into the Municipal Code. The city engineering staff recommends approval.

President Scott Decker opens the public hearing up at 6:05 p.m. Hearing no public comments, the hearing was closed at 6:06 p.m. and the following motion was made.

MOTION BY: John Odermann
To approve first reading of Ordinance 1800.

SECONDED BY: Robert Baer

ORDINANCE NO. 1800

AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 14 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO FLOOD PREVENTION

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

D. Public Hearing – Chapter 7 Amendments – Penalty Updates
City Attorney Christina Wenko presents Chapter 7 amendments which are done through the Building and Codes Department. These are various penalties for various sections of the code. Attorney Wenko states in order to be uniform throughout the code and make it easier to locate and understand these changes will be made. She states the language will be changed to the conviction fine of \$1,000 and charge with a misdemeanor. The change will be a misdemeanor no matter what and this will be consistent within the chapter.

Commissioner John Odermann questions the working as the person will be guilty.

City Attorney Wenko states the there will be adequate due process in this section.

President Scott Decker opens the public hearing at 6:11 p.m.

Building Official Leonard Schwindt states as far as penalty updates this code has never been changed. These changes will make it more efficient and more fluid transition to be in proper compliance.

Commissioner John Odermann questions the time of the notice and do people have enough time and the city is not moving too fast. Is there enough time for the city to track down people and inform them of the violation?

City Attorney Christina Wenko states cases that have been dealt with in the past have been really bad, such cases are junk piled up in the yards. She states the city is talking cases that the property is literally riddled with junk. She states this process allows the city to have more teeth in what the city requires.

Commissioner Robert Baer states by this time that it gets to the attorney these are probably repeat offenders and have had plenty of time by this time to get things right in the matter.

President Scott Decker closes the public hearing at 6:18 p.m. and the following motion is made.

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

To approve first reading of Ordinance 1801.

ORDINANCE NO. 1801

AN ORDINANCE AMENDING AND RE-ENACTING SECTION 7.180 OF CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO PENALTIES FOR BUILDING VIOLATIONS

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

E. Public Hearing – Chapter 20 Amendments – Weeds

City Attorney Christina Wenko presents Chapter 20 amendments which pertain to weed control. She states this pertains to the height of the plant growth. Attorney Wenko states this language will be added into the chapter to clarify the growth when citizens ask for the code. This code does go along with the international code. She states the international property maintenance code for weed control cannot exceed 10”.

President Scott Decker opens the public hearing at 6:20 p.m. Hearing no public comments, the public hearing is closed at 6:21 p.m. and the following motion is made.

MOTION BY: Jason Fridrich

SECONDED BY: John Odermann

To approve first reading of Ordinance 1802.

ORDINANCE NO. 1802

AN ORDINANCE AMENDING AND RE-ENACTING ARTICLE 20.08 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO WEEDS

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

F. Public Hearing – Chapter 21 Amendments – Mobile Home Parks

City Attorney Christina Wenko presents Chapter 21 amendments which pertain to mobile home parks. This would amend and reenact housekeeping alphabetize section and it will remove appeal section; incorporates reference to mechanical code and adds a penalty section. This outlines very clearly the penalty section to maintain consistency.

President Scott Decker opens the public hearing at 6:23 p.m. Hearing no public comments, the public hearing is closed at 6:24 p.m. and the following motion is made.

MOTION BY: Jason Fridrich
To approve first reading of Ordinance 1803.

SECONDED BY: Robert Baer

ORDINANCE NO. 1803

AN ORDINANCE AMENDING AND RE-ENACTING ARTICLE 21.40 AND ARTICLE 21.50 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO MOBILE HOME COMMUNITY LICENSE AND CAMPGROUND LICENSE

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

G. Public Hearing – Chapter 24 Amendments – Nuisances

City Attorney Christina Wenko presents chapter 24 amendments which pertain to nuisances. She states this would amend the code quite a bit during property maintenance issues. This section does not have a designated penalty section. The City would like to main this section identical. She states this is for cleanup to make it clear in regards to the penalties for nuisances.

President Scott Decker opens the public hearing at 6:27 p.m. Hearing no public comments, the public hearing is closed at 6:28 p.m. and the following motion is made.

MOTION BY: Robert Baer
To approve first reading of Ordinance 1804.

SECONDED BY: John Odermann

ORDINANCE NO. 1804

AN ORDINANCE AMENDING AND RE-ENACTING ARTICLE 24.08 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO STORAGE OF JUNK, MAINTENANCE OF BLIGHTED STRUCTURES, ETC

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

H. Public Comments not on Agenda

No public comments.

9. COMMISSION

Commissioner John Odermann is asking if there is any update on the topic of documentation and if the city has had any discussions with leadership in regards to how the city wants to do documentation

City Attorney Christina Wenko states that HR Director Shelly Nameniuk and herself had a conversation about this subject recently. Ms. Nameniuk has recently attended a SHRM conference and at the conference was a presenter who deals with these issues and a seminar on documentations. Ms. Nameniuk could do a training for not only city staff but also for

Commissioners. There would be 2 sessions about 30 employees in each. This would pertain to manager, supervisors, etc. Also, code updates will be coming.

Commissioner John Odermann states CHI as a recipient of funding for the operations of a homeless shelter. The plans of a homeless shelter are moving right along. They have seen a second potential site for the shelter. Commissioner Odermann would like to visit about the \$500,000 that was earmarked for the homeless shelter and is now being spent on an ambulance. He states they were awarded \$1million dollar grant through the State but they are going to come up a bit short yet. He feels this might be something that they can visit about during the budget session. He feels the city is in a good provision to provide a much-needed service in Dickinson. He states that an environmental assessment is necessary to unlock the funds and this would cost about \$7-10 thousand dollars.

Commissioner Robert Baer states that himself and Commissioner Odermann had visited a second site for potentially having a homeless shelter in it.

ADJOURNMENT

MOTION BY: Robert Baer

SECONDED BY: Jason Fridrich

Adjournment of the meeting was at 7:50 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:

August 6, 2024

Ranges:
Vendor ID: First - Last
Class ID: First - Last
Payment Priority: First - Last
Vendor Name: First - Last

FED TAX CLAS: First - Last
Posting Date: First - Last
Document Number: First - Last

Print Option: DETAIL
Age By: Document Date
Aging Date: 7/31/2024

Exclude: Credit Balance, Zero Balance, No Activity, Unposted Applied Credit Documents, Multicurrency Info
Sorted By: Vendor Name
Due Date

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

Vendor ID: 5975		Name: AARON, BRANDI				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
	BA 07252024	INV	7/25/2024	7/25/2024	\$137.70	EMPLOYEE EXP-BRANDI AARON		\$137.70			
							Due				
Voucher(s): 1		Aged Totals:					\$137.70	\$137.70	\$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
	AR1812980	INV	7/22/2024	7/22/2024	\$3,299.23	LEASE AGREEMENTS		\$3,299.23			
							Due				
Voucher(s): 1		Aged Totals:					\$3,299.23	\$3,299.23	\$0.00	\$0.00	\$0.00
Vendor ID: 6161		Name: ADVANCED COLLISION CENTER 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
	26394	INV	7/3/2024	7/3/2024	\$525.00	FIBERGLASS REPAIR/MOWEF		\$525.00			
							Due				
Voucher(s): 1		Aged Totals:					\$525.00	\$525.00	\$0.00	\$0.00	\$0.00
Vendor ID: 5115		Name: ALLSTATE PETERBILT OF DICKINSON				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	4603111163	INV	7/12/2024	7/12/2024	\$1,279.67	WORK DONE ON UNIT R53		\$1,279.67			
	4604192283	INV	7/16/2024	7/16/2024	\$10.80	SPACER-HEADLIGHT, GASKE		\$10.80			
	4604192444	INV	7/16/2024	7/16/2024	\$1,302.57	HANDLE OUTSIDE RELE, STEI		\$1,302.57			
	4604192618	INV	7/18/2024	7/18/2024	\$182.61	SPACER-HEADLIGHT, GASKE		\$182.61			
	460310847	INV	7/23/2024	7/23/2024	\$2,959.99	WORK DONE ON PETERBILT 5		\$2,959.99			
	4604192691	INV	7/23/2024	7/23/2024	\$364.91	LEFT ACCID SKIRT, RIGHT HA		\$364.91			
	4604192904	INV	7/25/2024	7/25/2024	\$366.66	SKIRT 520 REAR		\$366.66			
							Due				
Voucher(s): 7		Aged Totals:					\$6,467.21	\$6,467.21	\$0.00	\$0.00	\$0.00

City of Dickinson

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Vendor ID: 9771		Name: AMAZON CAPITAL SERVICES					Class ID:		FED TAX CLAS: C CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1JK7RWJLMFQJ	INV	7/8/2024	7/8/2024	\$144.57	DIP		\$144.57			
	1DXNN1D7WMXX	INV	7/9/2024	7/9/2024	\$15.39	DIP CH AV		\$15.39			
	1XJ7FDH6CH34	INV	7/11/2024	7/11/2024	\$920.49	BUNN COFFEE MAKER, DECA		\$920.49			
	14FPM3KFG6WD	INV	7/12/2024	7/12/2024	\$129.99	OFFICE CHAIR FOR FIRE DEP		\$129.99			
	1JXL3H11HC1L	INV	7/12/2024	7/12/2024	\$27.32	DIP CH AV		\$27.32			
	1F7VCYT9V3MC	INV	7/15/2024	7/15/2024	\$21.44	NEEHAH EXACT VELLUM BRIE		\$21.44			
	1147PYG46JYV	INV	7/16/2024	7/16/2024	\$38.99	PROXRACER SIDE TABLE		\$38.99			
	11230462932330635	INV	7/17/2024	7/17/2024	\$16.00	PROGRAMMING -LIBRARY		\$16.00			
	1Y1KXKL5VFTC	INV	7/21/2024	7/21/2024	\$138.34	DIP AV		\$138.34			
	1QLXFKDJ471Q	INV	7/22/2024	7/22/2024	\$73.32	BETTER OFFICE PRODUCTS F		\$73.32			
	1WJNX7R69CGJ	INV	7/22/2024	7/22/2024	\$63.96	ZEISS PRE MOISTENED CLEA		\$63.96			
	1HLX3HYP4HT9	INV	7/24/2024	7/24/2024	\$18.60	DIP CH		\$18.60			
	1LCRPLWH3LLF	INV	7/24/2024	7/24/2024	\$20.98	DIP CH		\$20.98			
	1LGQWMLR1VKW	INV	7/24/2024	7/24/2024	\$389.04	DIP AV		\$389.04			
	1R4KJ11C17M3	INV	7/25/2024	7/25/2024	\$234.92	DIP		\$234.92			
	1VXL47HJ3QD1	INV	7/26/2024	7/26/2024	\$6.58	DIP CH AV		\$6.58			
Voucher(s): 16							Aged Totals: Due				
							\$2,259.93 \$2,259.93 \$0.00 \$0.00 \$0.00				
Vendor ID: 2238		Name: AMAZON.COM CREDIT					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
	11207336045977000	INV	7/17/2024	7/17/2024	\$62.37	PROGRAMMING		\$62.37			
Voucher(s): 1							Aged Totals: Due				
							\$62.37 \$62.37 \$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
	196515	INV	6/21/2024	6/21/2024	\$17,716.71	202313 DICKINSON LANDFILL			\$17,716.71		
	202994	INV	7/17/2024	7/17/2024	\$3,004.96	202402 2024 WATERMAIN & LE		\$3,004.96			
	203055	INV	7/18/2024	7/18/2024	\$19,905.55	202313 DICKINSON LANDFILL		\$19,905.55			

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Voucher(s): 3		Aged Totals:					Due				Section 1. Item B.					
							\$40,627.22		\$22,910.51		\$17,716.71		\$0.00		\$0.00	
Vendor ID: 4278		Name: APEX					Class ID:		FED TAX CLAS:							
Voucher/ Payment No.		Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over				
		19042	INV	6/30/2024	6/30/2024	\$4,966.00	202419 WRF PHASE 2 FACILIT			\$4,966.00						
		19043	INV	6/30/2024	6/30/2024	\$2,007.00	202420 WRF SCADA UPGRADI			\$2,007.00						
		19098	INV	6/30/2024	6/30/2024	\$1,274.48	202211 DOWNTOWN LIGHTING			\$1,274.48						
		19105	INV	6/30/2024	6/30/2024	\$3,326.55	202404 LIFT STATION 7			\$3,326.55						
		19106	INV	6/30/2024	6/30/2024	\$4,354.00	202233 WEST BUSINESS LOO			\$4,354.00						
		19108	INV	6/30/2024	6/30/2024	\$208.00	202419 WRF PHASE 11 FACILI			\$208.00						
		19111	INV	6/30/2024	6/30/2024	\$6,175.00	202503 2025 WATERMAIN & LE			\$6,175.00						
Voucher(s): 7		Aged Totals:					Due									
							\$22,311.03		\$0.00		\$22,311.03		\$0.00		\$0.00	
Vendor ID: 37		Name: AT&T					Class ID:		FED TAX CLAS:							
Voucher/ Payment No.		Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over				
		0304912147001 07/24	INV	7/13/2024	7/13/2024	\$28.41	MONTHLY PHONE BILLING		\$28.41							
Voucher(s): 1		Aged Totals:					Due									
							\$28.41		\$28.41		\$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				
		2038387579	INV	6/24/2024	6/24/2024	\$64.26	SLOPE CHILDRENS			\$64.26						
		2038398590	INV	7/2/2024	7/2/2024	\$753.30	DIP CH		\$753.30							
		2038411303	INV	7/9/2024	7/9/2024	\$221.75	DIP		\$221.75							
		2038411304	INV	7/9/2024	7/9/2024	\$217.10	BC		\$217.10							
		2038414006	INV	7/9/2024	7/9/2024	\$31.22	TEEN		\$31.22							
		2038414052	INV	7/9/2024	7/9/2024	\$44.71	DIP CH		\$44.71							
		2038417952	INV	7/12/2024	7/12/2024	\$9.28	SLOPE CHILDRENS		\$9.28							
		2038433445	INV	7/19/2024	7/19/2024	\$34.83	DIP		\$34.83							
		2038433450	INV	7/19/2024	7/19/2024	\$19.16	BC		\$19.16							
		2038434041	INV	7/22/2024	7/22/2024	\$529.68	DIP		\$529.68							
Voucher(s): 10		Aged Totals:					Due									
							\$1,925.29		\$1,861.03		\$64.26		\$0.00			
															18	

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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
	79896-3	INV	7/22/2024	7/22/2024	\$261.00	JUNE 2024 EQUIPMENT		\$261.00			
Voucher(s): 1							Aged Totals:	Due \$261.00	\$261.00	\$0.00	\$0.00
Vendor ID: 6467		Name: BARR ENGINEERING 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
	34451050.02-4	INV	7/10/2024	7/10/2024	\$1,994.00	202108 EAST BROADWAY DAM		\$1,994.00			
Voucher(s): 1							Aged Totals:	Due \$1,994.00	\$1,994.00	\$0.00	\$0.00
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
	6026	INV	6/7/2024	6/7/2024	\$26,264.00	FLOOR & SIDWALLS			\$26,264.00		
Voucher(s): 1							Aged Totals:	Due \$26,264.00	\$0.00	\$26,264.00	\$0.00
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
	202104 2	INV	7/28/2024	7/28/2024	\$561,442.50	202104 SIMS STREET IMPROV		\$561,442.50			
	202402 2	INV	7/29/2024	7/29/2024	\$1,155,753.40	202402 2024 WATERMAIN REF		\$1,155,753.40			
Voucher(s): 2							Aged Totals:	Due \$1,717,195.90	\$1,717,195.90	\$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
	87424	INV	7/9/2024	7/9/2024	\$120.00	CHG TRANSFER TIMER ON GE		\$120.00			
	87425	INV	7/9/2024	7/9/2024	\$120.79	TROUBLESHOOT STREET LIG		\$120.79			
	87426	INV	7/9/2024	7/9/2024	\$200.00	TROUBLESHOOT LIGHT POLE		\$200.00			
	87427	INV	7/9/2024	7/9/2024	\$448.40	REMOVE LIGHT FIXTURES -CC		\$448.40			
	87428	INV	7/9/2024	7/9/2024	\$1,119.00	TROUBLESHOOT DOOR LOCK		\$1,119.00			
	87449	INV	7/10/2024	7/10/2024	\$76.00	TROUBLESHOOT BALLAST IN		\$76.00			
	87450	INV	7/10/2024	7/10/2024	\$603.88	CHG OUT LAMPS IN COMM RC		\$603.88			
	87453	INV	7/10/2024	7/10/2024	\$160.00	TROUBLESHOOT MEG OUT PI		\$160.00			
	87454	INV	7/10/2024	7/10/2024	\$1,080.00	HOOK UP CONTACTOR ON LI		\$1,080.00			
	87477	INV	7/10/2024	7/10/2024	\$110.96	CHG BALLAST IN LIB BASEM C		\$110.96			

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87478	INV	7/10/2024	7/10/2024	\$811.56	TROUBLESHOOT & REPAIR LI	\$811.56
87479	INV	7/10/2024	7/10/2024	\$74.00	CHANGE BALLAST IN LIB BRE	\$74.00
87525	INV	7/23/2024	7/23/2024	\$101.82	REPLACE BREAKER-ELEC CA	\$101.82
87526	INV	7/23/2024	7/23/2024	\$127.50	WIRE PUMP	\$127.50
87531	INV	7/23/2024	7/23/2024	\$76.00	T/S & REPAIR LIGHT FIXTURE	\$76.00
87560	INV	7/25/2024	7/25/2024	\$856.00	TROUBLESHOOT GENERATOR	\$856.00

Voucher(s): 16		Aged Totals:		Due					
				\$6,085.91	\$6,085.91	\$0.00	\$0.00	\$0.00	

Vendor ID: 6391	Name: BIG HILL RESOURCES LLC	Class ID: 1099	FED TAX CLAS: LLC-P
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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
	1809	INV	7/25/2024	7/25/2024	\$3,840.00	TOPSOIL		\$3,840.00			

Voucher(s): 1		Aged Totals:		Due					
				\$3,840.00	\$3,840.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 5996	Name: BIG HORN TIRE, 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
	19772	INV	7/2/2024	7/2/2024	\$228.00	TRUCK TIRE LABOR UNIT R-8		\$228.00			
	19775	INV	7/3/2024	7/3/2024	\$73.00	TRUCK TIRE LABOR UNIT R-7		\$73.00			
	19777	INV	7/3/2024	7/3/2024	\$16.00	STANDARD CORE VALVE COF		\$16.00			
	19802	INV	7/10/2024	7/10/2024	\$29.00	REINFORCE PATCH REPAIRT		\$29.00			

Voucher(s): 4		Aged Totals:		Due					
				\$346.00	\$346.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 67	Name: BISMARCK TRIBUNE	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
	104-00001816 062524	INV	6/25/2024	6/25/2024	\$471.99	SUBSCRIPTION OF BISMARCK			\$471.99		

Voucher(s): 1		Aged Totals:		Due					
				\$471.99	\$0.00	\$471.99	\$0.00	\$0.00	

Vendor ID: 9805	Name: BOBCAT OF MANDAN, 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
	10013	INV	7/9/2024	7/9/2024	\$126.97	COUPLER		\$126.97			

Voucher(s): 1		Aged Totals:		Due					
				\$126.97	\$126.97	\$0.00	\$0.00	\$0.00	

Vendor ID: 951	Name: BORDER STATES ELECTRIC SUPPLY	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
	928661667	INV	7/9/2024	7/9/2024	\$208.00	SAT LED BP/DE-DE		\$208.00			

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Voucher(s): 1		Aged Totals:		Due					
				\$208.00	\$208.00	\$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
	36610	INV	7/11/2024	7/11/2024	\$33.80	4 5 GAL SPRING WATERS		\$33.80			
	22482	INV	7/17/2024	7/17/2024	\$126.70	24 16LBS CUBES OF ICE		\$126.70			
	36637	INV	7/19/2024	7/19/2024	\$45.80	4 5 GAL SPRING WATERS		\$45.80			
	366713	INV	7/22/2024	7/22/2024	\$508.48	14 5 LB SLOPPY JOE FILLING		\$508.48			
	23928	INV	7/25/2024	7/25/2024	\$136.30	26 16 LB CUBES OF ICE		\$136.30			
	37715	INV	7/25/2024	7/25/2024	\$45.80	4 5 GAL SPRING WATERS		\$45.80			

Voucher(s): 6		Aged Totals:		Due					
				\$896.88	\$896.88	\$0.00	\$0.00	\$0.00	

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
	16727	INV	7/17/2024	7/17/2024	\$7,935.82	2024 WEATHER EVENT POLIC		\$7,935.82			
	AMY BECK NOTARY	INV	7/17/2024	7/17/2024	\$50.00	NOTARY BOND-AMY BECK		\$50.00			
	16748	INV	7/25/2024	7/25/2024	\$271.00	INCREASE DUE TO SWEEPEF		\$271.00			

Voucher(s): 3		Aged Totals:		Due					
				\$8,256.82	\$8,256.82	\$0.00	\$0.00	\$0.00	

Vendor ID: 9574			Name: BURNS & McDONNELL ENGINEERING Co.				Class ID:		FED TAX CLAS: S CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	165820-5	INV	7/24/2024	7/24/2024	\$72,939.86	202216 BALER/RECYCLING EX		\$72,939.86			

Voucher(s): 1		Aged Totals:		Due					
				\$72,939.86	\$72,939.86	\$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
	09PS0362187	INV	7/12/2024	7/12/2024	\$56.46	KIT		\$56.46			
	09PS0362469	INV	7/17/2024	7/17/2024	\$71.68	ELEMENT FUEL, SEP TOTAL F		\$71.68			
	09WO0120870	INV	7/18/2024	7/18/2024	\$2,255.11	ELEMENT FUEL, LUBE, AS FLI		\$2,255.11			

Voucher(s): 3		Aged Totals:		Due					
				\$2,383.25	\$2,383.25	\$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
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2781-419326	CRM	7/24/2024		(\$172.59)	RETURN BRAKE PADS, PAINT	(\$172.59)
2781-419065	INV	7/18/2024	7/18/2024	\$72.58	BRK PAD FRONTLINE PD	\$72.58
2781-419258	INV	7/23/2024	7/23/2024	\$172.59	BRAKE PADS, PAINTED ROTC	\$172.59
2781-419288	INV	7/23/2024	7/23/2024	\$175.96	PAINTED ROTOR	\$175.96
2781-419327	INV	7/24/2024	7/24/2024	\$16.58	PAG 100 VISCOSITY	\$16.58
2781-419376	INV	7/25/2024	7/25/2024	\$71.99	BRK PAD FRONTLINE PD	\$71.99
2781-419520	INV	7/29/2024	7/29/2024	\$289.99	REFRIGERANT 30	\$289.99

Voucher(s):	7	Aged Totals:	Due					
			\$627.10	\$627.10	\$0.00	\$0.00	\$0.00	

Vendor ID:	9577	Name:	CASE ELECTRIC LLC	Class ID:	1099	FED TAX CLAS:	LLC
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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
	2186	INV	7/25/2024	7/25/2024	\$4,300.00	INSTALL NEW LIGHT FIXTURE		\$4,300.00			

Voucher(s):	1	Aged Totals:	Due					
			\$4,300.00	\$4,300.00	\$0.00	\$0.00	\$0.00	

Vendor ID:	3431	Name:	CENGAGE LEARNING	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
	84653004	INV	7/8/2024	7/8/2024	\$104.21	SLOPE CO		\$104.21			
	84653777	INV	7/8/2024	7/8/2024	\$51.73	SLOPE CO		\$51.73			
	84669272	INV	7/10/2024	7/10/2024	\$80.22	DIP		\$80.22			
	84675494	INV	7/11/2024	7/11/2024	\$149.20	DIP		\$149.20			

Voucher(s):	4	Aged Totals:	Due					
			\$385.36	\$385.36	\$0.00	\$0.00	\$0.00	

Vendor ID:	2407	Name:	CENTRAL STATES WIRE PRODUCTS 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
	0000072487	INV	6/28/2024	6/28/2024	\$42,261.86	11 GA GALV HT RD 18 CARRS			\$42,261.86		

Voucher(s):	1	Aged Totals:	Due					
			\$42,261.86	\$0.00	\$42,261.86	\$0.00	\$0.00	

Vendor ID:	1859	Name:	CHI ST ALEXIUS MEDICAL CENTER	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
	23176	INV	7/1/2024	7/1/2024	\$637.97	131 EAP QUARTERLY SERVIC		\$637.97			

Voucher(s):	1	Aged Totals:	Due					
			\$637.97	\$637.97	\$0.00	\$0.00	\$0.00	

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Vendor ID: 4721		Name: CIVIL SCIENCE INFRASTRUCTURE INC					Class ID:		FED TAX CLAS:		CORPOR		Section 1. 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		
	16203	INV	7/3/2024	7/3/2024	\$2,589.30	202319 ENTRANCE SIGNS		\$2,589.30					
							Due						
Voucher(s): 1		Aged Totals:					\$2,589.30	\$2,589.30	\$0.00	\$0.00	\$0.00		
Vendor ID: 4613		Name: COCA COLA BOTTLING CO 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		
	131824	INV	7/30/2024	7/30/2024	\$94.50	GOLD PEAK,DR PEPPER, COC		\$94.50					
							Due						
Voucher(s): 1		Aged Totals:					\$94.50	\$94.50	\$0.00	\$0.00	\$0.00		
Vendor ID: 4683		Name: COLDSPRING					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		
	2244803	INV	7/16/2024	7/16/2024	\$567.00	CF-3 ROSE CRYPT FRONT		\$567.00					
							Due						
Voucher(s): 1		Aged Totals:					\$567.00	\$567.00	\$0.00	\$0.00	\$0.00		
Vendor ID: 9886		Name: COLUMN SOFTWARE PBC					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		
	E1D95E06-0021	INV	7/11/2024	7/11/2024	\$50.16	202420 WRF SCADA UPGRADI		\$50.16					
	E1D95E06-0022	INV	7/19/2024	7/19/2024	\$50.16	202420 WRF SCADA UPGRADI		\$50.16					
							Due						
Voucher(s): 2		Aged Totals:					\$100.32	\$100.32	\$0.00	\$0.00	\$0.00		
Vendor ID: 6157		Name: CORE & MAIN LP					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		
	V196080	INV	7/3/2024	7/3/2024	\$181.38	8 SDR35 SWR REPAIR CPLG C		\$181.38					
	V165711	INV	7/5/2024	7/5/2024	\$1,022.56	6"X0' 9" FLGXFLG DIP		\$1,022.56					
	V285099	INV	7/19/2024	7/19/2024	\$146.06	FLG FF SEALTITE GASKET, BC		\$146.06					
	V285140	INV	7/24/2024	7/24/2024	\$3,390.52	4" 2100 AFC FLG DI CHECK VL		\$3,390.52					
							Due						
Voucher(s): 4		Aged Totals:					\$4,740.52	\$4,740.52	\$0.00	\$0.00	\$0.00		
Vendor ID: 5999		Name: DAKOTA BUSINESS SOLUTIONS					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		
	1311	INV	7/8/2024	7/8/2024	\$646.27	JUNE STMTS & INSERTS		\$646.27					
	1312	INV	7/8/2024	7/8/2024	\$930.41	JUNE 2024 CITY OF DKN 5100		\$930.41					
	1313	INV	7/8/2024	7/8/2024	\$1,752.26	6-30-24 STMTS, FOLD & INSEF		\$1,752.26					

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1314INV7/8/20247/8/2024\$1,982.7906-20-24 WATER STMTS, FOLI\$1,982.79

Voucher(s): 4		Aged Totals:		Due					
				\$5,311.73	\$5,311.73	\$0.00	\$0.00	\$0.00	

Vendor ID: 9884Name: DAKOTA PLAYGROUNDClass 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
	303362	INV	7/12/2024	7/12/2024	\$320.00	2 STEP PAD SWITCH		\$320.00			

Voucher(s): 1		Aged Totals:		Due					
				\$320.00	\$320.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 3938Name: DAKOTA SIGNWERKSClass ID: 1099FED TAX CLAS: MISC

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	072439	INV	7/3/2024	7/3/2024	\$1,860.00	TRUCK DECALS		\$1,860.00			

Voucher(s): 1		Aged Totals:		Due					
				\$1,860.00	\$1,860.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 9734Name: DAVENPORT MATTHEWClass ID: FED TAX CLAS: EMPLOYEE REIMBURSE

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	MD 072524	INV	7/25/2024	7/25/2024	\$479.18	EMPLOYEE EXP-MATT DAVEN		\$479.18			

Voucher(s): 1		Aged Totals:		Due					
				\$479.18	\$479.18	\$0.00	\$0.00	\$0.00	

Vendor ID: 162Name: DENNYS ELECTRIC INCClass ID: FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	202308 9	INV	7/25/2024	7/25/2024	\$140,977.17	202308 SUNDANCE COVE LIGI		\$140,977.17			

Voucher(s): 1		Aged Totals:		Due					
				\$140,977.17	\$140,977.17	\$0.00	\$0.00	\$0.00	

Vendor ID: 131Name: DICKINSON CONVENTION BUREAUClass 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
	STATE TREA/STA OC	INV	7/23/2024	7/23/2024	\$37,290.04	STATE TREA/OCCU TAX REC		\$37,290.04			

Voucher(s): 1		Aged Totals:		Due					
				\$37,290.04	\$37,290.04	\$0.00	\$0.00	\$0.00	

Vendor ID: 2286Name: DICKINSON FIRE FIGHTERS ASSOCIATIONClass 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	7/16/2024	7/16/2024	\$450.00	JULY 20TH WITHHOLDINGS		\$450.00			

Voucher(s): 1		Aged Totals:		Due					
				\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 175Name: DICKINSON PARKS & RECClass ID: FED TAX CLAS: GOVERNMENT NON PROFI

Voucher/ Payment 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 TRE/STA AID	INV	7/23/2024	7/23/2024	\$22,700.67	STATE TREA STATE AID REC		\$22,700.67			

City of Dickinson

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Voucher(s): 1		Aged Totals:					Due		\$22,700.67		\$22,700.67		\$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							
	287321	INV	7/29/2024	7/29/2024	\$450.00	10 EACH GRADE RINGS 27" X		\$450.00										
Voucher(s): 1		Aged Totals:					Due		\$450.00		\$450.00		\$0.00		\$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 TAX DI 07:	INV	7/22/2024	7/22/2024	\$482.24	STARK CO TAX DISTRIBUTION		\$482.24										
Voucher(s): 1		Aged Totals:					Due		\$482.24		\$482.24		\$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							
	39860	INV	7/9/2024	7/9/2024	\$141.95	MEDICAL SUPPLIES-BALER BI		\$141.95										
	39865	INV	7/9/2024	7/9/2024	\$157.48	MEDICAL SUPPLIES FOR LANI		\$157.48										
	39970	INV	7/24/2024	7/24/2024	\$691.93	MEDICAL SUPPLIES FOR PW		\$691.93										
Voucher(s): 3		Aged Totals:					Due		\$991.36		\$991.36		\$0.00		\$0.00		\$0.00	
Vendor ID: 192		Name: DONS FILTER & FURNACES UNLIMITED					Class ID:					FED TAX CLAS:		S CORP				
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over							
	055752	INV	7/22/2024	7/22/2024	\$758.44	MISC FILTERS		\$758.44										
Voucher(s): 1		Aged Totals:					Due		\$758.44		\$758.44		\$0.00		\$0.00		\$0.00	
Vendor ID: 824		Name: DTE INC-DICKINSON TRUCK EQUIP					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							
	072572	INV	7/25/2024	7/25/2024	\$26.50	MUD FLAP-W-14		\$26.50										
Voucher(s): 1		Aged Totals:					Due		\$26.50		\$26.50		\$0.00		\$0.00		\$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							
	27358	INV	6/7/2024	6/7/2024	\$82.35	REPAIR STEP THAT GOES TO			\$82.35									
	27425	INV	7/18/2024	7/18/2024	\$1,684.46	FAB & INSTALL TAILGATE-UT		\$1,684.46										
Voucher(s): 2		Aged Totals:					Due		\$1,766.81		\$1,684.46		\$82.35		\$0.00			

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Vendor ID: 1782		Name: DUO-SAFETY LADDER CORP				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	493419-000	INV	7/11/2024	7/11/2024	\$67.27	6 STAINLESS STEEL SLEEVE		\$67.27			

Voucher(s): 1		Aged Totals:				Due					
						\$67.27	\$67.27	\$0.00	\$0.00	\$0.00	

Vendor ID: 200		Name: DURACLEAN CLEANING SERVICE				Class ID: 1099		FED TAX CLAS: MISC			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1269708	INV	7/17/2024	7/17/2024	\$120.00	CLEAN CARPETS @ STATION		\$120.00			
	1270049	INV	7/17/2024	7/17/2024	\$3,000.00	CLEAN POLICE & FIRE DEPTS		\$3,000.00			

Voucher(s): 2		Aged Totals:				Due					
						\$3,120.00	\$3,120.00	\$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 070124	INV	7/1/2024	7/1/2024	\$49.58	EMPLOYEE EXP-ROBERT EBE		\$49.58			
	RE 071124	INV	7/11/2024	7/11/2024	\$49.58	EMPLOYEE EXP-ROBERT EBE		\$49.58			
	RE 071124 A	INV	7/11/2024	7/11/2024	\$49.58	EMPLOYEE EXP-ROBERT EBE		\$49.58			
	RE 071124 B	INV	7/11/2024	7/11/2024	\$49.58	EMPLOYEE EXP-ROBERT EBE		\$49.58			

Voucher(s): 4		Aged Totals:				Due					
						\$198.32	\$198.32	\$0.00	\$0.00	\$0.00	

Vendor ID: 2535		Name: ELECTRIC PUMP				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	024368	INV	6/26/2024	6/26/2024	\$24,500.00	WORK DONE @ INFLUENT ST			\$24,500.00		
	024825	INV	7/25/2024	7/25/2024	\$600.75	2 STATIONARY WEAR RINGS		\$600.75			

Voucher(s): 2		Aged Totals:				Due					
						\$25,100.75	\$600.75	\$24,500.00	\$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
	102731	INV	7/16/2024	7/16/2024	\$250.00	RADIO PROGRAMMING FEE		\$250.00			

Voucher(s): 1		Aged Totals:				Due					
						\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	

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
	906540557	INV	7/1/2024	7/1/2024	\$20,635.12	CHEMICALS		\$20,635.12			
	906548522	INV	7/3/2024	7/3/2024	\$20,907.60	CHEMICALS		\$20,907.60			

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Voucher(s): 2													Aged Totals:		Due		\$41,542.72		\$41,542.72		\$0.00		\$0.00		Section 1. Item B.	
Vendor ID: 9844				Name: FAIMAN TRUCKING, 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								
		1131		INV	7/17/2024	7/17/2024	\$2,500.00	HAUL 2 ROLL OFF CONT FROI				\$2,500.00														
Voucher(s): 1													Aged Totals:		Due		\$2,500.00		\$2,500.00		\$0.00		\$0.00		\$0.00	
Vendor ID: 5177				Name: FEDERAL LICENSING 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								
		LICENSING 2024		INV	7/29/2024	7/29/2024	\$135.00	RENEWAL/MODIFICATION				\$135.00														
Voucher(s): 1													Aged Totals:		Due		\$135.00		\$135.00		\$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								
		0652306		INV	7/15/2024	7/15/2024	\$32.04	BX LID ONLY				\$32.04														
		0746095		INV	7/23/2024	7/23/2024	\$30.99	URN REP KIT				\$30.99														
Voucher(s): 2													Aged Totals:		Due		\$63.03		\$63.03		\$0.00		\$0.00		\$0.00	
Vendor ID: 4084				Name: FERGUSON WATERWORKS #2516				Class ID:				FED TAX CLAS:														
Voucher/ Payment No.		Doc Number		Type	Doc Date	Due Date	Doc Amount	Description		Writeoff Amount		Current Period		31 - 60 Days		61 - 90 Days		91 and Over								
		0495541		INV	6/25/2024	6/25/2024	\$3,966.58	FIX 4TH AVE EAST SEWER						\$3,966.58												
		0495555		INV	7/1/2024	7/1/2024	\$154.77	FIX 4TH AVE EAST SEWER				\$154.77														
Voucher(s): 2													Aged Totals:		Due		\$4,121.35		\$154.77		\$3,966.58		\$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								
		10974		INV	7/5/2024	7/5/2024	\$1,015.00	JULY MO DATA PLAN W/VERIZ				\$1,015.00														
		10975		INV	7/5/2024	7/5/2024	\$435.03	JULY MO DATA PLAN W/VERIZ				\$435.03														
Voucher(s): 2													Aged Totals:		Due		\$1,450.03		\$1,450.03		\$0.00		\$0.00		\$0.00	
Vendor ID: 826				Name: FLOOR TO CEILING STORE				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								
		CG406466		INV	7/8/2024	7/8/2024	\$1,180.00	BLINDS FOR LIBRARY				\$1,180.00														
Voucher(s): 1													Aged Totals:		Due		\$1,180.00		\$1,180.00		\$0.00		\$0.00			
																							27			

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Vendor ID: 5859		Name: FORUM COMMUNICATIONS CO.					Class ID:		FED TAX CLAS:		S CORP		Section 1. 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		
	MP148685 063024	INV	6/30/2024	6/30/2024	\$20.00	ADVERTISING FOR MUSEUM			\$20.00				
							Due						
Voucher(s): 1		Aged Totals:		\$20.00		\$0.00		\$20.00		\$0.00		\$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		
	5443	INV	7/23/2024	7/23/2024	\$38.50	ENGRAVED PLAQUE-L PICKS		\$38.50					
							Due						
Voucher(s): 1		Aged Totals:		\$38.50		\$38.50		\$0.00		\$0.00		\$0.00	
Vendor ID: 4468		Name: FRIDRICH, JUSTIN					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		
	JF 06282024	INV	6/28/2024	6/28/2024	\$296.00	EMPLOYEE EXP-JUSTIN FRIDI			\$296.00				
	JF 07032024	INV	7/3/2024	7/3/2024	\$206.00	EMPLOYEE EXP-JUSTIN FRIDI		\$206.00					
							Due						
Voucher(s): 2		Aged Totals:		\$502.00		\$206.00		\$296.00		\$0.00		\$0.00	
Vendor ID: 6287		Name: FRIES JOEL/ TRACKER MANAGEMENT					Class ID: 1099		FED TAX CLAS:		SOLE PROP/SINGLE LLC		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over		
	17254	INV	7/10/2024	7/10/2024	\$2,469.62	07-08-24 DICKINSON-SHAKOP		\$2,469.62					
	17364	INV	7/24/2024	7/24/2024	\$2,461.19	07-17-24 DICKINSON-SHAKOP		\$2,461.19					
							Due						
Voucher(s): 2		Aged Totals:		\$4,930.81		\$4,930.81		\$0.00		\$0.00		\$0.00	
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		
	25180	INV	7/17/2024	7/17/2024	\$60,536.25	REPAIR GARBAGE BALER		\$60,536.25					
							Due						
Voucher(s): 1		Aged Totals:		\$60,536.25		\$60,536.25		\$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		
	11110177	INV	7/8/2024	7/8/2024	\$54.50	WASHERS, CAP, CAP SCREW		\$54.50					
	11110771	INV	7/9/2024	7/9/2024	\$239.15	BLADES, BEARINGS		\$239.15					
	11110772	INV	7/9/2024	7/9/2024	\$40.46	V BELT		\$40.46					
	11112308	INV	7/11/2024	7/11/2024	\$585.43	BLADE, CHUTE		\$585.43					
	11116372	INV	7/16/2024	7/16/2024	\$73.68	TORQ-GARD OIL SAE30 CF QL		\$73.68					

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11125506 INV 7/29/2024 7/29/2024 \$5.30 FUEL FILTER \$5.30

Voucher(s): 6		Aged Totals:		Due					
				\$998.52	\$998.52	\$0.00	\$0.00	\$0.00	

Vendor ID: 4550 Name: HANSON, MATT 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
	2024 SUMM SEMESTI	INV	7/8/2024	7/8/2024	\$1,282.93	TUITION REIMBURSEMENT-24		\$1,282.93			

Voucher(s): 1		Aged Totals:		Due					
				\$1,282.93	\$1,282.93	\$0.00	\$0.00	\$0.00	

Vendor ID: 1633 Name: HAWKINS 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
	6814284	INV	7/19/2024	7/19/2024	\$10,564.00	CHEMICALS		\$10,564.00			

Voucher(s): 1		Aged Totals:		Due					
				\$10,564.00	\$10,564.00	\$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
	C CASTANEDA 07/24	INV	7/3/2024	7/3/2024	\$393.75	LEGAL SERVICES-C CASTANE		\$393.75			
	DYLON JANKE 07/24	INV	7/3/2024	7/3/2024	\$604.17	LEGAL SERVICES-DYLON JAN		\$604.17			
	LINDSEY BINEK 07/24	INV	7/3/2024	7/3/2024	\$385.42	LEGAL SERVICES-LINDSEY BI		\$385.42			
	TYLER MYRICK 07/24	INV	7/3/2024	7/3/2024	\$156.25	LEGAL SERVICES-TYLER MYF		\$156.25			

Voucher(s): 4		Aged Totals:		Due					
				\$1,539.59	\$1,539.59	\$0.00	\$0.00	\$0.00	

Vendor ID: 3500 Name: HELENA CHEMICAL 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
	199102488	INV	6/1/2024	6/1/2024	\$2,882.50	CHEMICALS			\$2,882.50		

Voucher(s): 1		Aged Totals:		Due					
				\$2,882.50	\$0.00	\$2,882.50	\$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
	167975-28	INV	7/16/2024	7/16/2024	\$15,053.00	201601 NORTH INDUSTRIES U		\$15,053.00			
	231175-06	INV	7/16/2024	7/16/2024	\$94.00	202321 SOUTH DICKINSON PL		\$94.00			
	231223-04	INV	7/16/2024	7/16/2024	\$376.00	202316 NORTH INDUSTRIES S		\$376.00			
	241335-02	INV	7/16/2024	7/16/2024	\$22,319.50	202417 5TH ST SE 3RD AVE W		\$22,319.50			

Voucher(s): 4		Aged Totals:		Due					
				\$37,842.50	\$37,842.50	\$0.00	\$0.00		

Vendor ID: 4931

Name: HOBBS INCORPORATED

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

26886

INV

7/12/2024

7/12/2024

\$1,149.80

WORK ON LEAK IN DEF SYSTI

\$1,149.80

Voucher(s): 1

Aged Totals:

Due

\$1,149.80

\$1,149.80

\$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

71984

INV

7/30/2024

7/30/2024

\$11,707.25

NMOC MONITORING & REPOF

\$11,707.25

Voucher(s): 1

Aged Totals:

Due

\$11,707.25

\$11,707.25

\$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

4591105

INV

7/22/2024

7/22/2024

\$127.60

PENS, WASTEBASKET, BOWL

\$127.60

4591113

INV

7/22/2024

7/22/2024

\$13.77

PAPER, COLORS, CM

\$13.77

4594561

INV

7/25/2024

7/25/2024

\$27.41

BATTERY, COPPERTOP D BUI

\$27.41

Voucher(s): 3

Aged Totals:

Due

\$168.78

\$168.78

\$0.00

\$0.00

\$0.00

Vendor ID: 5222

Name: JB'S WINDOW CLEANING

Class ID:

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

789

INV

7/22/2024

7/22/2024

\$1,100.00

COMMERICAL EXT/INTER CITY

\$1,100.00

Voucher(s): 1

Aged Totals:

Due

\$1,100.00

\$1,100.00

\$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

2049307

INV

7/8/2024

7/8/2024

\$76.80

8 KANDIYOHI

\$76.80

2049923

INV

7/24/2024

7/24/2024

\$70.80

8 KANDIYOHI 5 GAL DRINKING

\$70.80

Voucher(s): 2

Aged Totals:

Due

\$147.60

\$147.60

\$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

168366

INV

7/5/2024

7/5/2024

\$23.27

ANGLE CUT TO SIZE

\$23.27

168702

INV

7/23/2024

7/23/2024

\$151.40

10 SMOOTH ALUMINUM CUT T

\$151.40

Voucher(s): 2

Aged Totals:

Due

\$174.67

\$174.67

\$0.00

\$0.00

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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
	22881	INV	7/19/2024	7/19/2024	\$653.80	WINDSHIELD		\$653.80			
	22882	INV	7/19/2024	7/19/2024	\$556.23	WINDSHIELD, SHOP SUPPLIE		\$556.23			
							Due				
Voucher(s): 2		Aged Totals:					\$1,210.03	\$1,210.03	\$0.00	\$0.00	\$0.00
Vendor ID: 301		Name: KLJ ENGINEERING 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
	10210085A	INV	7/25/2024	7/25/2024	\$7,009.00	204808 PUBLIC TRNG SFTY F		\$7,009.00			
	10210085B	INV	7/25/2024	7/25/2024	\$6.00	202408 PUBL TRNG SFTY FAC		\$6.00			
	10210085C	INV	7/25/2024	7/25/2024	\$392.00	MISC SUPPORT SERVICES		\$392.00			
	10210085D	INV	7/25/2024	7/25/2024	\$887.00	202216 BALER BUILDING EXP		\$887.00			
	10210420	INV	7/25/2024	7/25/2024	\$159.52	202203 LEGACY SQUARE PAR		\$159.52			
	10210463	INV	7/25/2024	7/25/2024	\$3,854.50	202110 STATE AVE HEART RI		\$3,854.50			
	10210464	INV	7/25/2024	7/25/2024	\$10,507.00	202408 DICKINSON PUBLIC SA		\$10,507.00			
	10210465	INV	7/25/2024	7/25/2024	\$24,624.00	202501 2025 ROAD MAINTENA		\$24,624.00			
	10210497	INV	7/25/2024	7/25/2024	\$84,479.00	202401 2024 ROAD MAINTENA		\$84,479.00			
							Due				
Voucher(s): 9		Aged Totals:					\$131,918.02	\$131,918.02	\$0.00	\$0.00	\$0.00
Vendor ID: 5575		Name: KUBIK, BOGNER, RIDL, SELINGER					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
	A WINTERS 062824	INV	6/28/2024	6/28/2024	\$250.00	LEGAL SERVICES-ASHLEY WI			\$250.00		
	J JOHNSON 062824	INV	6/28/2024	6/28/2024	\$225.00	LEGAL SERVICES-JAVEN JOH			\$225.00		
	L MAYS 062824	INV	6/28/2024	6/28/2024	\$300.00	LEGAL SERVICES-LACORA M			\$300.00		
	071924 OLHEISER	INV	7/19/2024	7/19/2024	\$675.00	LEGAL SERVICES-LINDSY OLI		\$675.00			
							Due				
Voucher(s): 4		Aged Totals:					\$1,450.00	\$675.00	\$775.00	\$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
	274169	INV	7/1/2024	7/1/2024	\$72.76	INTERPRETER FOR MUNI COL		\$72.76			
							Due				
Voucher(s): 1		Aged Totals:					\$72.76	\$72.76	\$0.00	\$0.00	\$0.00

Section 1. Item B.

Section 1. Item B.

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
	9311671238	INV	7/8/2024	7/8/2024	\$216.92	CLEAR POLYCARBONTEFACE		\$216.92			
							Due				
Voucher(s): 1		Aged Totals:		\$216.92		\$216.92		\$0.00	\$0.00	\$0.00	
Vendor ID: 9510		Name: LINDE GAS & EQUIPMENT 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
	43907603	INV	7/4/2024	7/4/2024	\$100.93	BLADE METAL 14" MILD STEEL		\$100.93			
	43945716	INV	7/9/2024	7/9/2024	\$35.56	OXYGEN USP AD		\$35.56			
	44152994	INV	7/23/2024	7/23/2024	\$38.80	OXYGEN, CARBON DIOXIDE		\$38.80			
							Due				
Voucher(s): 3		Aged Totals:		\$175.29		\$175.29		\$0.00	\$0.00	\$0.00	
Vendor ID: 3394		Name: LOCATORS & SUPPLIES, 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
	0315159	INV	6/27/2024	6/27/2024	\$768.58	MARKING PAINT, GREEN			\$768.58		
							Due				
Voucher(s): 1		Aged Totals:		\$768.58		\$0.00		\$768.58	\$0.00	\$0.00	
Vendor ID: 1218		Name: LOGO MAGIC INC				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	143543	INV	6/27/2024	6/27/2024	\$161.00	CLOTHING ORDERED-A PAUL			\$161.00		
	143759	INV	7/9/2024	7/9/2024	\$248.00	CLOTHING ORDERED-B STEC		\$248.00			
	143819	INV	7/9/2024	7/9/2024	\$120.00	10 LONG SLEEVE T-SHIRTS-FI		\$120.00			
	143864	INV	7/10/2024	7/10/2024	\$45.00	VEST ORDERED- MELISSA W		\$45.00			
	144284	INV	7/26/2024	7/26/2024	\$100.00	CAPS & TSHIRTS-B MIDDLETC		\$100.00			
	144307	INV	7/29/2024	7/29/2024	\$120.00	CAPS,T-SHIRTS ORDERED- BI		\$120.00			
	144320	INV	7/29/2024	7/29/2024	\$60.00	3 CAPS ORDERED-LEE MAGS		\$60.00			
							Due				
Voucher(s): 7		Aged Totals:		\$854.00		\$693.00		\$161.00	\$0.00	\$0.00	
Vendor ID: 4343		Name: M&T FIRE AND SAFETY				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	12314	INV	7/24/2024	7/24/2024	\$13,208.01	COATS, PANTS FOR FIRE DEF		\$13,208.01			
							Due				
Voucher(s): 1		Aged Totals:		\$13,208.01		\$13,208.01		\$0.00	\$0.00	\$0.00	

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Vendor ID: 6192		Name: MAC'S HARDWARE				Class ID:		FED TAX CLAS:		C CORP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	C44491/D	INV	7/10/2024	7/10/2024	\$46.96	BULK FASTENERS		\$46.96			
	C46031/D	INV	7/24/2024	7/24/2024	\$204.12	ROPE, NYLON, HOOK W/LATC		\$204.12			
							Due				
Voucher(s): 2		Aged Totals:					\$251.08	\$251.08	\$0.00	\$0.00	\$0.00

Vendor ID: 5715		Name: MARTIN'S WELDING & REFRIGERATION INC				Class ID:		FED TAX CLAS:		S CORP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	47631	INV	6/17/2024	6/17/2024	\$150.00	SERVICE WORK WATER FOU			\$150.00		
	47673	INV	6/17/2024	6/17/2024	\$1,324.00	LOW PRESSURE TRANSDUCE			\$1,324.00		
	47692	INV	6/25/2024	6/25/2024	\$353.50	SERVICE WORK ON A/C			\$353.50		
	47697	INV	6/26/2024	6/26/2024	\$594.00	44 RECOVERED UNITS @ BAL			\$594.00		
	47720	INV	7/1/2024	7/1/2024	\$837.50	INSTALL CONDENSATE MATE		\$837.50			
	47728	INV	7/2/2024	7/2/2024	\$728.60	AIR SCRUBBER FOR CITY HAI		\$728.60			
	47740	INV	7/2/2024	7/2/2024	\$457.76	SERVICE WORK ON A/C BRO/		\$457.76			
	47777	INV	7/9/2024	7/9/2024	\$472.50	35 RECOVERED UNITS		\$472.50			
	47832	INV	7/15/2024	7/15/2024	\$1,027.72	SERVICE WORK @ PUBLIC S/		\$1,027.72			
							Due				
Voucher(s): 9		Aged Totals:					\$5,945.58	\$3,524.08	\$2,421.50	\$0.00	\$0.00

Vendor ID: 4828		Name: MENARDS				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	50616	CRM	7/10/2024		(\$36.98)	RETURN 30X48 LF CDLS CELL		(\$36.98)			
	50488	INV	7/8/2024	7/8/2024	\$16.95	MULTI CUTTING WHEEL, FLAF		\$16.95			
	50495	INV	7/8/2024	7/8/2024	\$28.14	MOWER STARTER ROPE, WA		\$28.14			
	50619	INV	7/10/2024	7/10/2024	\$99.09	LG BOX, MISC CLEANING PRC		\$99.09			
	50632	INV	7/10/2024	7/10/2024	\$153.01	USB, MURPHY OIL, BAG OF R/		\$153.01			
	50710	INV	7/11/2024	7/11/2024	\$75.49	BAG OF RAGS, PORT BRUSH,		\$75.49			
	50712	INV	7/11/2024	7/11/2024	\$57.94	4" BLOW GUN, AIR HOSE, COL		\$57.94			
	50757	INV	7/12/2024	7/12/2024	\$35.97	5" DECK WHEEL W/ BOLT		\$35.97			
	50758	INV	7/12/2024	7/12/2024	\$15.48	MASTER CUT IN 1.5", QS 9" X 1		\$15.48			
	50913	INV	7/15/2024	7/15/2024	\$12.50	20 & 60 LB ONE STEP HANGEI		\$12.50			

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50920	INV	7/15/2024	7/15/2024	\$22.90	AMDRO BAIT STAKES, ANT ST	\$22.90
50922	INV	7/15/2024	7/15/2024	\$44.88	HEAVY DUTY 16 QT CRATES (	\$44.88
50969	INV	7/16/2024	7/16/2024	\$29.28	5 LB BLUE CHALK, 100FT REE	\$29.28
50971	INV	7/16/2024	7/16/2024	\$3.98	DESIGNER BOWL BRUSH	\$3.98
50979	INV	7/16/2024	7/16/2024	\$16.70	CABLE TIES, ELEC TAPE	\$16.70
51032	INV	7/17/2024	7/17/2024	\$169.75	PIPE, COUPLINGS, CUTTER, E	\$169.75
51035	INV	7/17/2024	7/17/2024	\$183.68	MISC SUPPLIES FOR CITY SHI	\$183.68
51059	INV	7/17/2024	7/17/2024	\$34.40	COPPER STRAP, DRILL BITS, '	\$34.40
51101 A	INV	7/18/2024	7/18/2024	\$81.24	BRASS TEE, COPPER PIPE, EI	\$81.24
51107	INV	7/18/2024	7/18/2024	\$80.93	MISC ITEMS FOR SOLID WAS1	\$80.93
51357	INV	7/23/2024	7/23/2024	\$70.97	PVC 36", ADLER 1H KIT 3 HOLI	\$70.97
51375	INV	7/23/2024	7/23/2024	\$196.00	6000 BTU ELECTRONIC WAC	\$196.00
51416	INV	7/24/2024	7/24/2024	\$30.98	18PC POWER DRIVE BIT SET,	\$30.98
51418	INV	7/24/2024	7/24/2024	\$14.47	FORESTER 6" FLAT FILES, CO	\$14.47
51500	INV	7/25/2024	7/25/2024	\$42.95	SIMPLGRN, OTHRO ANT ROAC	\$42.95
51735	INV	7/30/2024	7/30/2024	\$99.95	800 SERIES/G1/S1-6 AL/CO	\$99.95

Voucher(s):	26	Aged Totals:	Due					
			\$1,580.65	\$1,580.65	\$0.00	\$0.00	\$0.00	

Vendor ID: 370		Name: MIDWEST DOORS 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
	95818	INV	7/10/2024	7/10/2024	\$247.00	21" STYLE PLATE, SUPER SLK		\$247.00			
	95890	INV	7/18/2024	7/18/2024	\$424.81	LABOR TO CHG SPRING, LUBI		\$424.81			
	95929	INV	7/24/2024	7/24/2024	\$205.23	CHAIN TENSIONER, LABOR		\$205.23			

Voucher(s):	3	Aged Totals:	Due					
			\$877.04	\$877.04	\$0.00	\$0.00	\$0.00	

Vendor ID: 5645		Name: MIDWEST LABORATORIES, INC				Class ID:		FED TAX CLAS:		C CORP		
Voucher/ Payment No.		Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
		1191696	INV	7/2/2024	7/2/2024	\$373.00	TESTING MATERIALS		\$373.00			

Voucher(s):	1	Aged Totals:	Due					
			\$373.00	\$373.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 1732		Name: MIDWEST TAPE					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	505749257	INV	7/11/2024	7/11/2024	\$116.21	DIP AV		\$116.21			
	505749258	INV	7/11/2024	7/11/2024	\$206.17	DIP CH AV		\$206.17			
	505749270	INV	7/11/2024	7/11/2024	\$76.47	BC AV		\$76.47			
	505780873	INV	7/18/2024	7/18/2024	\$114.96	DIP CH AV		\$114.96			
	505780875	INV	7/18/2024	7/18/2024	\$73.48	DIP AV		\$73.48			
	505808934	INV	7/24/2024	7/24/2024	\$118.48	DIP AV		\$118.48			
	505808935	INV	7/24/2024	7/24/2024	\$118.48	BC AV		\$118.48			
							Due				
Voucher(s): 7		Aged Totals:					\$824.25	\$824.25	\$0.00	\$0.00	\$0.00

Vendor ID: 984		Name: MINNESOTA VALLEY TESTING LAB INC					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1259915	INV	7/3/2024	7/3/2024	\$49.00	CHEMICALS		\$49.00			
	1260408	INV	7/8/2024	7/8/2024	\$145.00	CHEMICALS		\$145.00			
	1260416	INV	7/8/2024	7/8/2024	\$293.50	CHEMICALS		\$293.50			
	1260891	INV	7/10/2024	7/10/2024	\$49.00	CHEMICALS		\$49.00			
	1260897	INV	7/10/2024	7/10/2024	\$293.50	CHEMICALS		\$293.50			
	1260901	INV	7/10/2024	7/10/2024	\$135.00	CHEMICALS		\$135.00			
	1261172	INV	7/11/2024	7/11/2024	\$1,101.80	CHEMICALS		\$1,101.80			
	1261184	INV	7/11/2024	7/11/2024	\$225.00	CHEMICALS		\$225.00			
	1261983	INV	7/17/2024	7/17/2024	\$171.10	CHEMICALS		\$171.10			
	1262235	INV	7/18/2024	7/18/2024	\$145.00	CHEMICALS		\$145.00			
	1262240	INV	7/18/2024	7/18/2024	\$293.50	CHEMICALS		\$293.50			
	1262663	INV	7/22/2024	7/22/2024	\$196.30	CHEMICALS		\$196.30			
	1263371	INV	7/25/2024	7/25/2024	\$145.00	CHEMICALS		\$145.00			
	1263376	INV	7/25/2024	7/25/2024	\$293.50	CHEMICALS		\$293.50			
	1263566	INV	7/26/2024	7/26/2024	\$145.00	CHEMICALS		\$145.00			
	1263707	INV	7/29/2024	7/29/2024	\$49.00	CHEMICALS		\$49.00			
	1263713	INV	7/29/2024	7/29/2024	\$49.00	CHEMICALS		\$49.00			

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1263716 INV 7/29/2024 7/29/2024 \$49.00 CHEMICALS \$49.00

Voucher(s): 18		Aged Totals:	Due				
			\$3,828.20	\$3,828.20	\$0.00	\$0.00	\$0.00

Vendor ID: 380 Name: MONTANA-DAKOTA UTILITY Class ID: FED TAX CLAS:

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	292 122 1000 8	INV	7/1/2024	7/1/2024	\$105.56	W 2ND ST W 3RD AVE		\$105.56			
	351 043 1000 4	INV	7/1/2024	7/1/2024	\$86.48	EMERGENCY MGMT 530 FAIRB		\$86.48			
	505 122 1000 1	INV	7/1/2024	7/1/2024	\$46.52	W 4TH AVE DICKINSON ALLEY		\$46.52			
	547 122 1000 1	INV	7/1/2024	7/1/2024	\$45.52	ROCKY BUTTE PK PARK TANP		\$45.52			
	60522210008	INV	7/1/2024	7/1/2024	\$34.43	W VILLARD ST BLK LIGHTS		\$34.43			
	993 122 1000 0	INV	7/1/2024	7/1/2024	\$47.70	DICKINSON SIGNAL LITES W 5		\$47.70			
	54793	INV	7/2/2024	7/2/2024	\$1,853.21	REPAIR STREET LIGHT		\$1,853.21			
	236 829 4289 3	INV	7/3/2024	7/3/2024	\$51.69	1150 STATE AVE STREET LIGI		\$51.69			
	40432210009	INV	7/3/2024	7/3/2024	\$478.83	W 14TH ST LIFT STATION SIMI		\$478.83			
	411 633 3532 0	INV	7/3/2024	7/3/2024	\$91.12	1340 1/2 W VILLARD ST		\$91.12			
	41432210007	INV	7/3/2024	7/3/2024	\$60.26	2100 3RD ST W HIGHWAY 22 S		\$60.26			
	83243529704	INV	7/3/2024	7/3/2024	\$60.26	1400 3RD AVE E TRAFFIC SIGI		\$60.26			
	05295310006	INV	7/8/2024	7/8/2024	\$25.91	1587 GRASSLANDS DR		\$25.91			
	106 127 1790 9	INV	7/8/2024	7/8/2024	\$261.64	2475 STATE AVE N MAIN BUIL		\$261.64			
	115 654 8615 3	INV	7/8/2024	7/8/2024	\$173.11	1685 1/2 W 19TH ST		\$173.11			
	15658310006	INV	7/8/2024	7/8/2024	\$85.14	1201 W 3RD AV SPRINKLER S		\$85.14			
	192 439 3720 8	INV	7/8/2024	7/8/2024	\$61.27	1791 21ST ST E		\$61.27			
	195 422 1000 0	INV	7/8/2024	7/8/2024	\$67.91	W 20TH ST W 19TH ST SIREN		\$67.91			
	241 900 7363 5	INV	7/8/2024	7/8/2024	\$225.24	2015 1/2 WAHL ST		\$225.24			
	42732210002	INV	7/8/2024	7/8/2024	\$2,211.79	989 15TH ST W LIFT 12 STATI		\$2,211.79			
	49532210009	INV	7/8/2024	7/8/2024	\$147.22	W 13TH ST		\$147.22			
	53524310009	INV	7/8/2024	7/8/2024	\$95.07	STREET LIGHT CONTROL 133		\$95.07			
	677 807 9292 4	INV	7/8/2024	7/8/2024	\$115.10	1520 STATE AVE		\$115.10			
	75612251993	INV	7/8/2024	7/8/2024	\$66.86	2999 W 21ST ST TRAFFIC SIGI		\$66.86			
	81932210008	INV	7/8/2024	7/8/2024	\$55.03	W 3RD AVE W 15TH ST LIGHT		\$55.03			

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824 718 6909 7	INV	7/8/2024	7/8/2024	\$67.42	676 12TH ST W	\$67.42
849 981 1089 8	INV	7/8/2024	7/8/2024	\$15.58	1851 15TH ST W	\$15.58
92800947225	INV	7/8/2024	7/8/2024	\$546.31	2475 STATE AVE N GENERAT	\$546.31
982 386 9285 3	INV	7/8/2024	7/8/2024	\$115.00	2300 W 21ST ST	\$115.00
006 522 1000 6	INV	7/10/2024	7/10/2024	\$71.28	620 W BROADWAY WATER VE	\$71.28
011 522 1000 9	INV	7/10/2024	7/10/2024	\$575.37	615 W BROADWAY ST ST DEF	\$575.37
034 433 6592 3	INV	7/10/2024	7/10/2024	\$84.30	38 1/2 S STATE AVE	\$84.30
076 608 6751 1	INV	7/10/2024	7/10/2024	\$142.42	2ND ST SW AND STATE AVE	\$142.42
080 727 4399 3	INV	7/10/2024	7/10/2024	\$60.74	481 1/2 RIVER DR	\$60.74
111 522 1000 8	INV	7/10/2024	7/10/2024	\$68.27	635 W BROADWAY WHSE	\$68.27
163 633 4305 0	INV	7/10/2024	7/10/2024	\$239.54	500 EAST BROADWAY (GEN)	\$239.54
190 522 1000 2	INV	7/10/2024	7/10/2024	\$195.77	387 S STATE AVE	\$195.77
224 153 1000 6	INV	7/10/2024	7/10/2024	\$48.52	2103 W VILLARD ST ST LITES	\$48.52
253 522 1000 6	INV	7/10/2024	7/10/2024	\$203.67	103 3RD ST SE LIFT STATION	\$203.67
341 522 1000 0	INV	7/10/2024	7/10/2024	\$613.01	500 E BROADWAY LIFT STATI	\$613.01
365 814 2853 3	INV	7/10/2024	7/10/2024	\$33.83	11470 HIGHWAY 10	\$33.83
400 523 8047 0	INV	7/10/2024	7/10/2024	\$404.21	140 6TH AVE SE	\$404.21
402 622 1000 4	INV	7/10/2024	7/10/2024	\$281.33	300 5TH ST SW 5 LIFT STATIO	\$281.33
421 622 1000 1	INV	7/10/2024	7/10/2024	\$302.44	S MAIN LIFT STATION	\$302.44
474 349 8466 3	INV	7/10/2024	7/10/2024	\$47.42	122 1ST ST W FIRST ON FIRS1	\$47.42
499 653 0566 4	INV	7/10/2024	7/10/2024	\$1,812.58	2486 W VILLARD ST	\$1,812.58
511 522 1000 4	INV	7/10/2024	7/10/2024	\$351.63	W BROADWAY #7	\$351.63
528 381 4575 4	INV	7/10/2024	7/10/2024	\$235.51	615 W BROADWAY (GEN)	\$235.51
542 688 9300 2	INV	7/10/2024	7/10/2024	\$9,750.25	811 W BROADWAY BLDG A	\$9,750.25
582 795 8573 9	INV	7/10/2024	7/10/2024	\$51.42	103 SE 3RD ST (GEN)	\$51.42
63519672388	INV	7/10/2024	7/10/2024	\$52.35	W BROADWAY #7 (GEN)	\$52.35
656 522 1000 9	INV	7/10/2024	7/10/2024	\$185.99	SW 4TH ST	\$185.99
675 522 1000 6	INV	7/10/2024	7/10/2024	\$52.23	S MAIN	\$52.23
711 522 1000 2	INV	7/10/2024	7/10/2024	\$53.86	W 3RD AVE STORM PUMP TM	\$53.86

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742 043 1000 2	INV	7/10/2024	7/10/2024	\$105.74	1099 W BROADWAY ST LIGHT	\$105.74
842 043 1000 1	INV	7/10/2024	7/10/2024	\$125.69	458 E BROADWAY ST STREET	\$125.69
87599896864	INV	7/10/2024	7/10/2024	\$192.49	625 W BROADWAY (GEN)	\$192.49
901 522 1000 2	INV	7/10/2024	7/10/2024	\$242.24	625 W BROADWAY ST WATEF	\$242.24
946 088 8119 2	INV	7/10/2024	7/10/2024	\$177.70	811 W BROADWAY BLG B WA`	\$177.70
024 722 1000 0	INV	7/12/2024	7/12/2024	\$232.91	901 LIVESTOCK LN	\$232.91
253 968 2546 2	INV	7/12/2024	7/12/2024	\$4,267.60	485 10TH AVE SE	\$4,267.60
254 588 3855 1	INV	7/12/2024	7/12/2024	\$25,322.84	10816 38TH ST SW	\$25,322.84
585 822 1000 9	INV	7/12/2024	7/12/2024	\$398.14	1795 E VILLARD ST	\$398.14
634 715 6883 0 09/19	INV	7/12/2024	7/12/2024	\$57.88	366 1/2 SE 8TH ST	\$57.88
690 913 1000 8	INV	7/12/2024	7/12/2024	\$58.18	1591 SW 8TH ST	\$58.18
860 043 1000 8	INV	7/12/2024	7/12/2024	\$44.14	611 6TH AVE SE	\$44.14
913 822 1000 2	INV	7/12/2024	7/12/2024	\$222.51	6 LIFT STAT	\$222.51
960 043 1000 7	INV	7/12/2024	7/12/2024	\$41.44	SW 8TH ST	\$41.44
04982210009 07/24	INV	7/15/2024	7/15/2024	\$18,099.09	615 W BROADWAY ST COMM	\$18,099.09
14982210008 07/24	INV	7/15/2024	7/15/2024	\$1,049.45	615 W BROADWAY ST WHITE	\$1,049.45
131 032 1000 4	INV	7/16/2024	7/16/2024	\$139.07	601E 4TH AV WATER TOWER	\$139.07
190 502 4626 3	INV	7/16/2024	7/16/2024	\$134.65	3411 PUBLIC WORKS BLVD	\$134.65
253 707 7071 8	INV	7/16/2024	7/16/2024	\$56.01	981 E VILLARD ST FEED #1	\$56.01
264 295 4416 1	INV	7/16/2024	7/16/2024	\$110.93	498 1/2 W VILLARD ST	\$110.93
292 514 6934 1	INV	7/16/2024	7/16/2024	\$173.51	38 W 1ST ST GEN	\$173.51
310 672 9512 6	INV	7/16/2024	7/16/2024	\$86.80	801 1/2 E VILLARD ST	\$86.80
325 323 1000 3	INV	7/16/2024	7/16/2024	\$235.89	3389 ENERGY CENTER DR	\$235.89
355 032 1000 3	INV	7/16/2024	7/16/2024	\$1,241.54	450 10TH AVE E 3 UND WATEI	\$1,241.54
369 922 1000 9	INV	7/16/2024	7/16/2024	\$380.09	E 8TH AVE EAST	\$380.09
421 922 1000 5	INV	7/16/2024	7/16/2024	\$41.36	E VILLARD ST CROSSWALK LI	\$41.36
423 887 3732 4	INV	7/16/2024	7/16/2024	\$72.68	398 1/2 W VILLARD ST	\$72.68
482 775 9172 2	INV	7/16/2024	7/16/2024	\$42.80	3405 PUBLIC WORKS BLVD	\$42.80
497 240 6791 0	INV	7/16/2024	7/16/2024	\$4.14	22 1/2 E 3RD ST	\$4.14

City of Dickinson							
505 039 8216 2	INV	7/16/2024	7/16/2024	\$214.44	1788 I94 BUSINESS LOOP E		\$214.44
513 939 3150 9	INV	7/16/2024	7/16/2024	\$59.29	11 1/2 4TH AVE E		\$59.29
516 822 1000 3	INV	7/16/2024	7/16/2024	\$1,057.49	25 2ND AVE W		\$1,057.49
582 020 9108 6	INV	7/16/2024	7/16/2024	\$95.56	104 1/2 W VILLARD ST		\$95.56
677 822 1000 8	INV	7/16/2024	7/16/2024	\$62.21	SIMS ST DOWNTOWN PARK		\$62.21
681 038 0090 7	INV	7/16/2024	7/16/2024	\$129.53	3405 PUBLIC WORKS BLVD (G		\$129.53
71736003253 07/24	INV	7/16/2024	7/16/2024	\$100.09	3411 PUBLIC WORKS BLVD BF		\$100.09
728 198 3772 4	INV	7/16/2024	7/16/2024	\$102.26	950 1/2 W VILLARD ST		\$102.26
773 690 7663 1	INV	7/16/2024	7/16/2024	\$789.08	122 1ST AVE W		\$789.08
829 968 3952 6	INV	7/16/2024	7/16/2024	\$3,721.70	38 1ST ST W		\$3,721.70
944 610 0636 6	INV	7/16/2024	7/16/2024	\$108.68	991 E VILLARD ST FEED #2		\$108.68
947 822 1000 2	INV	7/16/2024	7/16/2024	\$60.51	SIMS ST TRAFFIC LIGHT		\$60.51
955 293 0051 9	INV	7/16/2024	7/16/2024	\$60.00	28 1/2 2ND AVE E		\$60.00
995 822 1000 3	INV	7/16/2024	7/16/2024	\$14.67	233 W VILLARD ST		\$14.67
069 243 1000 3	INV	7/18/2024	7/18/2024	\$145.63	229 E MUSEUM DR POST PAR		\$145.63
120 132 1000 5	INV	7/18/2024	7/18/2024	\$41.34	E 10TH ST		\$41.34
179 575 1883 4	INV	7/18/2024	7/18/2024	\$836.89	188 E MUSEUM DR APT B		\$836.89
274 132 1000 9	INV	7/18/2024	7/18/2024	\$113.83	200 E MUSEUM DR PRARIE OL		\$113.83
284 132 1000 7	INV	7/18/2024	7/18/2024	\$155.71	W 12TH ST ST LITES 3RD AVE		\$155.71
298 563 1000 7	INV	7/18/2024	7/18/2024	\$116.85	611 10TH AVE E		\$116.85
474 132 1000 7	INV	7/18/2024	7/18/2024	\$485.65	198 E MUSEUM DR APT A		\$485.65
529 279 6569 0	INV	7/18/2024	7/18/2024	\$92.41	2115 10TH AVE W		\$92.41
574 132 1000 6	INV	7/18/2024	7/18/2024	\$125.84	188 MUSEUM DR E		\$125.84
612 823 1000 4	INV	7/18/2024	7/18/2024	\$66.65	209 R MUSEUM DR		\$66.65
674 132 1000 5	INV	7/18/2024	7/18/2024	\$899.65	46 W MUSEUM DR		\$899.65
800 132 1000 2	INV	7/18/2024	7/18/2024	\$44.67	E 10TH ST FIRE SIREN CEMET		\$44.67
900 132 1000 1	INV	7/18/2024	7/18/2024	\$37.95	E 10TH ST CEMETARY		\$37.95
968 373 1000 0	INV	7/18/2024	7/18/2024	\$329.17	LIFT STATION 1071 SIMS ST		\$329.17
198 874 5490 8	INV	7/23/2024	7/23/2024	\$58.97	2884 FAIRWAY ST		\$58.97

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256 583 1000 5	INV	7/23/2024	7/23/2024	\$86.49	2601 STATE BL	\$86.49
260 043 1000 4	INV	7/23/2024	7/23/2024	\$44.97	2006 FAIRWAY ST	\$44.97
597 333 1000 3	INV	7/23/2024	7/23/2024	\$120.27	2001 FAIRWAY ST REC CENTE	\$120.27
61946591668 07/24	INV	7/23/2024	7/23/2024	\$142.51	801 STATE AVE TRAFFIC SIGN	\$142.51
640 322 1000 3	INV	7/23/2024	7/23/2024	\$58.48	W VILLARD ST STOP LIGHTS	\$58.48
755 153 1000 3	INV	7/23/2024	7/23/2024	\$122.60	2171 EMPIRE DR	\$122.60
755 573 1000 2	INV	7/23/2024	7/23/2024	\$136.67	2433 1/2 4TH ST W	\$136.67
802 463 1000 9	INV	7/23/2024	7/23/2024	\$294.98	2693 FAIRWAY ST	\$294.98
855 153 1000 2	INV	7/23/2024	7/23/2024	\$105.89	451 23RD AVE E	\$105.89

Voucher(s):	121	Aged Totals:	Due			
			\$87,812.21	\$87,812.21	\$0.00	\$0.00
					\$0.00	\$0.00

Vendor ID: 9868			Name: MOORE ENGINEERING, INC				Class ID:		FED TAX CLAS: S CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	39389	INV	7/17/2024	7/17/2024	\$19,760.20	202414 10TH AVE E VILLARD S		\$19,760.20			
	39390	INV	7/17/2024	7/17/2024	\$5,378.75	202423 SANITARY SEWER MA		\$5,378.75			

Voucher(s):	2	Aged Totals:	Due			
			\$25,138.95	\$25,138.95	\$0.00	\$0.00
					\$0.00	\$0.00

Vendor ID: 2840			Name: MOTT GALLERY OF HISTORY & ART				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
	2024 GRANT FUNDS	INV	7/29/2024	7/29/2024	\$5,000.00	GRANT FUNDS 2024		\$5,000.00			

Voucher(s):	1	Aged Totals:	Due			
			\$5,000.00	\$5,000.00	\$0.00	\$0.00
					\$0.00	\$0.00

Vendor ID: 5040			Name: MTI 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
	1438580-00	INV	7/10/2024	7/10/2024	\$132.91	BELT, BLADES		\$132.91			
	1438580-01	INV	7/12/2024	7/12/2024	\$104.79	BELT, BLADES		\$104.79			

Voucher(s):	2	Aged Totals:	Due			
			\$237.70	\$237.70	\$0.00	\$0.00
					\$0.00	\$0.00

Vendor ID: 6254			Name: ND DEPT OF ENVIROMENTAL QUALITY				Class ID:		FED TAX CLAS:		STATE GOVERNMENT	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	DICKINSON LANDF03	INV	6/21/2024	6/21/2024	\$1,000.00	MUNICIPAL WASTE FEE			\$1,000.00			
	4456	INV	7/11/2024	7/11/2024	\$900.00	2025 REGISTRATIONS		\$900.00				

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Voucher(s): 2		Aged Totals:		Due		\$1,900.00		\$900.00		\$1,000.00		\$0.00		Section 1. Item B.									
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	
		072424		INV		7/24/2024		7/24/2024		\$12,788.47		202232 EBL MICROSURFACE				\$12,788.47							
		072424 201604		INV		7/24/2024		7/24/2024		\$23,688.92		201604 I-94 BUSINESS LOOP E				\$23,688.92							
		202311 07242024		INV		7/24/2024		7/24/2024		\$24,562.19		202311 2024 TRANSP & COMP				\$24,562.19							
		202311 072424A		INV		7/24/2024		7/24/2024		\$9,374.03		202311 2024 TRANSP & COMP				\$9,374.03							
		202232 072524		INV		7/25/2024		7/25/2024		\$327.01		202232 10TH AVE EAST TO I-9				\$327.01							
Voucher(s): 5		Aged Totals:		Due		\$70,740.62		\$70,740.62		\$0.00		\$0.00		\$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	
		X104043566:01		INV		7/16/2024		7/16/2024		\$284.24		NANONET LUBE FILTERS (4)				\$284.24							
		X104043727:01		INV		7/25/2024		7/25/2024		\$230.00		BAT, GRP, BATTERY, GROUP				\$230.00							
Voucher(s): 2		Aged Totals:		Due		\$514.24		\$514.24		\$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	
		392540/1		INV		7/8/2024		7/8/2024		\$3.40		4 FASTENER BY UNIT				\$3.40							
		392577/1		INV		7/9/2024		7/9/2024		\$12.58		2 LUBE ACE LUB-E 11OZ ACE				\$12.58							
		392599/1		INV		7/10/2024		7/10/2024		\$8.09		LEVER FLUSH CHROME				\$8.09							
		392640/1		INV		7/11/2024		7/11/2024		\$20.68		FLY TRAP OUTDOORS, FLY KI				\$20.68							
		392662/1		INV		7/11/2024		7/11/2024		\$6.29		FASTENER BY UNIT				\$6.29							
		392688/1		INV		7/12/2024		7/12/2024		\$8.97		CLAMP 3/4 TO 1-3/4"SS, SU HC				\$8.97							
		392711/1		INV		7/15/2024		7/15/2024		\$59.98		STIHL FULL SYNTH 2 CYCLE 2				\$59.98							
		392727/1		INV		7/15/2024		7/15/2024		\$7.16		PVC NIPPLE				\$7.16							
		392730/1		INV		7/15/2024		7/15/2024		\$5.83		ADAPTR POLZ LMPHLD, OUTL				\$5.83							
		392731/1		INV		7/15/2024		7/15/2024		\$8.99		RD ALUM TUBE 1/2 X.35X36				\$8.99							
		392733/1		INV		7/15/2024		7/15/2024		\$21.52		COUPLE SCH80, PVC NIPPLE				\$21.52							
		392734/1		INV		7/15/2024		7/15/2024		\$8.85		ADAPTR SCH40, BUSHINGS				\$8.85							
		392791/1		INV		7/17/2024		7/17/2024		\$9.84		ADAPTR SCH40, ELBOWS				\$9.84							

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392798/1	INV	7/17/2024	7/17/2024	\$63.36	FASTENER BY UNIT, TIRE HT	\$63.36
392801/1	INV	7/17/2024	7/17/2024	\$71.43	COPPER PIPE, TUBE CUTTER	\$71.43
392806/1	INV	7/17/2024	7/17/2024	\$619.99	BR 700-Z BLOWER BACKPACK	\$619.99
392808/1	INV	7/17/2024	7/17/2024	\$23.99	COPPER PIPE 1/2"X10'	\$23.99
392819/1	INV	7/18/2024	7/18/2024	\$20.37	SPRING SNAP, CABLE, FASTE	\$20.37
392820/1	INV	7/18/2024	7/18/2024	\$20.37	CABLE, SPRING SNAP, FASTE	\$20.37
392839/1	INV	7/18/2024	7/18/2024	\$11.31	PUSH THR ADPTR 3/8X1/2M"	\$11.31
392862/1	INV	7/19/2024	7/19/2024	\$27.77	GARDEN HOSE, FASTENER B	\$27.77
393004/1	INV	7/24/2024	7/24/2024	\$14.37	MTL WHL T1 4.5X.45X7/8X"	\$14.37
393010/1	INV	7/24/2024	7/24/2024	\$51.24	A/C WINDOW SEAL, SCREWS	\$51.24
393123/1	INV	7/30/2024	7/30/2024	\$28.77	BUNGEE 48" GRAY 2 PK, BAG	\$28.77

Voucher(s):	24	Aged Totals:	Due					
			\$1,135.15	\$1,135.15	\$0.00	\$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
	TRFINV055134	INV	7/12/2024	7/12/2024	\$117.73	4 SPECIAL SIGNS FOR CITY		\$117.73			

Voucher(s):	1	Aged Totals:	Due					
			\$117.73	\$117.73	\$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
	31645	INV	4/29/2024	4/29/2024	\$224.00	NITROGEN CANISTER					\$224.00

Voucher(s):	1	Aged Totals:	Due					
			\$224.00	\$0.00	\$0.00	\$0.00	\$224.00	

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	
	202203 3 FINAL	INV	6/25/2024	6/25/2024	\$37,103.55	202203 LEGACY SQUARE PAR			\$37,103.55			
	D 44864	INV	7/16/2024	7/16/2024	\$197.50	HMA 4" PATCHING-DENNY'S S		\$197.50				
	D 44865	INV	7/16/2024	7/16/2024	\$829.50	HMA 4" PATCHING 921 2ND AV		\$829.50				
	202401 2	INV	7/31/2024	7/31/2024	\$1,492,123.91	202401 2024 ROAD MAINTENA		\$1,492,123.91				

Voucher(s):	4	Aged Totals:	Due					
			\$1,530,254.46	\$1,493,150.91	\$37,103.55	\$0.00	\$0.00	

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Vendor ID: 2409		Name: NORTHERN TRUCK EQUIPMENT CORP					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	FG 22623	INV	7/17/2024	7/17/2024	\$343.60	CYLINDER KIT AIR		\$343.60			

Voucher(s): 1		Aged Totals:					Due				
							\$343.60	\$343.60	\$0.00	\$0.00	\$0.00

Vendor ID: 437		Name: NORTHWEST TIRE INC					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2282049	CRM	7/10/2024		(\$8.00)	TIRE DISPOSAL FOR UNIT PD:		(\$8.00)			
	19052752	INV	7/9/2024	7/9/2024	\$72.99	VALVES INSTALLED, ADV TUF		\$72.99			
	2282043	INV	7/10/2024	7/10/2024	\$204.63	NEW TIRES FOR UNIT PD27		\$204.63			

Voucher(s): 3		Aged Totals:					Due				
							\$269.62	\$269.62	\$0.00	\$0.00	\$0.00

Vendor ID: 3390		Name: O'REILLY AUTO PARTS					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
	1865-318542	INV	7/17/2024	7/17/2024	\$35.99	7.5 OZ GSKMAKR		\$35.99			
	1865-319906	INV	7/23/2024	7/23/2024	\$12.18	MICOR CUTTER, DISCONNEC		\$12.18			

Voucher(s): 2		Aged Totals:					Due				
							\$48.17	\$48.17	\$0.00	\$0.00	\$0.00

Vendor ID: 2131		Name: OLYMPIC SALES INC					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	14845	INV	7/22/2024	7/22/2024	\$1,141.97	ASL PACK CYLINDER, SEAL/P		\$1,141.97			

Voucher(s): 1		Aged Totals:					Due				
							\$1,141.97	\$1,141.97	\$0.00	\$0.00	\$0.00

Vendor ID: 6247		Name: ONYX + IVORY 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
	1026	INV	7/9/2024	7/9/2024	\$40.00	MENDING FOR FIRE DEPT		\$40.00			

Voucher(s): 1		Aged Totals:					Due				
							\$40.00	\$40.00	\$0.00	\$0.00	\$0.00

Vendor ID: 6258		Name: POWELL LAW PC					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
	4777	INV	6/26/2024	6/26/2024	\$250.00	LEGAL SERVICES-NICOLE WH			\$250.00		
	4778	INV	6/26/2024	6/26/2024	\$312.50	LEGAL SERVICES-BMPEZENI			\$312.50		
	4779	INV	6/26/2024	6/26/2024	\$250.00	LEGAL SRVS-WHITNEY SULLI'			\$250.00		
	4780	INV	6/26/2024	6/26/2024	\$250.00	LEGAL SERVICES-STEP YEVE			\$250.00		

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4781	INV	6/26/2024	6/26/2024	\$687.50	LEGAL SERVICES-K CUNNING	\$687.50
4782	INV	6/26/2024	6/26/2024	\$625.00	LEGAL SERVICES-JEROMY EL	\$625.00
4783	INV	6/26/2024	6/26/2024	\$500.00	LEGAL SERVICES-B MPEZENI	\$500.00

Voucher(s):	7	Aged Totals:	Due	\$2,875.00	\$0.00	\$2,875.00	\$0.00	\$0.00
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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	
	018097	INV	6/26/2024	6/26/2024	\$25.62	3 TRUFLEX V-BELTS			\$25.62			
	019578	INV	7/9/2024	7/9/2024	\$46.68	12 BRAKE BLAST		\$46.68				
	019588	INV	7/9/2024	7/9/2024	\$27.83	GASKET MATERIAL		\$27.83				
	020549	INV	7/15/2024	7/15/2024	\$107.64	TRI POWER BELT (4)		\$107.64				
	020915	INV	7/17/2024	7/17/2024	\$58.89	HVAC AIR DOOR ACTUAT		\$58.89				
	020943	INV	7/17/2024	7/17/2024	\$16.78	MAC BATTERY PROTE, CLEAN		\$16.78				
	020963	INV	7/17/2024	7/17/2024	\$62.62	AIR DOOR ACTUATOR		\$62.62				
	021838	INV	7/23/2024	7/23/2024	\$20.98	BATTERY ACCES, ELECTR TA		\$20.98				
	022277	INV	7/25/2024	7/25/2024	\$36.25	SWITCH		\$36.25				

Voucher(s):	9	Aged Totals:	Due	\$403.29	\$377.67	\$25.62	\$0.00	\$0.00
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Vendor ID: 6449			Name: PRO-TECH SPECIALTY'S 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
	940319	INV	7/22/2024	7/22/2024	\$8,270.00	VIDEO PRODUCTION CONTRA		\$8,270.00			

Voucher(s):	1	Aged Totals:	Due	\$8,270.00	\$8,270.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 5846			Name: PROVIDENT AGENCY, 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
		DICKFIR-01 061424	INV	6/14/2024	6/14/2024	\$2,883.00	INSURANCE POLICY RENEWA			\$2,883.00		

Voucher(s):	1	Aged Totals:	Due	\$2,883.00	\$0.00	\$2,883.00	\$0.00	\$0.00
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Vendor ID: 466			Name: PUMP SYSTEMS LLC				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	00407530	INV	6/27/2024	6/27/2024	\$21.73	ADAPTOR 2" MQC X 2" QAC AI			\$21.73			
	00407765	INV	7/3/2024	7/3/2024	\$28.77	2 FQC X 2 MPT ALUM		\$28.77				
	00407972	INV	7/10/2024	7/10/2024	\$21.73	ADAPTOR 2" ALUM SPOOL		\$21.73			44	

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00408055	INV	7/12/2024	7/12/2024	\$1,909.56	KOCHEK 2.5" M NPSH ADAPTE	\$1,909.56
00408219	INV	7/17/2024	7/17/2024	\$15.61	2" FQC X FPT POLY 10 PER B/	\$15.61
00408386	INV	7/22/2024	7/22/2024	\$128.62	CLAMPS, MALE QC X HB, FQC	\$128.62
00408600	INV	7/25/2024	7/25/2024	\$159.35	1-1/2 BALL VALVE EPDM	\$159.35
00408684	INV	7/29/2024	7/29/2024	\$644.79	50 &100' 4K PSI HOSE -WASH	\$644.79

				Due						
Voucher(s):	8	Aged Totals:		\$2,930.16	\$2,908.43	\$21.73	\$0.00	\$0.00		

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
	247571 031524	INV	3/15/2024	3/15/2024	\$2,000.00	POSTAGE					\$2,000.00
	81212775 032824	INV	3/28/2024	3/28/2024	\$1,500.00	POSTAGE					\$1,500.00
	247571 071524	INV	7/15/2024	7/15/2024	\$2,000.00	POSTAGE		\$2,000.00			

				Due						
Voucher(s):	3	Aged Totals:		\$5,500.00	\$2,000.00	\$0.00	\$0.00	\$3,500.00		

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
	Q1405998	INV	7/2/2024	7/2/2024	\$1,077.33	LEASE PAYMENT 080224-1101		\$1,077.33			

				Due						
Voucher(s):	1	Aged Totals:		\$1,077.33	\$1,077.33	\$0.00	\$0.00	\$0.00		

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-19976	INV	6/12/2024	6/12/2024	\$855.00	250 HODO GRADIENT LENS SI			\$855.00		
	PC-20199	INV	6/17/2024	6/17/2024	\$49.00	250 BUS CARDS-LAUREN SCH			\$49.00		
	PC-20223	INV	6/24/2024	6/24/2024	\$55.00	CITY LOGO STAMP-ASSESSIN			\$55.00		
	PC-20302	INV	6/24/2024	6/24/2024	\$645.00	7.5 NOTEPADS,5 5X8.5 (300) P			\$645.00		
	PC-20566	INV	7/10/2024	7/10/2024	\$40.00	20 SENIOR BINGO POSTERS		\$40.00			
	PC-20620	INV	7/22/2024	7/22/2024	\$70.00	FIRE STAMP, EMS STAMP		\$70.00			
	PC-20711	INV	7/23/2024	7/23/2024	\$179.00	500 #10 REG ENVELOPES -PW		\$179.00			
	915783	INV	7/24/2024	7/24/2024	\$70.00	TRASPARENCY MAP PRINTS		\$70.00			

				Due						
Voucher(s):	8	Aged Totals:		\$1,963.00	\$359.00	\$1,604.00	\$0.00	\$0.00		

Section 1. Item B.

Vendor ID: 4946		Name: QUEST ENGINEERING INC				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	E08506-001	INV	7/22/2024	7/22/2024	\$109.97	MALE PIPE SWIVEL, CONNEC		\$109.97			
							Due				
Voucher(s): 1		Aged Totals:					\$109.97	\$109.97	\$0.00	\$0.00	\$0.00
Vendor ID: 2433		Name: RADISSON HOTEL BISMARCK				Class ID:		FED TAX CLAS: LLC-P			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	542717	INV	4/29/2024	4/29/2024	\$199.60	GUEST SERVICES- T THIELEN					\$199.60
	542718	INV	4/29/2024	4/29/2024	\$199.60	GUEST SERVICES-T THIELEN					\$199.60
							Due				
Voucher(s): 2		Aged Totals:					\$399.20	\$0.00	\$0.00	\$0.00	\$399.20
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
	072424	INV	7/24/2024	7/24/2024	\$450.00	ALTER JUDGE HOURS		\$450.00			
							Due				
Voucher(s): 1		Aged Totals:					\$450.00	\$450.00	\$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
	5077860	INV	7/18/2024	7/18/2024	\$191.26	ROTOR ASY-BRAKE		\$191.26			
	5078094	INV	7/24/2024	7/24/2024	\$293.18	ROTOR ASY-BRAKE		\$293.18			
							Due				
Voucher(s): 2		Aged Totals:					\$484.44	\$484.44	\$0.00	\$0.00	\$0.00
Vendor ID: 5841		Name: RHOMAR INDUSTRIES, 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
	106269	INV	5/28/2024	5/28/2024	\$6,096.75	PAVE SAFE, 55 GAL, SNO FLO				\$6,096.75	
							Due				
Voucher(s): 1		Aged Totals:					\$6,096.75	\$0.00	\$0.00	\$6,096.75	\$0.00
Vendor ID: 5037		Name: RIEKES EQUIPMENT 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
	PSO061934-2	INV	7/1/2024	7/1/2024	\$212.17	SHEAVES		\$212.17			
	PSO0619434-1	INV	7/1/2024	7/1/2024	\$32.64	FREIGHT PARTS		\$32.64			
							Due				
Voucher(s): 2		Aged Totals:					\$244.81	\$244.81	\$0.00	\$0.00	\$0.00
Vendor ID: 9591		Name: RILEIGHS OUTDOOR LLC/HOLIDAY OUTDOOR				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

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15544

INV

7/17/2024

7/17/2024

\$4,050.00

5 GLORIOUS ANGEL CHRISTM

\$4,050.00

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Voucher(s): 1		Aged Totals:		Due		\$4,050.00	\$4,050.00	\$0.00	\$0.00	\$0.00	
Vendor ID: 9694		Name: RMB ENVIROMENTAL LABS, 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
	E000329	INV	6/21/2024	6/21/2024	\$1,020.00	CHEMICALS			\$1,020.00		
	E000334	INV	6/21/2024	6/21/2024	\$495.00	CHEMICALS			\$495.00		
Voucher(s): 2		Aged Totals:		Due		\$1,515.00	\$0.00	\$1,515.00	\$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
	07152024	INV	7/15/2024	7/15/2024	\$750.00	MOWING OF GRASS & WEEDS		\$750.00			
	07/31/2024	INV	7/31/2024	7/31/2024	\$1,000.00	MOWING OF GRASS & WEEDS		\$1,000.00			
Voucher(s): 2		Aged Totals:		Due		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$0.00	
Vendor ID: 495		Name: ROUGH RIDER INDUSTRIES		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
	86605	INV	7/17/2024	7/17/2024	\$312.00	GIFT SHOP STOCK-MUSEUM		\$312.00			
Voucher(s): 1		Aged Totals:		Due		\$312.00	\$312.00	\$0.00	\$0.00	\$0.00	
Vendor ID: 496		Name: ROUGHRIDER SPEED CENTER		Class ID:		FED TAX CLAS:					
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	91448	INV	7/23/2024	7/23/2024	\$332.13	SEAT COVERS FOR 15 DODGE		\$332.13			
Voucher(s): 1		Aged Totals:		Due		\$332.13	\$332.13	\$0.00	\$0.00	\$0.00	
Vendor ID: 6185		Name: ROY, MICHAEL		Class ID:		FED TAX CLAS:		VOLUNTEER FF			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	MR 07252024	INV	7/25/2024	7/25/2024	\$308.54	EMPLOYEE EXPENSE-MICHAEL		\$308.54			
Voucher(s): 1		Aged Totals:		Due		\$308.54	\$308.54	\$0.00	\$0.00	\$0.00	
Vendor ID: 42		Name: RUNNINGS SUPPLY 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
	7990455	INV	6/20/2024	6/20/2024	\$11.98	2 #10LB SWEEPING COMPOUND			\$11.98		
	8003953	INV	7/5/2024	7/5/2024	\$17.98	SILICONE SEALANT WHITE, C		\$17.98			
	8006604	INV	7/8/2024	7/8/2024	\$0.98	WASHERS FLAT BULK GRADE		\$0.98			

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8009231	INV	7/11/2024	7/11/2024	\$47.88	ROOF CEMENT, GLOVES	\$47.88
8009751	INV	7/11/2024	7/11/2024	\$56.91	CHEESE CLOTH, COTTON PA	\$56.91
8012848	INV	7/15/2024	7/15/2024	\$11.22	HILLMAN BULK BIN PRODUCT	\$11.22
8014713	INV	7/17/2024	7/17/2024	\$8.58	HX CONCT SCREWS, TEE PVC	\$8.58
8015887	INV	7/18/2024	7/18/2024	\$66.96	GREASE GUN, GLOVES, THEF	\$66.96
8020137	INV	7/22/2024	7/22/2024	\$139.23	24 BRAKLEEN BRAKE PARTS	\$139.23
8022027	INV	7/24/2024	7/24/2024	\$59.90	CARB & CHOKE CLEANER, BL	\$59.90
8022363	INV	7/25/2024	7/25/2024	\$71.82	18 LIQUID DISH SOAP DAWN L	\$71.82
8026871	INV	7/30/2024	7/30/2024	\$47.15	PIPE, WHEEL BRUSH, MT WHI	\$47.15

Voucher(s):	12	Aged Totals:	Due					
			\$540.59	\$528.61	\$11.98	\$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
	531863	INV	7/24/2024	7/24/2024	\$285.29	MDL 30 W/ PRM SOLVENT		\$285.29			

Voucher(s):	1	Aged Totals:	Due					
			\$285.29	\$285.29	\$0.00	\$0.00	\$0.00	

Vendor ID: 906		Name: SECRETARY OF STATE				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
	AMY BECK RENEWAL	INV	7/17/2024	7/17/2024	\$36.00	NOTARY PUBLIC RENEWAL-A		\$36.00			

Voucher(s):	1	Aged Totals:	Due					
			\$36.00	\$36.00	\$0.00	\$0.00	\$0.00	

Vendor ID: 520		Name: SHERWIN WILLIAMS 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
	9382-1	INV	7/15/2024	7/15/2024	\$173.17	MISC PAINT FOR CITY OF DKN		\$173.17			
	9386-2	INV	7/15/2024	7/15/2024	\$95.98	2 GALLON AMAZING GRAY		\$95.98			

Voucher(s):	2	Aged Totals:	Due					
			\$269.15	\$269.15	\$0.00	\$0.00	\$0.00	

Vendor ID:	9873	Name:	SKYZONE IMAGERY, 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
	2403	INV	7/26/2024	7/26/2024	\$250.00	LEGACY SQUARE CONCERT C		\$250.00			

Voucher(s):	1	Aged Totals:	Due					
			\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	

Section 1. Item B.

Vendor ID: 2580		Name: SOUTHWEST GRAIN(BULK)				Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	SX5 IE5563	INV	6/18/2024	6/18/2024	\$719.97	233 GAL RUBY FIELDMASTER			\$719.97		
	SX5 IE5607	INV	6/25/2024	6/25/2024	\$1,928.36	604.5 GAL RUBY FIELDMASTE			\$1,928.36		
	SX5 IE5620	INV	6/27/2024	6/27/2024	\$1,035.18	319.5 GAL RUBY FIELDMASTE			\$1,035.18		
	SX9 IJ2037	INV	7/15/2024	7/15/2024	\$31,240.00	5500 GAL UNLEADED, 4500 G		\$31,240.00			
							Due				
Voucher(s): 4		Aged Totals:					\$34,923.51	\$31,240.00	\$3,683.51	\$0.00	\$0.00

Vendor ID: 1041		Name: SOUTHWEST WATER AUTHORITY				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
	INV13853	INV	7/31/2024	7/31/2024	\$740,759.85	MONTHLY WATER BILLING		\$740,759.85			
							Due				
Voucher(s): 1		Aged Totals:					\$740,759.85	\$740,759.85	\$0.00	\$0.00	\$0.00

Vendor ID: 5631		Name: SPEE DEE DELIVERY SERVICE, INC				Class ID:		FED TAX CLAS:		S CORP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1061231	INV	7/6/2024	7/6/2024	\$38.85	STANDARD SHIPMENT		\$38.85			
	1065234	INV	7/13/2024	7/13/2024	\$48.68	STANDARD SHIPMENTS		\$48.68			
	1066785	INV	7/20/2024	7/20/2024	\$46.99	STANDARD SHIPMENT		\$46.99			
							Due				
Voucher(s): 3		Aged Totals:					\$134.52	\$134.52	\$0.00	\$0.00	\$0.00

Vendor ID: 4081		Name: SRF CONSULTING GROUP 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
	13839.01-23	INV	6/30/2024	6/30/2024	\$1,145.21	201816 CROOKED CRANE TR			\$1,145.21		
	17220.01-3	INV	6/30/2024	6/30/2024	\$2,413.27	202418 9TH ST W & 5TH AVE			\$2,413.27		
	17220.02-4	INV	6/30/2024	6/30/2024	\$23,667.89	202415 10TH AVE E-MUSEUM			\$23,667.89		
							Due				
Voucher(s): 3		Aged Totals:					\$27,226.37	\$0.00	\$27,226.37	\$0.00	\$0.00

Vendor ID: 2232		Name: STARK COUNTY AUDITOR				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
	240084	INV	7/3/2024	7/3/2024	\$2,475.00	HAZMAT TECHNICIAN TRAININ		\$2,475.00			
	240090	INV	7/18/2024	7/18/2024	\$13,946.40	CO/CITY PLANNER 50% WAGE		\$13,946.40			
							Due				
Voucher(s): 2		Aged Totals:					\$16,421.40	\$16,421.40	\$0.00	\$0.00	\$0.00

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Vendor ID: 543		Name: STEFFAN'S SAW & BIKE				Class ID: 1099		FED TAX CLAS:		SOLE PROP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	14154	INV	7/15/2024	7/15/2024	\$163.97	MISC ITEMS FOR CITY OF DKN		\$163.97			
	14163	INV	7/23/2024	7/23/2024	\$38.97	3 SPOOLS		\$38.97			
Voucher(s): 2							Due				
Aged Totals:							\$202.94	\$202.94	\$0.00	\$0.00	\$0.00
Vendor ID: 3048		Name: SURE SIGN, ROBINSON, KURT				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
	16114	INV	7/11/2024	7/11/2024	\$85.00	1 REAR ASSENGER DOOR GF		\$85.00			
Voucher(s): 1							Due				
Aged Totals:							\$85.00	\$85.00	\$0.00	\$0.00	\$0.00
Vendor ID: 551		Name: SWANSTON 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
	P03865	INV	7/22/2024	7/22/2024	\$162.82	SLIDE GATE DOORS (2)		\$162.82			
Voucher(s): 1							Due				
Aged Totals:							\$162.82	\$162.82	\$0.00	\$0.00	\$0.00
Vendor ID: 5429		Name: SWEENEY CONTROLS 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
	STDINV18182	INV	7/16/2024	7/16/2024	\$6,047.37	WORK DONE ON LIFT STATIO		\$6,047.37			
Voucher(s): 1							Due				
Aged Totals:							\$6,047.37	\$6,047.37	\$0.00	\$0.00	\$0.00
Vendor ID: 646		Name: SWMCC-PRISONER HOUSING				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
	06302024	INV	6/30/2024	6/30/2024	\$8,250.00	PRISONER HOUSING-JUNE 20			\$8,250.00		
Voucher(s): 1							Due				
Aged Totals:							\$8,250.00	\$0.00	\$8,250.00	\$0.00	\$0.00
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
	39142	INV	7/10/2024	7/10/2024	\$1,495.15	CHECK VENTILATOR MOTOR/		\$1,495.15			
Voucher(s): 1							Due				
Aged Totals:							\$1,495.15	\$1,495.15	\$0.00	\$0.00	\$0.00
Vendor ID: 5719		Name: TERNES, MARC				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
	MT 071124	INV	7/11/2024	7/11/2024	\$46.90	EMPLOYEE EXP-MARC TERNE		\$46.90			
	MT 071724	INV	7/17/2024	7/17/2024	\$46.90	EMPLOYEE EXP-MARC TERNE		\$46.90			

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System: 7/31/2024		4:56:58 PM		AGED TRIAL BALANCE WITH OPTIONS - DETAIL								Page: 36
User Date: 7/31/2024		City of Dickinson										User ID: Marlease
												Section 1. Item B.
Voucher(s): 2		Aged Totals:					Due					
							\$93.80	\$93.80	\$0.00	\$0.00	\$0.00	
Vendor ID: 9871		Name: THE GREEN TEAM					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	
	164	INV	6/22/2024	6/22/2024	\$500.00	MOWING & SPRAYING 552 S N			\$500.00			
	191	INV	7/22/2024	7/22/2024	\$250.00	MOWING 36 STATE AVE 7/18/2		\$250.00				
	192	INV	7/22/2024	7/22/2024	\$250.00	MOWING 114 E BROADWAY 0		\$250.00				
	198	INV	7/28/2024	7/28/2024	\$250.00	MOWING 406 2ND AVE E 07/26		\$250.00				
Voucher(s): 4		Aged Totals:					Due					
							\$1,250.00	\$750.00	\$500.00	\$0.00	\$0.00	
Vendor ID: 5739		Name: TODAY'S BUSINESS SOLUTIONS					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	
	16740	INV	7/18/2024	7/18/2024	\$1,674.53	ANNUAL BILLING FOR 2024-20		\$1,674.53				
Voucher(s): 1		Aged Totals:					Due					
							\$1,674.53	\$1,674.53	\$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	
	7035608-0001	INV	7/9/2024	7/9/2024	\$15.00	SEAL, TAMPER, MATTED, YLV		\$15.00				
Voucher(s): 1		Aged Totals:					Due					
							\$15.00	\$15.00	\$0.00	\$0.00	\$0.00	
Vendor ID: 5997		Name: TRACK, 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	
	96433	INV	7/2/2024	7/2/2024	\$253.35	78 ESM FLAIL KNIVES		\$253.35				
Voucher(s): 1		Aged Totals:					Due					
							\$253.35	\$253.35	\$0.00	\$0.00	\$0.00	
Vendor ID: 4796		Name: TRI-ENERGY 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	
	1791	INV	7/18/2024	7/18/2024	\$21.75	6 GALLONS PROPANE		\$21.75				
Voucher(s): 1		Aged Totals:					Due					
							\$21.75	\$21.75	\$0.00	\$0.00	\$0.00	
Vendor ID: 9806		Name: TYLER TECHNOLOGIES, INC					Class ID:		FED TAX CLAS:		C CORP	
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	020-153325	INV	6/30/2024	6/30/2024	\$95.71	PYMT PROCESSING SERVICE			\$95.71			
Voucher(s): 1		Aged Totals:					Due					
							\$95.71	\$0.00	\$95.71	\$0.00	51	

Section 1. Item B.

Vendor ID: 586

Name: VAL'S SANITATION

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
	2024-601	INV	7/26/2024	7/26/2024	\$1,140.00	RENTAL OF PORTAJONS-LEG		\$1,140.00			

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

Vendor ID: 4997

Name: VENTURE HOME 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
	1122	INV	5/31/2024	5/31/2024	\$4,687.50	202317 THE DISTRICT DEVEL				\$4,687.50	

Voucher(s): 1	Aged Totals:	Due				
		\$4,687.50	\$0.00	\$0.00	\$4,687.50	\$0.00

Vendor ID: 4418

Name: VESTIS

Class ID:

FED TAX CLAS: C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2550332224	INV	6/5/2024	6/5/2024	\$102.90	MATS			\$102.90		
	2550335674	INV	6/12/2024	6/12/2024	\$151.97	MATS			\$151.97		
	2550343626	INV	7/3/2024	7/3/2024	\$102.90	MATS		\$102.90			
	2550347216	INV	7/10/2024	7/10/2024	\$80.92	UNIFORM CLEANING		\$80.92			
	2550347217	INV	7/10/2024	7/10/2024	\$151.97	MATS		\$151.97			
	2550347218	INV	7/10/2024	7/10/2024	\$40.12	MATS		\$40.12			
	2550350344	INV	7/17/2024	7/17/2024	\$27.15	MATS		\$27.15			
	2550350388	INV	7/17/2024	7/17/2024	\$50.85	MATS		\$50.85			
	2550350410	INV	7/17/2024	7/17/2024	\$34.23	MATS		\$34.23			
	2550350427	INV	7/17/2024	7/17/2024	\$54.21	MATS		\$54.21			
	2550350428	INV	7/17/2024	7/17/2024	\$80.92	UNIFORM CLEANING		\$80.92			
	2550350429	INV	7/17/2024	7/17/2024	\$102.90	MATS		\$102.90			
	2550350430	INV	7/17/2024	7/17/2024	\$40.12	MATS		\$40.12			
	2550353410	INV	7/24/2024	7/24/2024	\$80.92	UNIFORM CLEANING		\$80.92			
	2550353412	INV	7/24/2024	7/24/2024	\$40.12	MATS		\$40.12			
	2550356252	INV	7/31/2024	7/31/2024	\$25.85	MATS		\$25.85			

Voucher(s): 16	Aged Totals:	Due				
		\$1,168.05	\$913.18	\$254.87	\$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
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Section 1. Item B.

344745	INV	6/12/2024	6/12/2024	\$3,719.00	640 #1 DYED DIESEL, #2 DYED		\$3,719.00
345447	INV	7/8/2024	7/8/2024	\$3,534.30	990 GAL LEAD FREE GAS	\$3,534.30	
345469	INV	7/11/2024	7/11/2024	\$321.75	165 DEF	\$321.75	
38095 071824	INV	7/18/2024	7/18/2024	\$67.56	PROPANE FOR LEGACY SQUA	\$67.56	
38183	INV	7/23/2024	7/23/2024	\$64.11	ROTELLA 15W40 1 GAL	\$64.11	

Voucher(s): 5				Aged Totals:		Due				
						\$7,706.72	\$3,987.72	\$3,719.00	\$0.00	\$0.00

Vendor ID: 1736			Name: WEST PLAINS 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
	WD40276	INV	6/17/2024	6/17/2024	\$10,007.47	WORK DONE ON LH TRACK			\$10,007.47		

Voucher(s): 1				Aged Totals:		Due				
						\$10,007.47	\$0.00	\$10,007.47	\$0.00	\$0.00

Vendor ID: 2632			Name: WEST RIVER LODGE #5				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
	JULY 2024	INV	8/3/2024	8/3/2024	\$1,190.00	JULY 2024 P/R WITHHOLDING		\$1,190.00			

Voucher(s): 1				Aged Totals:		Due				
						\$1,190.00	\$1,190.00	\$0.00	\$0.00	\$0.00

Vendor ID: 4299		Name: WESTLIE TRUCK CENTER 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
	429232	INV	6/10/2024	6/10/2024	\$1,384.35	WORK DONE ON 2017 FREIGHT			\$1,384.35		
	622693	INV	7/5/2024	7/5/2024	\$20.40	MUD FLAP		\$20.40			
	622796	INV	7/9/2024	7/9/2024	\$24.70	24X36 MUD		\$24.70			
	622837	INV	7/10/2024	7/10/2024	\$98.93	TOWHOOK		\$98.93			
	622878	INV	7/11/2024	7/11/2024	\$1,162.97	RADIATOR		\$1,162.97			
	622926	INV	7/15/2024	7/15/2024	\$222.02	AIR SPRING		\$222.02			
	623073	INV	7/18/2024	7/18/2024	\$644.40	COVER-ARMR, ARMREST LH & RH		\$644.40			
	623074	INV	7/18/2024	7/18/2024	\$644.40	COVER ARMR, ARMREST LH & RH		\$644.40			

Voucher(s): 8				Aged Totals:		Due				
						\$4,202.17	\$2,817.82	\$1,384.35	\$0.00	\$0.00

Vendor ID: 620			Name: WINN CONSTRUCTION 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
	14753	INV	6/3/2024	6/3/2024	\$11,993.76	202317 THE DISTRICT DEVEL			\$11,993.76		
	14861	INV	7/10/2024	7/10/2024	\$900.85	204505 2024 SIDEWALK PROG		\$900.85			53

Section 1. Item B.

14869	INV	7/11/2024	7/11/2024	\$10,483.00	202307 2023 SIDEWALK PROG	\$10,483.00
14930	INV	7/30/2024	7/30/2024	\$840.00	NE CORNER VILLARD & HWY	\$840.00

		Due					
Voucher(s):	4	Aged Totals:	\$24,217.61	\$12,223.85	\$11,993.76	\$0.00	\$0.00

Vendor ID: 2557		Name: WORKFORCE SAFETY & INSURANCE					Class ID:		FED TAX CLAS: 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
	1348824 070424	INV	7/4/2024	7/4/2024	\$50.96	PREMIUM 04-01-24-03-31-25		\$50.96			

		Due					
Voucher(s):	1	Aged Totals:	\$50.96	\$50.96	\$0.00	\$0.00	\$0.00

		<u>Vendors</u>	<u>Due</u>	<u>Current Period</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>91 and Over</u>
Vendor Totals:		161	\$5,229,687.24	\$4,955,661.51	\$259,118.28	\$10,784.25	\$4,123.20



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 AUG 01, 2024

Amount Due \$21,369.10

Current Balance \$21,369.10

Amount Enclosed

\$

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

8000001883861111 002136910002136910

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.

Effective August 1, 2024, Commerce Bank Card statements will receive a refresh.
This update will provide the same key content including transactions, balances,
and due dates with an updated layout for clearer organization and enhanced readability.
One change to note is the full account number is now masked, showing only the last four
digits, for security purposes.

CORPORATE ACCOUNT ACTIVITY

CITY OF DICKINSON

TOTAL CORPORATE ACTIVITY

\$21,829.97

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-18	07-18		AUTO PAYMENT - THANK YOU!	\$21,829.97CR

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	0.0370%	13.40%	\$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

JUL 25, 2024

AUG 01, 2024

Credit Limit

Available Credit

\$120,000.00

\$98,630.90

Amount Due

Disputed Amount

\$21,369.10

\$0.00

Previous Balance \$21,829.97

Purchases &
Other Charges \$21,729.71

Cash Advances \$0.00

Cash Advance Fees \$0.00

Late Charges \$0.00

Finance Charges \$0.00

Credits \$360.61

Payments \$21,829.97

New Balance \$21,369.10



Statement Date	JUL 25, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	AUG 01, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,369.10
Available Credit	\$98,630.90	New Balance	\$21,369.10
CITY OF DICKINSON			
Account ID			
8000-0018-8386			

CARDHOLDER ACTIVITY

LEONARD SCHWINDT		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$31.94	\$0.00	\$0.00	\$31.94
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-18	07-17	24692164200104290291918	APPLE.COM/BILL 866-712-7753 CA		31.94

CARDHOLDER ACTIVITY

FIRE DEPARTMENT			PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$1,730.35	\$0.00	\$0.00	\$1,730.35
Post Date	Tran Date	Reference Number	Transaction Description			Amount
07-12	07-11	24226384194000865600060	WAL-MART #1567	DICKINSON ND		335.98
07-16	07-15	24492164197000042638074	MOVAVI.COM	HTTPSWWW.MOVAMO		49.95
07-19	07-18	24226384200001066001795	WAL-MART #1567	DICKINSON ND		22.80
07-19	07-18	24055234200032794916486	ARROW-TECH INC	701-477-6461 ND		125.00
07-19	07-18	24755424201152017302170	HAWTHORN SUITES BY WYNDHA701-5773701 ND			385.20
		CHECK IN DATE:07-14-24				
		CONFIRMATION #:20514158				
07-19	07-18	24755424201152017302253	HAWTHORN SUITES BY WYNDHA701-5773701 ND			385.20
		CHECK IN DATE:07-14-24				
		CONFIRMATION #:20514223				
07-22	07-19	24011344202000003867236	CANVA' I04217-70281683	HTTPSCANVA.CODE		149.90
07-25	07-24	24692164206100468628604	IN 'CAVES	701-7511162 ND		2.50
07-25	07-24	24226384207001217592729	WAL-MART #1567	DICKINSON ND		124.82
07-25	07-24	24445004207400222668418	WM SUPERCENTER #1567	DICKINSON ND		149.00

CARDHOLDER ACTIVITY

SHELLY NAMENIUK		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$1,070.70	\$0.00	\$0.00	\$1,070.70
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-12	07-11	24492164194000001710800	NEOGOV HTTPSWWW.NEOGCA		125.00
07-12	07-11	24801974193026121964000	HEALTH STREET 718-825-0044 NY		195.70
07-15	07-12	24431064195017516264557	APWA - WORK ZONE 816-595-5279 MO		375.00
07-19	07-18	24431064201021001248069	APWA - WORK ZONE 816-595-5279 MO		375.00

Statement Date	JUL 25, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	AUG 01, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,369.10
Available Credit	\$98,630.90	New Balance	\$21,369.10
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
FIRE DEPARTMENT 2		PURCHASES	CASH ADVANCES	CREDITS
		\$24.88	\$0.00	\$0.00
				\$24.88
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-22	07-19	24445004202400244910173	WM SUPERCENTER #1567 DICKINSON ND	24.88

CARDHOLDER ACTIVITY				
JADE PRAUS		PURCHASES	CASH ADVANCES	CREDITS
		\$57.47	\$0.00	\$0.00
				\$57.47
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-15	07-12	24692164194102647647665	APPLE.COM/BILL 866-712-7753 CA	10.99
07-17	07-16	240552341198030578452995	WALMART.COM 800-925-6278 AR	46.48

CARDHOLDER ACTIVITY				
GRANT CARLSON		PURCHASES	CASH ADVANCES	CREDITS
		\$166.88	\$0.00	\$0.00
				\$166.88
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-15	07-12	24692164194102604657632	Amazon.com*RY7LI2HZ2 Amzn.com/billWA	166.88

CARDHOLDER ACTIVITY				
POLICE DEPARTMENT TRAVEL		PURCHASES	CASH ADVANCES	CREDITS
		\$109.03	\$0.00	\$0.00
				\$109.03
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-16	07-14	24316054197029412111237	SHELL OIL.10089583016 STEELE ND	30.00
07-18	07-18	24793384200000055623034	Scheels All Sports Inc Fargo ND	28.97
07-22	07-19	24801974202034121118410	PETRO GAS FARGO ND	50.06

Statement Date	JUL 25, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	AUG 01, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,369.10
Available Credit	\$98,630.90	New Balance	\$21,369.10
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
JOSEPH CIANNI		PURCHASES	CASH ADVANCES	CREDITS
		\$677.82	\$0.00	\$300.00
				TOTAL ACTIVITY
				\$377.82
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-15	07-13	2449216419600001006199	SURVEYMONK* T 45840093 WWW.SURVEYMONCA	300.00
07-17	07-15	24492164198000037860542	SURVEYMONK* T 45840093 WWW.SURVEYMONCA	300.00CR
07-19	07-16	24198804200428239341595	PAYPAL *C3TACTICAL 4029357733 CA	377.82

CARDHOLDER ACTIVITY				
POLICE DEPT TRAVEL 2		PURCHASES	CASH ADVANCES	CREDITS
		\$172.78	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$172.78
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-15	07-14	24692164196101555930186	LOVE'S #0849 OUTSIDE VALLEY CITY ND	40.50
07-15	07-14	24003294196000225735422	PILOT_00134 ST. CLOUD MN	36.00
07-18	07-17	24003224200001152646781	EXXON RUD'S CORPORATION NEW SALEM ND	38.28
07-18	07-17	24801974200032162587842	PETRO GAS FARGO ND	58.00

CARDHOLDER ACTIVITY				
MICHAEL HANEL		PURCHASES	CASH ADVANCES	CREDITS
		\$149.64	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$149.64
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-16	07-15	24906414197204631320636	DNH*GODADDY#3191199815 480-5058855 AZ	44.34
07-18	07-16	24755424199171992563501	LA QUINTA MOTOR INNS 701-7513313 ND	96.30
		CHECK IN DATE:07-15-24		
		CONFIRMATION #:17430333		
07-22	07-20	24000774202000003589070	PROBOARDS, INC. HTTPSPROBOARDCA	9.00

CARDHOLDER ACTIVITY				
ANIMAL SHELTER		PURCHASES	CASH ADVANCES	CREDITS
		\$32.98	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$32.98
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-23	07-22	24003224205001298143789	EXXON JAMESTOWN I-94 JAMESTOWN ND	32.98

Statement Date	JUL 25, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	AUG 01, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,369.10
Available Credit	\$98,630.90	New Balance	\$21,369.10
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
GREG BECK		PURCHASES	CASH ADVANCES	CREDITS
		\$700.00	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$700.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-25	07-24	24692164206100468800419	IN *NORTH DAKOTA SAFETY C701-2236372 ND	700.00

CARDHOLDER ACTIVITY				
MUSEUM		PURCHASES	CASH ADVANCES	CREDITS
		\$1,349.49	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$1,349.49
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-16	07-15	24445004198400236555545	WM SUPERCENTER #1567 DICKINSON ND	89.92
07-17	07-16	24427334198730256402324	CASH WISE #3044 DICKINSON ND	25.25
07-22	07-19	24492164201000040115160	LISA ANGEL FAIRE HTTPSWWW.FAIRCA	245.94
07-22	07-19	24492164202000000190178	STREAMLINE FAIRE HTTPSWWW.FAIRCA	215.00
07-22	07-20	24492164202000005192757	OUTSET GAMES AND FAIRE HTTPSWWW.FAIRCA	232.80
07-22	07-20	24492164202000011056194	TOYSMITH FAIRE HTTPSWWW.FAIRCA	109.76
07-22	07-20	24492164202000017894408	PUKA CREATIONS FAIRE HTTPSWWW.FAIRCA	236.36
07-24	07-23	24323004205016219032944	THE WURST SHOP IN DICKIN DICKINSON ND	55.60
07-24	07-23	24226384206360040803492	WAL-MART #1567 DICKINSON ND	138.86

CARDHOLDER ACTIVITY				
ROBERT FUHRMAN		PURCHASES	CASH ADVANCES	CREDITS
		\$131.82	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$131.82
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-25	07-24	24692164207100576620591	AMZN Mktp US*RJ2PP9WI2 Amzn.com/biliWA	131.82

CARDHOLDER ACTIVITY				
AARON PRAUS		PURCHASES	CASH ADVANCES	CREDITS
		\$175.00	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$175.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-15	07-13	24011344195000034219844	FC* NDSOLIDWASTE FLIPCAUSE.COMCA	175.00

Statement Date	JUL 25, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	AUG 01, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,369.10
Available Credit	\$98,630.90	New Balance	\$21,369.10
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY						
PURCHASING DEPARTMENT			PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$1,357.12	\$0.00	\$0.00	\$1,357.12
Post Date	Tran Date	Reference Number	Transaction Description			Amount
07-15	07-12	24108384195001647000811	SHOPLET.COM clover.com FL			93.70
07-16	07-15	24692164197101989092396	Amazon.com*RY0QR3YL2 Amzn.com/billWA			36.95
07-18	07-16	24108384199001839000781	SHOPLET.COM clover.com FL			311.14
07-22	07-19	24692164202106098334459	AMZN Mktp US*RS4NZ4RT2 Amzn.com/billWA			59.45
07-22	07-19	24108384202002009000689	SHOPLET.COM clover.com FL			146.06
07-22	07-19	24108384202002009000697	SHOPLET.COM clover.com FL			57.63
07-22	07-19	24108384202002009000770	SHOPLET.COM clover.com FL			41.60
07-22	07-21	24692164203107924973220	AMAZON MKTPL*RJ6RU7VK0 Amzn.com/billWA			34.99
07-25	07-24	24692164206100380100179	AMAZON MKTPL*RJ72Y5QP1 Amzn.com/billWA			575.60

CARDHOLDER ACTIVITY						
DUANE ZASTOUPIL			PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$451.97	\$0.00	\$0.00	\$451.97
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
07-23	07-22	24009584204300657070589	WEF MAIN 703-684-2400 VA		155.00	
07-23	07-22	24009584204300657070662	WEF MAIN 703-684-2400 VA		296.97	

CARDHOLDER ACTIVITY							
MATT HANSON			PURCHASES		CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$194.59		\$0.00	\$60.61	\$133.98
Post Date	Tran Date	Reference Number	Transaction Description			Amount	
07-12	07-11	74055234194026488507521	RUNNINGS OF DICKINSON			60.61CR	
07-15	07-11	24137464194100634606600	MENARDS DICKINSON ND			14.60	
07-15	07-12	24137464195100422008729	MENARDS DICKINSON ND			179.99	

Statement Date	JUL 25, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	AUG 01, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,369.10
Available Credit	\$98,630.90	New Balance	\$21,369.10
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY

		DAVID WILKIE	PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$16.70	\$0.00	\$0.00	\$16.70
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
07-24	07-23	24137464206001506410335	USPS PO 3724000905 DICKINSON ND		16.70	

CARDHOLDER ACTIVITY

		TRAVIS LEINTZ	PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$425.00	\$0.00	\$0.00	\$425.00
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
07-18	07-17	24445004199200130962170	SUMUP *DAKOTA 911 CONFERE605-431-9151 SD		150.00	
07-19	07-18	24717054200282008368204	LINN COUNTY COURTS 08015 541-9673841 OR		6.00	
07-24	07-23	24906414205205213467778	PY *PM2 LLC 701-3719322 ND		269.00	

CARDHOLDER ACTIVITY

POLICE DEPARTMENT			PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$696.66	\$0.00	\$0.00	\$696.66
Post Date	Tran Date	Reference Number	Transaction Description			Amount
07-12	07-11	24492164193000038741886	KAROLINALYMPHOTOGRAPHY WWW.KAROLINALND			125.16
07-12	07-11	24692164193102024598565	IN *GUARDIAN ALLIANCE TEC415-6552240 CA			90.00
07-22	07-19	24943004202021768047445	HOLIDAY INN FARGO 7014995322 ND			481.50
CHECK IN DATE:07-14-24			NUMBER OF NIGHTS:05			
CONFIRMATION #:2010715007014995322						

CARDHOLDER ACTIVITY

		RACHEL SHUMAKER	PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$169.99	\$0.00	\$0.00	\$169.99
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
07-22	07-20	24692164202106446506337	AMZN Mktp US*RS9XT8IW1 Amzn.com/bilIWA		169.99	

Statement Date	JUL 25, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	AUG 01, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,369.10
Available Credit	\$98,630.90	New Balance	\$21,369.10
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY					
DENVER FOWLER		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$3,020.61	\$0.00	\$0.00	\$3,020.61
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-15	07-13	24755424195271959414377	TILLEMAN MOTOR COMPANY CHHAVRE MT		1,727.52
07-15	07-13	24226384196000922774294	WAL-MART #4247 HAVRE MT		5.64
07-15	07-13	24445004196400264828329	WM SUPERCENTER #4247 HAVRE MT		38.52
07-15	07-14	24034544196003048178268	CONOCO - EMPORIUM FOOD & HAVRE MT		35.00
07-15	07-14	24034544196003048178243	CONOCO - EMPORIUM FOOD & HAVRE MT		35.00
07-15	07-14	24003224197001060345190	EXXON HAVRE #1244 HAVRE MT		82.31
07-15	07-14	24003224197001060345273	EXXON HAVRE #1244 HAVRE MT		67.50
07-15	07-14	24445004197400237009139	WM SUPERCENTER #4247 HAVRE MT		274.27
07-16	07-14	24427334197710003552382	GARY & LEO'S FRESH HAVRE MT		24.57
07-19	07-18	24003224201001186398150	EXXON HAVRE #1244 HAVRE MT		66.40
07-19	07-18	24003224201001186398176	EXXON HAVRE #1244 HAVRE MT		20.21
07-22	07-18	24226384201001085019272	WAL-MART #4247 HAVRE MT		164.07
07-22	07-20	24445004203400257285652	WM SUPERCENTER #4247 HAVRE MT		16.30
07-23	07-22	24034544204004834234752	CONOCO - EMPORIUM FOOD & HAVRE MT		49.00
07-23	07-22	24733094205006285793243	NORTH 40 OUTFITTERS HAV HAVRE MT		12.20
07-23	07-22	24445004205400229799309	WM SUPERCENTER #4247 HAVRE MT		350.15
07-23	07-22	24003224205001312369865	EXXON HAVRE #1244 HAVRE MT		51.95

CARDHOLDER ACTIVITY					
JOSHUA SKLUZACEK		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$30.00	\$0.00	\$0.00	\$30.00
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-19	07-18	24692164201105200130673	NDRIN-ND LAND RECORDS 701-364-1280 ND		30.00

CARDHOLDER ACTIVITY					
JOEL WALTERS		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$1,879.18	\$0.00	\$0.00	\$1,879.18
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-12	07-11	24204294193002220486043	Subway 63579 Dickinson ND		64.73
07-12	07-11	24226384193000852005621	WAL-MART #1567 DICKINSON ND		37.45
07-12	07-11	24427334193730260636235	CASH WISE #3044 DICKINSON ND		100.00
07-17	07-16	24692164198103117400649	AMZN Mktp US*RS80A83Z1 Amzn.com/billWA		19.99
07-17	07-16	24226384199001015589240	WAL-MART #1567 DICKINSON ND		124.03

Statement Date	JUL 25, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	AUG 01, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,369.10
Available Credit	\$98,630.90	New Balance	\$21,369.10
CITY OF DICKINSON			
Account ID			
8000-0018-8386			

CARDHOLDER ACTIVITY

JOEL WALTERS		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$1,879.18	\$0.00	\$0.00	\$1,879.18
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-19	07-18	24692164201105246749932	AMAZON MKTPL'RJ72Y8CH0 Amzn.com/billWA	40.78	
07-22	07-19	24000974201001501502513	THE GRUB TUB DICKINSON ND	259.70	
07-22	07-21	24204294203000022886020	FACEBK *R6D3F5GN22 650-5434800 CA	162.64	
07-25	07-24	24692164206100326203517	AMAZON MKTPL'RJ4ZC5IB2 Amzn.com/billWA	77.97	
07-25	07-24	24692164206100332557252	AMAZON MKTPL'RJ9X11RV0 Amzn.com/billWA	159.54	
07-25	07-24	24055234207038780503025	RUNNINGS OF DICKINSON DICKINSON ND	532.48	
07-25	07-24	24445004207400222682500	WM SUPERCENTER #1567 DICKINSON ND	299.87	

CARDHOLDER ACTIVITY

ADRIAN KREBS		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$1,489.94	\$0.00	\$0.00	\$1,489.94
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-12	07-11	24906414193204343618073	DRI*ID.MYCOMMERCE.COM myord.com MN	1,489.94	

CARDHOLDER ACTIVITY

AARON MEYER		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$3,492.96	\$0.00	\$0.00	\$3,492.96
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-15	07-11	24116414195067877383461	PAYPAL *CLEVERBRIDG 844-376-1734 IL	306.25	
07-15	07-11	24116414195067877370567	PAYPAL *CLEVERBRIDG 844-376-1734 IL	612.50	
07-15	07-12	24692164194102619420950	AMZN Mktpl US*RY0FJ6HN2 Amzn.com/billWA	30.00	
07-15	07-12	24692164194102648494497	AMZN Mktpl US*RY2DI77C0 Amzn.com/billWA	90.08	
07-15	07-14	24164074196105441179353	Staples Inc staples.com MA	361.38	
07-17	07-16	24692164198102821214866	AMAZON MKTPL*RS70F8LI1 Amzn.com/billWA	592.80	
07-17	07-16	24692164198102945087933	AMZN Mktpl US*RS4QF0ZR1 Amzn.com/billWA	22.83	
07-17	07-16	24431064198019498010310	AMAZON.COM*RS4DH0XIO SEATTLE WA	49.97	
07-18	07-17	24692164199104034462927	AMAZON MKTPL*RS6Y50GR1 Amzn.com/billWA	79.99	
07-19	07-18	24692164200104797223752	AMZN Mktpl US*RS3WN1861 Amzn.com/billWA	28.84	
07-22	07-20	24116414202033995082279	NEWEGG MARKETPLACE 800-390-1119 CA	239.97	
07-22	07-20	24164074203105441300075	Staples Inc staples.com MA	198.89	
07-23	07-22	24692164204108508319235	Amazon.com*RJ6O96B00 Amzn.com/billWA	3.97	
07-24	07-23	24011344205000044425801	WWW.UI.COM WWW.UI.COM NY	191.00	
07-24	07-23	24011344205000049369400	WWW.UI.COM WWW.UI.COM NY	611.00	
07-24	07-23	24011344205000051039362	AMAZON MAR* 113-767396 HTTPSAMAZON.CWA	45.50	

Statement Date	JUL 25, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	AUG 01, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,369.10
Available Credit	\$98,630.90	New Balance	\$21,369.10
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
AARON MEYER		PURCHASES	CASH ADVANCES	CREDITS
		\$3,492.96	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$3,492.96
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-25	07-24	24692164206100192411756	AMAZON MKTPL'RJ1WY58V1 Amzn.com/billWA	27.99

CARDHOLDER ACTIVITY				
MIKHAYLA BLISS		PURCHASES	CASH ADVANCES	CREDITS
		\$103.72	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$103.72
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-18	07-17	24427334199730258275867	CASH WISE #3044 DICKINSON ND	54.15
07-19	07-18	24455014200141001842559	WAL-MART #1567 DICKINSON ND	49.57

CARDHOLDER ACTIVITY				
JAYDA BORAH		PURCHASES	CASH ADVANCES	CREDITS
		\$44.03	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$44.03
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-22	07-19	24445004202400244924521	WM SUPERCENTER #1567 DICKINSON ND	44.03

CARDHOLDER ACTIVITY				
RITA BINSTOCK		PURCHASES	CASH ADVANCES	CREDITS
		\$18.24	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$18.24
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-12	07-11	24011344194000004132507	COLUMN PUBLIC NOTICE HTTPSCOLUMN.UDC	18.24

Statement Date	JUL 25, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	AUG 01, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,369.10
Available Credit	\$98,630.90	New Balance	\$21,369.10
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
STEVEN CLAWSON		PURCHASES	CASH ADVANCES	CREDITS
		\$1,405.50	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$1,405.50
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-15	07-14	24003224197001060345745	EXXON HAVRE #1244 HAVRE MT	96.66
07-16	07-15	24427334197730256380539	REYNOLDS MARKET GLA GLASGOW MT	48.50
07-17	07-15	24231684198030508374510	ALBERTSONS #4012 GLASGOW MT	543.29
07-17	07-16	24034544198003433260828	CONOCO - EZZIES WESTEND GLASGOW MT	69.68
07-17	07-16	24431064199019847536949	MARKLES INC GLASGOW MT	13.18
07-18	07-16	24231684199031456980653	ALBERTSONS #4012 GLASGOW MT	61.91
07-22	07-20	24427334202730259893705	REYNOLDS MARKET GLA GLASGOW MT	21.18
07-22	07-20	2443106420302227872524	MARKLES INC GLASGOW MT	52.97
07-22	07-20	24231684203035344306173	ALBERTSONS #4012 GLASGOW MT	156.17
07-22	07-20	24943004204022704245927	CENEX-AGLAND CO-OP GLASGOW MT	72.88
07-25	07-24	24427334206730258748237	REYNOLDS MARKET GLA GLASGOW MT	64.32
07-25	07-24	24427334206730258748484	REYNOLDS MARKET GLA GLASGOW MT	204.76

CARDHOLDER ACTIVITY				
SYLVIA MILLER		PURCHASES	CASH ADVANCES	CREDITS
		\$352.72	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$352.72
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-19	07-18	24011344200000061424872	COLUMN PUBLIC NOTICE HTTPSCOLUMN.UDC	94.24
07-23	07-22	24011344204000069003724	COLUMN PUBLIC NOTICE HTTPSCOLUMN.UDC	54.72
07-25	07-24	24011344207000000817551	COLUMN PUBLIC NOTICE HTTPSCOLUMN.UDC	149.04
07-25	07-24	24011344207000001123173	COLUMN PUBLIC NOTICE HTTPSCOLUMN.UDC	54.72



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

**0000000

Account ID

Account Number

Payment Due Date JUL 18, 2024

Amount Due \$21,829.97

Current Balance \$21,829.97

Amount Enclosed \$

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

8000001883861111 002182997002182997

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.

Effective August 1, 2024, Commerce Bank Card statements will receive a refresh.
This update will provide the same key content including transactions, balances,
and due dates with an updated layout for clearer organization and enhanced readability.
One change to note is the full account number is now masked, showing only the last four
digits, for security purposes.

CORPORATE ACCOUNT ACTIVITY

CITY OF DICKINSON

TOTAL CORPORATE ACTIVITY

\$20,521.43

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-02	07-02		AUTO PAYMENT - THANK YOU!	\$20,521.43CR

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	0.0370%	13.40%	\$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

JUL 11, 2024

JUL 18, 2024

Credit Limit

Available Credit

\$120,000.00

\$98,170.03

Amount Due

Disputed Amount

\$21,829.97

\$0.00

Previous Balance \$20,521.43

Purchases &
Other Charges \$28,818.71

Cash Advances \$0.00

Cash Advance Fees \$0.00

Late Charges \$0.00

Finance Charges \$0.00

Credits \$6,988.74

Payments \$20,521.43

New Balance \$21,829.97

Statement Date	JUL 11, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,829.97
Available Credit	\$98,170.03	New Balance	\$21,829.97
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
DARNYL MALKOWSKI		PURCHASES	CASH ADVANCES	CREDITS
		\$119.60	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$119.60
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-27	06-26	24226384179000397612962	WAL-MART #1567 DICKINSON ND	119.60

CARDHOLDER ACTIVITY				
FIRE DEPARTMENT		PURCHASES	CASH ADVANCES	CREDITS
		\$7,773.24	\$0.00	\$6,475.47
				TOTAL ACTIVITY
				\$1,297.77
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-26	06-25	24116414177010477080337	GRAMMARLY COO0ZGMW9 GRAMMARLY.COMCA	900.00
06-26	06-25	24116414177010575035357	BADGEANDWALLET.COM 914-236-1260 NY	190.00
06-28	06-27	24445004180400228975537	WM SUPERCENTER #1567 DICKINSON ND	67.36
07-10	07-08	24325454191900016800341	EVERYTHING2GO.COM LLC 800-4600858 WI	6,189.78
07-10	07-08	74325454191900016800353	EVERYTHING2GO.COM LLC 800-4600858 WI	609.78CR
07-10	07-09	24000974191943403181783	THE UPS STORE 4954 209-7775558 ND	53.22
07-10	07-09	24445004192400226339336	WM SUPERCENTER #1567 DICKINSON ND	372.88
07-11	07-09	74325454192900016900202	EVERYTHING2GO.COM LLC 800-4600858 WI	5,812.00CR
07-11	07-10	74055234193025272572767	4 ALL PROMOS 8885013450 CT	53.69CR

CARDHOLDER ACTIVITY				
SHELLY NAMENIUK		PURCHASES	CASH ADVANCES	CREDITS
		\$2,101.15	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$2,101.15
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-03	07-01	24269794184500698493005	DUNN BROTHERS COFFEE - 20DICKINSON ND	17.25
07-08	07-04	24755424187161871806562	HAMPTON INNS 701-4560100 ND	288.90
		CHECK IN DATE: 07-01-24		
		CONFIRMATION #: 00002036		
07-09	07-08	24436544191043320517725	SOCIETYFORHUMANRESOURCE 800-2837476 VA	1,795.00

Statement Date	JUL 11, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,829.97
Available Credit	\$98,170.03	New Balance	\$21,829.97
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
FIRE DEPARTMENT 2		PURCHASES	CASH ADVANCES	CREDITS
		\$88.78	\$0.00	\$50.01
				\$38.77
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-09	07-08	24231684191023679071368	MAC'S DICKINSON, ND DICKINSON ND	50.01
07-10	07-09	24492154191713537516905	COLE LADDER SAFETY 191-643-9399 CA	38.77
07-11	07-10	74231684193025576789847	MAC'S DICKINSON, ND DICKINSON ND	50.01CR

CARDHOLDER ACTIVITY				
FINANCE DEPARTMENT		PURCHASES	CASH ADVANCES	CREDITS
		\$282.45	\$0.00	\$0.00
				\$282.45
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-03	07-02	24492154185005969112925	PAYFLOW/PAYPAL PAYFLOW-SUPPONE	282.45

CARDHOLDER ACTIVITY				
JADE PRAUS		PURCHASES	CASH ADVANCES	CREDITS
		\$119.80	\$0.00	\$0.00
				\$119.80
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-27	06-26	24055234178011755597772	WALMART.COM 800-925-6278 AR	119.80

CARDHOLDER ACTIVITY				
POLICE DEPARTMENT TRAVEL		PURCHASES	CASH ADVANCES	CREDITS
		\$582.10	\$0.00	\$0.00
				\$582.10
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-01	06-28	24755424181261815609886	DOUBLETREE HOTELS 406-2527400 MT	25.00
CHECK IN DATE:06-23-24 CONFIRMATION #:456173				
07-05	07-03	24013394186000807000664	THE RUSHMORE HOTEL & SUITRAPID CITY SD	557.10
CHECK IN DATE:06-30-24 CONFIRMATION #:1 NUMBER OF NIGHTS:03				

Statement Date	JUL 11, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,829.97
Available Credit	\$98,170.03	New Balance	\$21,829.97
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
JOSEPH CIANNI		PURCHASES	CASH ADVANCES	CREDITS
		\$85.18	\$0.00	\$85.80
				\$0.62CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-27	06-26	24941664179004797366459	GAS STOP MINOT ND	57.18
07-02	06-26	74755424183171792676670	SLEEP INN CONFERENCE CENTMINOT ND	25.09CR
CHECK IN DATE:06-25-24				
CONFIRMATION #:0000000288				
07-02	06-26	74755424183171792676688	SLEEP INN CONFERENCE CENTMINOT ND	30.35CR
07-02	06-26	74755424183171792676696	SLEEP INN CONFERENCE CENTMINOT ND	30.36CR
CHECK IN DATE:06-25-24				
CONFIRMATION #:0000000289				
07-01	06-28	24137464181100389819569	MENARDS DICKINSON ND DICKINSON ND	28.00

CARDHOLDER ACTIVITY				
POLICE DEPT TRAVEL 2		PURCHASES	CASH ADVANCES	CREDITS
		\$652.37	\$0.00	\$0.00
				\$652.37
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-01	06-28	24943004181009428082766	CANDLEWOOD SUITES FARGO ND	581.50
CHECK IN DATE:06-23-24				
CONFIRMATION #:1349394				
07-01	06-28	24445004181300583580428	CASEYS #3350 FARGO ND	70.87

CARDHOLDER ACTIVITY				
MICHAEL HANEL		PURCHASES	CASH ADVANCES	CREDITS
		\$113.48	\$0.00	\$2.53
				\$110.95
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-27	24906414179203264766232	DRI*FabulaTech myord.com MN	41.48
07-01	06-29	74906414181203436141398	DRI*FabulaTech myord.com MN	2.53CR
07-03	07-01	24721934184900013052599	APCO INTERNATIONAL INC 386-9442422 FL	60.00
07-05	07-04	24011344186000027990121	BUZZSPROUT* INVOICE 64 WWW.BUZZSPROUFL	12.00

Statement Date	JUL 11, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,829.97
Available Credit	\$98,170.03	New Balance	\$21,829.97
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
ANIMAL SHELTER		PURCHASES	CASH ADVANCES	CREDITS
		\$212.24	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$212.24
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-04	07-03	24943004186012207539076	CENEX-MAX FARM SERVICES MAX ND	32.19
07-11	07-10	24692164192100817388641	CHEWY.COM 800-672-4399 FL	180.05

CARDHOLDER ACTIVITY				
MUSEUM		PURCHASES	CASH ADVANCES	CREDITS
		\$401.65	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$401.65
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-19	24755424179281796608503	AURORA WORLD 562-2051222 CA	195.15
06-28	06-27	24011344179000048773497	COLOR MINTED HTTPSCOLORMINCO	206.50

CARDHOLDER ACTIVITY				
ROBERT FUHRMAN		PURCHASES	CASH ADVANCES	CREDITS
		\$293.12	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$293.12
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-27	24692164179109835920159	Amazon.com*RC3AZ5JL1 Amzn.com/billWA	159.80
07-03	07-02	24000974184903503105933	THE UPS STORE 4954 209-7775558 ND	19.73
07-03	07-03	24492154185719471547465	THRIFT BOOKS GLOBAL, LLC 253-275-2241 WA	16.17
07-04	07-03	24231684185747002309669	CONSOLIDATED TELCOM 701-483-4000 ND	8.42
07-08	07-06	24011344188000033576714	SHOPIFY* 249237730 HTTPSSHOPIFY.IL	89.00

CARDHOLDER ACTIVITY				
DUSTIN DASSINGER		PURCHASES	CASH ADVANCES	CREDITS
		\$79.88	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$79.88
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-03	07-02	24137464185600304392226	TST* PLAYERS SPORTS BAR & DICKINSON ND	79.88

Statement Date	JUL 11, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,829.97
Available Credit	\$98,170.03	New Balance	\$21,829.97
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
PURCHASING DEPARTMENT		PURCHASES	CASH ADVANCES	CREDITS
		\$782.66	\$0.00	\$0.00
				\$782.66
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-26	06-25	24055234177010530129142	WALMART.COM 800-925-6278 AR	91.45
06-27	06-26	24692164178109015926415	Amazon.com*RC24D4F52 Amzn.com/billWA	307.24
07-01	06-28	24108384181000965000854	SHOPLET.COM clover.com FL	102.46
07-08	07-05	24108384188001297000854	SHOPLET.COM clover.com FL	68.62
07-09	07-08	24692164190109225871900	AMAZON MKTPL*R75C41UH1 Amzn.com/billWA	136.99
07-11	07-10	24692164192101118687756	AMAZON MKTPL*RY44G6AH2 Amzn.com/billWA	75.90

CARDHOLDER ACTIVITY				
MATT HANSON		PURCHASES	CASH ADVANCES	CREDITS
		\$193.08	\$0.00	\$0.00
				\$193.08
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-04	07-02	24750764185900012300035	DAKOTA RIFLE CO 701-2180064 ND	127.50
07-09	07-08	24055234191023632338976	RUNNINGS OF DICKINSON DICKINSON ND	60.61
07-11	07-10	24226384193000834603139	WAL-MART #1567 DICKINSON ND	4.97

CARDHOLDER ACTIVITY				
PD TRAVEL 3		PURCHASES	CASH ADVANCES	CREDITS
		\$107.00	\$0.00	\$0.00
				\$107.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-26	24755424179261790392692	HAMPTON INNS ABERDEEN SD	107.00
CHECK IN DATE:06-25-24				
CONFIRMATION #:00001390				

CARDHOLDER ACTIVITY				
TRAVIS LEINTZ		PURCHASES	CASH ADVANCES	CREDITS
		\$175.80	\$0.00	\$0.00
				\$175.80
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-02	07-01	24492154184005569213363	TLO TRANSUNION 561-988-4200 FL	175.80

Statement Date	JUL 11, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,829.97
Available Credit	\$98,170.03	New Balance	\$21,829.97
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY				
CINDY THRONBURG		PURCHASES	CASH ADVANCES	CREDITS
		\$439.63	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$439.63
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-04	07-02	24325454185900018402276	DEMCO INC 800-9624463 WI	439.63

CARDHOLDER ACTIVITY				
POLICE DEPARTMENT		PURCHASES	CASH ADVANCES	CREDITS
		\$587.80	\$0.00	\$374.93
				TOTAL ACTIVITY
				\$212.87
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-01	06-28	24755424181261815609878	DOUBLETREE HOTELS 406-2527400 MT	587.80
CHECK IN DATE:06-23-24				
CONFIRMATION #:456173				
07-02	07-01	74435654183003964000977	GALLS HQ 8592667227 KY	309.94CR
07-11	07-10	74435654192006030039522	GALLS 8592667227 KY	64.99CR

CARDHOLDER ACTIVITY				
RACHEL SHUMAKER		PURCHASES	CASH ADVANCES	CREDITS
		\$1,044.78	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$1,044.78
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-01	06-28	24692164180100870561484	AMAZON MKTPL'RC19Q4G61 Amzn.com/billWA	77.70
07-01	06-28	24247604180300781780240	WEST DAKOTA VETERINARY DICKINSON ND	967.08

CARDHOLDER ACTIVITY				
DENVER FOWLER		PURCHASES	CASH ADVANCES	CREDITS
		\$2,155.28	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$2,155.28
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-26	06-24	24226384177000347013198	WAL-MART #4247 HAVRE MT	473.32
06-26	06-24	24427334177710033774877	GARY & LEO'S FRESH HAVRE MT	14.82
07-02	07-01	24034544183000117034344	CONOCO - EMPORIUM FOOD & HAVRE MT	63.00
07-02	07-01	24733094184002756105038	NORTH 40 OUTFITTERS HAV HAVRE MT	47.36
07-02	07-01	24003224184000663377605	EXXON HAVRE #1244 HAVRE MT	64.79

Statement Date	JUL 11, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,829.97
Available Credit	\$98,170.03	New Balance	\$21,829.97
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY					
DENVER FOWLER		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$2,155.28	\$0.00	\$0.00	\$2,155.28
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-02	07-01	24003224184000663377647	EXXON HAVRE #1244 HAVRE MT	37.02	
07-02	07-01	24493984183004538009044	BUILDERSFIRSTSOURCE64041 HAVRE MT	26.10	
07-02	07-01	24445004184400243248874	WM SUPERCENTER #4247 HAVRE MT	667.41	
07-03	07-01	24427334184710034044263	GARY & LEO'S FRESH HAVRE MT	54.60	
07-08	07-06	24034544188001210511522	CONOCO - EMPORIUM FOOD & HAVRE MT	86.61	
07-08	07-06	24226384189000720008134	WAL-MART #4247 HAVRE MT	54.59	
07-09	07-08	24034544190001657244351	CONOCO - EMPORIUM FOOD & HAVRE MT	58.30	
07-09	07-08	24034544190001597983258	CONOCO - EMPORIUM FOOD & HAVRE MT	42.00	
07-09	07-08	24034544190001597983233	CONOCO - EMPORIUM FOOD & HAVRE MT	21.00	
07-09	07-08	24733094191003894618263	NORTH 40 OUTFITTERS HAV HAVRE MT	36.35	
07-09	07-08	24559304190900014800025	E-1 TOWING INC 406-2658757 MT	103.25	
07-09	07-08	24003224191000875369201	EXXON HAVRE #1244 HAVRE MT	24.15	
07-10	07-08	24226384191000786012919	WAL-MART #4247 HAVRE MT	239.47	
07-10	07-08	24427334191710032174360	GARY & LEO'S FRESH HAVRE MT	32.63	
07-09	07-09	24204294190002218793056	eBay O'21-11784-73535 408-3766151 CA	8.51	

CARDHOLDER ACTIVITY					
JOEL WALTERS		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$21.20	\$0.00	\$0.00	\$21.20
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-05	07-04	74377994186426948676512	OCE*WONDERSHARE.COM HONG KONG	20.99	
07-05	07-05	74377994186426948676512	INTERNATIONAL SERVICE FEE	0.21	

CARDHOLDER ACTIVITY					
AARON MEYER		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$6,662.43	\$0.00	\$0.00	\$6,662.43
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
06-26	06-25	24011344177000049872035	AMAZON MAR* 113-026108 HTTPSAMAZON.CWA	15.77	
06-26	06-25	24692164177108338910479	AMAZON MKTPL*RG2Q16RB2 Amzn.com/billWA	132.17	
06-27	06-26	24692164178109217427170	AMAZON MKTPL*RC2PV8870 Amzn.com/billWA	29.29	
06-28	06-28	24492164180000080806110	UBIQUITI INC. UI.COM NY	886.12	
07-01	06-28	24692164180100854669246	AMZN Mktpl US*RC3XO2UG0 Amzn.com/billWA	78.89	
07-01	06-28	24692164180100991888527	AMAZON MKTPL*RC6J18ID0 Amzn.com/billWA	415.50	
07-01	06-29	24164074182105441343534	Staples Inc staples.com MA	77.49	

Statement Date	JUL 11, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,829.97
Available Credit	\$98,170.03	New Balance	\$21,829.97
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY					
AARON MEYER		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$6,662.43	\$0.00	\$0.00	\$6,662.43
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-04	07-01	74998764185426790663714	PAYPAL *VIDELLO LTD VI 35314369001	199.00	
07-02	07-02	24011344184000025477214	WASABI TECHNOLOGIES WWW.WASABI.COMA	184.42	
07-03	07-02	24692164184104312555746	Amazon.com*R703E6CM1 Amzn.com/billWA	19.56	
07-03	07-02	24692164184104313463833	AMAZON MKTPL*R74R86CQ1 Amzn.com/billWA	200.37	
07-04	07-04	74998764185426790663714	INTERNATIONAL SERVICE FEE	1.99	
07-05	07-04	24011344186000045622037	WWW.UI.COM WWW.UI.COM NY	411.00	
07-08	07-05	24692164187106731173008	AMAZON MKTPL*R77TK8PS1 Amzn.com/billWA	27.99	
07-08	07-05	24692164187106920573828	AMZN Mktp US*R763R8XZ2 Amzn.com/billWA	46.40	
07-08	07-05	24116414187020399851994	NEWEGG INC. 800-390-1119 CA	74.99	
07-08	07-05	24692164187107022086073	AMZN Mktp US*R72IS27S0 Amzn.com/billWA	70.05	
07-08	07-05	24431064187013105809563	AMAZON.COM*R77S17KH0 SEATTLE WA	94.99	
07-08	07-05	24692164187107154395136	AMZN Mktp US*R78VF9VQ1 Amzn.com/billWA	1,278.00	
07-08	07-05	24431064188013248287825	AMAZON.COM*R796M4UV0 SEATTLE WA	7.51	
07-08	07-06	24164074189105441209597	Staples Inc staples.com MA	1,014.56	
07-08	07-06	24164074189105441209597	Staples Inc staples.com MA	90.09	
07-09	07-08	24692164190109234396667	AMAZON MKTPL*RY5OD3NR0 Amzn.com/billWA	222.57	
07-09	07-08	24692164190109427196015	AMAZON MKTPL*RY6XI73C0 Amzn.com/billWA	1,083.71	

CARDHOLDER ACTIVITY					
MIKHAYLA BLISS		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$235.64	\$0.00	\$0.00	\$235.64
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
06-27	06-25	24137464178100272913003	MENARDS DICKINSON ND DICKINSON ND	235.64	

CARDHOLDER ACTIVITY					
JAYDA BORAH		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$14.68	\$0.00	\$0.00	\$14.68
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
06-27	06-26	24204294178000405814038	FACEBK *Z283G4C762 650-5434800 CA	14.68	

Statement Date	JUL 11, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,829.97
Available Credit	\$98,170.03	New Balance	\$21,829.97
CITY OF DICKINSON Account ID 8000-0018-8386			

CARDHOLDER ACTIVITY					
IAN ANGUIANO		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$1,959.03	\$0.00	\$0.00	\$1,959.03
Post Date	Tran Date	Reference Number	Transaction Description		Amount
07-04	07-02	24943004185011919016648	KIMPTON ALMA SAN DIEGO CA		1,853.85
		CHECK IN DATE:06-27-24	NUMBER OF NIGHTS:05		
		CONFIRMATION #:247777			
07-11	07-09	24137464192100263851453	MENARDS DICKINSON ND DICKINSON ND		105.18

CARDHOLDER ACTIVITY					
RITA BINSTOCK		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$1,316.00	\$0.00	\$0.00	\$1,316.00
Post Date	Tran Date	Reference Number	Transaction Description		Amount
06-27	06-26	24011344178000041525952	COLUMN PUBLIC NOTICE HTTPSCOLUMN.UDC		15.20
06-28	06-27	24011344179000047962935	COLUMN PUBLIC NOTICE HTTPSCOLUMN.UDC		465.12
06-28	06-27	24011344179000048172153	COLUMN PUBLIC NOTICE HTTPSCOLUMN.UDC		242.44
07-10	07-08	24445004192000905361609	FAMILY FARE 3122 DICKINSON ND		60.68
07-11	07-09	24445004192500517711323	PY *PIZZA RANCH DICKINSON DICKINSON ND		80.00
07-11	07-10	24011344192000042506177	COLUMN PUBLIC NOTICE HTTPSCOLUMN.UDC		175.56
07-11	07-10	24011344192000042450327	COLUMN PUBLIC NOTICE HTTPSCOLUMN.UDC		247.00
07-11	07-10	24692164192101212759394	NDRIN-ND LAND RECORDS 701-364-1280 ND		30.00

CARDHOLDER ACTIVITY					
STEVEN CLAWSON		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$200.26	\$0.00	\$0.00	\$200.26
Post Date	Tran Date	Reference Number	Transaction Description		Amount
06-27	06-25	24941664178004404655758	HOLIDAY STATIONS 0281 GLASGOW MT		64.73
06-27	06-25	24445004179000955882089	FAMILY FARE QUICK STOP 31 DICKINSON ND		44.71
06-27	06-26	24034544178005786469025	CONOCO - EMPORIUM FOOD & HAVRE MT		34.23
07-01	06-28	24003224181000578435384	EXXON HAVRE #1244 HAVRE MT		21.13
07-02	07-01	24003224184000663376862	EXXON HAVRE #1244 HAVRE MT		35.46



Statement Date	JUL 11, 2024	Account Number	
Credit Limit	\$120,000	Payment Due Date	JUL 18, 2024
Cash Advance Balance	\$0.00	Amount Due	\$21,829.97
Available Credit	\$98,170.03	New Balance	\$21,829.97
CITY OF DICKINSON			
Account ID			
8000-0018-8386			

CARDHOLDER ACTIVITY				
BRANDI AARON		PURCHASES	CASH ADVANCES	CREDITS
		\$18.40	\$0.00	\$0.00
				TOTAL ACTIVITY
				\$18.40
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-09	07-08	24137464191001511413974	USPS PO 3724000905 DICKINSON ND	18.40

Please Approve the following Manual Checks 08-06-2024

CK#128122	GL BERG ENTERTAINMENT	\$15,000.00
CK#128123	MYSTICAL MINDS	\$850.00
CK#128124	WI SCTF	\$244.00
CB07182024	COMMERCE BANK CREDIT CARD	\$21,829.97
CK#128175	DVRCC	\$7,472.77
CK#128158	CENTRAL DAKOTA FORENSIC NURSE EXA	\$14,985.49
CK#128283	PRINCIPAL LIFE INSURANCE COMPANY	\$17,505.97
CK#128284	WI SCTF	\$244.00
CK#128285-VOIDED CK	DAVIS ENTERTAINMENT	8,500.00
CK#128286	VERIZON WIRELESS	\$5,813.45
CK#128287-VOIDED CK	WADDINTON BROTHERS	\$3,000.00
CK#128288	DIVAS ENTERTAINMENT LLC	\$8,500.00
CK#128289	WADDINTON BROTHERS	\$3,000.00
CB08012024	COMMERCE BANK CREDIT CARD	\$21,369.10
CK#128290	BITZER AGENCY	\$10,500.00
CK#128291	KAT PERKINS MUSIC, INC	\$8,500.00
WITHDRAWL	OFFICE OF STATE TAX COMMISSIONER	\$5.14
WITHDRAWL	OFFICE OF STATE TAX COMMISSIONER	\$1,466.63
CK#	BARANKO BROTHERS	\$958,627.65
CK#	HOUSTON ENGINEERING	\$7,220.00

Finance Job Description

Presented by: DCA Linda Carlson

Consideration to Approve



On July 16, 2024 Commission meeting, the Finance Job Description for the Finance Technician was tabled until there was a meeting with two commissioners, the City Administrator and myself. Commissioner Baer, Commissioner Fridrich, Administrator Dassinger and myself met on Wednesday July 24th and discussion was had.

Recommendation:

- 1. To update the Finance Supervisor job description and post it internally and externally.**
- 2. Take no action on the Finance Technician job description at this time.**

DEPUTY FINANCE DIRECTOR

Changes include: Title change, realigning responsibilities, some tasks and duties. Red lined job description attached.

Duties include: Supervision of Finance and Utility Billing
Responsibilities include budget creation and annual audit preparation, overseeing the financial of grant administration, collaborating with all departments, debt, bonds, loans, overseeing the financials of the city, capital infrastructure and depreciation of fixed assets.

Knowledge of: Municipal fund accounting, investment fund management



DEPUTY FINANCE DIRECTOR

EDUCATION and EXPERIENCE: Bachelor Degree in Finance, Business or related field.
A Public Finance Officers Certificate (preferred).
Five or more years of Public Finance experience
Two years in a Supervisory Position
or equivalent combination of education and experience

NO change to Grade level: Grade 17 - Exempt status



DEPUTY FINANCE DIRECTOR SUPERVISOR

POSITION SUMMARY

~~This position will evaluate~~The Deputy Finance Director performs and participates in complex and day to day accounting and financial systems. Under general direction, performs a high level and wide range of accounting technical review and account oversight and reconciliation duties. Assists in planning, managing, overseeing and directing assigned staff, operations, and services of the financial accounting, utility billing and payroll operations for the City. Work is performed under ~~They will coordinate functions of the accounting office and operate at a high level of accuracy under supervision of~~ the direct supervision of the Deputy City Administrator of Administration and Finance, and efficiently formulate and install accounting methods, procedures, forms and records. This leadership position will participate in a variety of local and state organizations and interacts with the public on a regular basis. They will formulate long range fiscal planning and prepare and present informative monthly financial reports. The Finance Supervisor will report to the Deputy City Administrator for Finance and Administrative Services and they will work together to develop an annual budget and oversee the annual audit; maintain and monitor all financial records and continue to identify areas of cost savings on a city wide basis. This position will ensure compliance, implementation and efficiency of the city financial policies, processes and procedures.

RESPONSIBILITIES

Essential Duties:

- Supervises daily operations of the Finance and Utility Billing divisions.
- Responsible for planning, organizing, directing, and evaluating work of subordinate employees.
- Facilitates training and coaching of financial services.
- Establishes and maintains effective working relationships with governmental officials, the public, and co-workers.
- Is confident and competent in representing the City and presents at various community events, public meetings and gatherings, committees, and conferences. This includes providing written staff reports, making public presentations and appearing in front of City Commission.
- Prepares, compiles, publishes, and presents timely and useful financial reports and projections to the Deputy City Administrator, City Administrator, and Commission. Ensures reported results comply with GAAP.

DEPUTY FINANCE DIRECTOR

SUPERVISOR

- Reviews, recommends improvements, and implements changes to the City's accounting and fund structure, and financial policies.
- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Directs and oversees capital budgets and construction in progress (CIP) projects of the city. Works with other departments, cCity mManagement to plan, advise on cash and funding availability for operating and capital infrastructure costs.
- Oversees and understands all City's employee pensions and retirement plans and the liability.
- Works with external auditors and provides needed information for the annual audit and financial statements.
- Advises City officials-Deputy City Administrator on cash flow or and funding availability for capital expenditures; and, implementing financial policies and procedures.
- May act on behalf of the Deputy City Administrator regarding financial issues in their absence as assigned.
- Works with departments and senior management on preliminary-preparing budgets, presents budget proposals to the City AdministratorExecutive Team, and participates in budget hearingswork sessions.
- Assists staff and commission with budget analysis and explains in a way that is easy to understand.
- Facilitates alternative and creative solutions to address financial and budgeting needs.
- High level of responsibility for department budget creation and implementation under direction of the Deputy City Administrator. Reports significant budget variances to the Deputy City Administrator.
- Responsible for government reporting and Ensures compliance with Local, State, and Federal laws, requirements, and regulations.
- Review and final approval over all City bank and investment reconciliations.
- Attends national, state and local conferences, webinars and/or seminars on related financial standards, updates and requirements.
- Oversees and understandsing of grant financial administration of grants.
- Has Revenue and expenditureexpenditure authority in operating budgets including encumbrances.
- Processes debt applications and keeps records to verify debt is accounted for correctly to include State Revolving Funds (SRF), leases and bonds.
- Works in a constant state of alertness and safe manner.
- Understands and uses creative leverage of resources.

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DEPUTY FINANCE DIRECTOR

SUPERVISOR

- Develops and provides input for strategic direction, goals, plans, and policies for the finance department and the City of Dickinson.
- Performs other duties of a similar nature or level as assigned.

Knowledge, Skills and Abilities:

- Knowledge of general laws and administrative policies governing municipal financial practices and procedures, GASB standards, and principles and practices of accounting and budgeting in government;
- Knowledge of investment fund management and municipal debt administration;
- Knowledge of and ability to manage cash flow;
- Knowledge of budget preparation and management;
- Ability to plan, organize, direct, and evaluate work of subordinate employees
- Skilled in leadership and management;
- Ability to speak and present publicly; to include hearing, vision, and clear speech; Ability to communicate effectively both orally and in writing.
- Skilled at negotiating
- Ability to think strategically and exercise considerable initiative and independent judgment;
- Ability to interact successfully with individuals and groups both from within the City and outside the City;
- Ability to use a variety of office equipment, computer software applications and related applications.
- Apply accounting principles to the financial statements with the ability to analyze financial information and other related documents to GASB and GAAP standards.
- Understands and uses creative leverage of resources.
- Familiarity with City departments and functional responsibilities.
- Proficient in Microsoft Suite applications.
- Skilled in documenting new processes and troubleshooting procedures.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Ability to prioritize and handle multiple tasks simultaneously with a high attention to detail.
- Ability to work independently and as part of a team.
- Handles sensitive and/or complex information.

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DEPUTY FINANCE DIRECTOR SUPERVISOR

Judgment/Decision Making:

- Develops and provides input for strategic direction, goals, plans and policies for the finance department and the City.
- Sets broad objectives and is accountable for overall results in Finance and Utility Billing divisions.
- Makes decisions on matters of significance; requires a high degree of independent judgment and critical thinking skills.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Responsible for the overall direction of Finance and Utility Billing staff including the ability to plan, organize, direct, and evaluate work of subordinate employees.
- This position reports to the Deputy City Administrator.

Relation to Others:

- High level contact with others in key positions within the City, community, business leaders, media and other dignitaries at local, state or federal level.
- Handles highly sensitive information.
- Ensures problem resolution identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication may be one on one, small or large group presentations to residents, staff, and other local and state officials.

Education and Experience:

- Bachelor's Degree with coursework in accounting, business or finance, or related field;
- ~~A Certified Public Finance Officers certificate from GFOA or NDLC Auditor's certificate preferred.~~
- ~~Requires working knowledge of specialized practices, equipment, and procedures in municipal government.~~
- ~~Five + or more years experience~~years' of progressively responsible ~~public~~ Finance experience;
- Direct experience with governmental accounting, finance, budgeting or administration; ~~in the accounting fields including the development of the governmental budgeting and accounting systems (Microsoft Great Plains (GP) software system preferred).~~
- Experience with Microsoft Excel and Word is required; Microsoft GP experience preferred.

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DEPUTY FINANCE DIRECTOR SUPERVISOR

- ~~Three~~ Two years ~~experience in an administrative of administrative or progressive leadership a supervisory or supervisory experience capacity.~~
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License; ND license must be obtained within 150 days of hire
- A Certified Public Finance Officers certificate from GFOA or NDLC Auditor's certificate preferred.
- Requires working knowledge of specialized practices, equipment, and procedures in municipal government.

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WORKING CONDITIONS

Environment:

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- Work is performed primarily within routine office environment with minimal exposure to hazardous or unpleasant conditions.
- Physical demands are usually limited to sitting or standing in one location much of the time.
- Some stooping, lifting or objects of light weight may be required.
- Work related travel is minimal.

Classification: Grade 17

FLSA: Exempt

Created: 09/22/2022 by DCA Linda Carlson, HR Nameniuk

Approved by City Commission: 11/15/2022

DEPUTY FINANCE DIRECTOR

POSITION SUMMARY

Under general direction, performs a high level and wide range of accounting technical review and account oversight and reconciliation duties. Assists in planning, managing, overseeing and directing assigned staff, operations, and services of the financial accounting, utility billing and payroll operations for the City. Work is performed under the direct supervision of the Deputy City Administrator of Administration and Finance.

RESPONSIBILITIES

Essential Duties:

- Supervises daily operations of the Finance and Utility Billing divisions.
- Responsible for planning, organizing, directing, and evaluating work of subordinate employees.
- Facilitates training and coaching of financial services.
- Establishes and maintains effective working relationships with governmental officials, the public, and co-workers.
- Is confident and competent in representing the City and presents at various community events, public meetings and gatherings, committees, and conferences. This includes providing written staff reports, making public presentations and appearing in front of City Commission.
- Prepares, compiles, publishes, and presents timely and useful financial reports and projections to the Deputy City Administrator, City Administrator, and Commission. Ensures reported results comply with GAAP.
- Reviews, recommends improvements, and implements changes to the City's accounting and fund structure, and financial policies.
- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Directs and oversees capital budgets and construction in progress (CIP) projects of the city. Works with other departments, city management to plan, advise on cash and funding availability for operating and capital infrastructure costs.
- Oversees and understands all City's employee pensions and retirement plans and the liability.
- Works with external auditors and provides needed information for the annual audit and financial statements.
- Advises Deputy City Administrator on cash flow and funding availability for capital expenditures; and, implementing financial policies and procedures.
- May act on behalf of the Deputy City Administrator regarding financial issues in their absence as assigned.

DEPUTY FINANCE DIRECTOR

- Works with departments and management on preparing budgets, presents budget proposals to the Executive Team, and participates in budget work sessions.
- Assists staff and commission with budget analysis and explains in a way that is easy to understand.
- Facilitates alternative and creative solutions to address financial and budgeting needs.
- High level of responsibility for department budget creation and implementation under direction of the Deputy City Administrator. Reports significant budget variances to the Deputy City Administrator.
- Ensures compliance with Local, State, and Federal laws, requirements, and regulations.
- Review and final approval over all City bank and investment reconciliations.
- Attends national, state and local conferences, webinars and/or seminars on related financial standards, updates and requirements.
- Oversees and understands financial administration of grants.
- Has revenue and expenditure authority in operating budgets including encumbrances.
- Processes debt applications and keeps records to verify debt is accounted for correctly to include State Revolving Funds (SRF), leases and bonds.
- Works in a constant state of alertness and safe manner.
- Develops and provides input for strategic direction, goals, plans, and policies for the finance department and the City of Dickinson.
- Performs other duties of a similar nature or level as assigned.

Knowledge, Skills and Abilities:

- Knowledge of general laws and administrative policies governing municipal financial practices and procedures, GASB standards, and principles and practices of accounting and budgeting in government;
- Knowledge of investment fund management and municipal debt administration;
- Knowledge of and ability to manage cash flow;
- Knowledge of budget preparation and management;
- Ability to plan, organize, direct, and evaluate work of subordinate employees
- Skilled in leadership and management;
- Ability to speak and present publicly; to include hearing, vision, and clear speech; Ability to communicate effectively both orally and in writing.
- Ability to think strategically and exercise considerable initiative and independent judgment;
- Ability to interact successfully with individuals and groups both from within the City and outside the City;
- Ability to use a variety of office equipment, computer software applications and related applications.
- Apply accounting principles to the financial statements with the ability to analyze financial information and other related documents to GASB and GAAP standards.

DEPUTY FINANCE DIRECTOR

- Understands and uses creative leverage of resources.
- Familiarity with City departments and functional responsibilities.
- Proficient in Microsoft Suite applications.
- Skilled in documenting new processes and troubleshooting procedures.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Ability to prioritize and handle multiple tasks simultaneously with a high attention to detail.
- Ability to work independently and as part of a team.
- Handles sensitive and/or complex information.

Education and Experience:

- Bachelor's Degree with coursework in accounting, business or finance, or related field;
- Five + or more years' of progressively responsible Finance experience;
- Direct experience with governmental accounting, finance, budgeting or administration;
- Experience with Microsoft Excel and Word is required; Microsoft GP experience preferred.
- Two years experience in a supervisory capacity.
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License
- A Certified Public Finance Officers certificate from GFOA or NDLC Auditor's certificate preferred.
- Requires working knowledge of specialized practices, equipment, and procedures in municipal government.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- Work is performed primarily within routine office environment with minimal exposure to hazardous or unpleasant conditions.
- Physical demands are usually limited to sitting or standing in one location much of the time.
- Some stooping, lifting or objects of light weight may be required.
- Work related travel is minimal.

DEPUTY FINANCE DIRECTOR

Classification: Grade 17

FLSA: Exempt

Created: 09/22/2022 by DCA Linda Carlson, HR Nameniuk

Approved by City Commission: 11/15/2022

Updated: Title change, updates 7/25/24 by HR Nameniuk, DCA Carlson

DRAFT

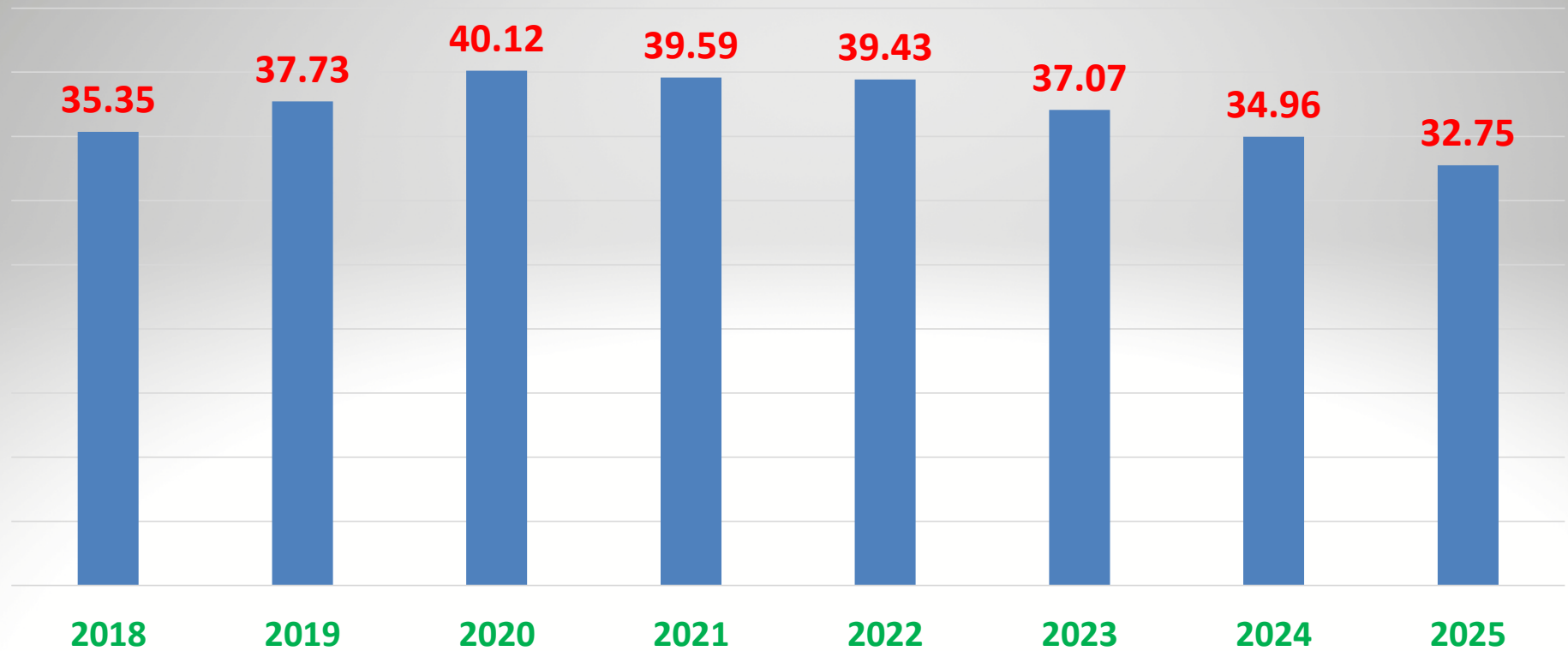
2025 Tax Levy

Presented by: DCA Linda Carlson

Consideration to Approve

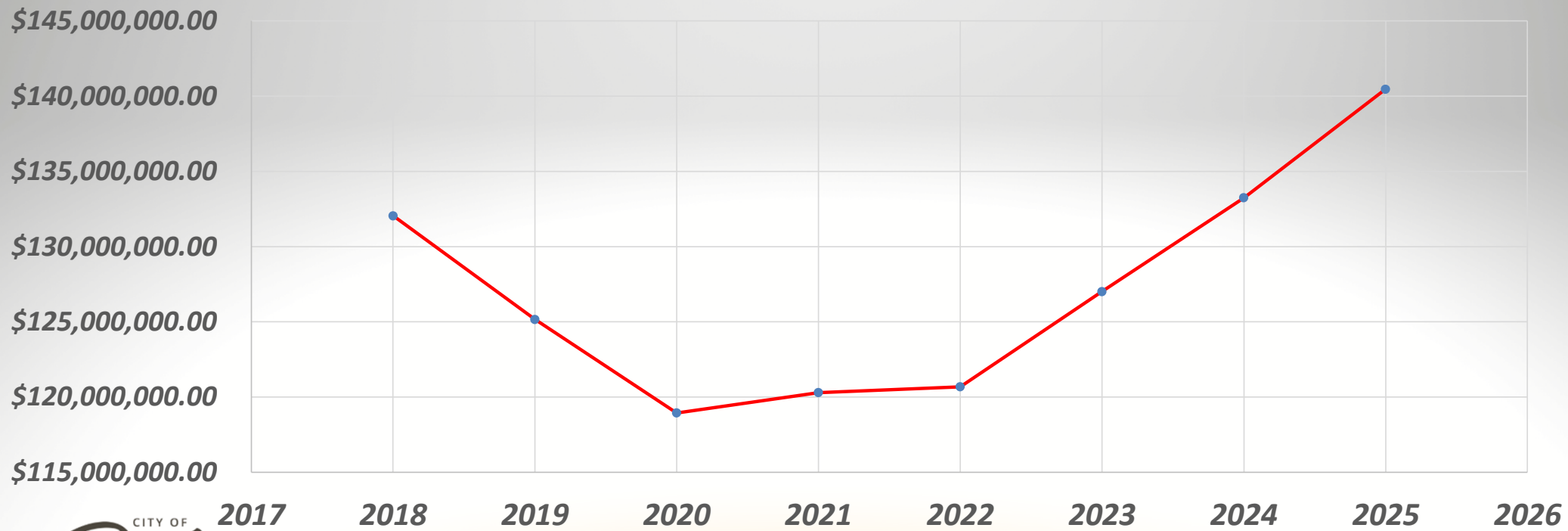


CITY MILLS FROM 2018 - 2025



VALUATION VALUE 2018 - 2025

Valuation Value



ESTIMATED CITY TAXABLE VALUE: **\$140,461,879.00**

TOTAL DOLLAR to be LEVIED: **\$ 5,724,000.00**

Break Down of Tax Levy by dollars:

City General Fund	\$4,600,304.96
Dickinson Area Public Library @ 4 mills	\$ 561,847.52
Dickinson Airport @ 4 mills	\$ 561,847.52





ADMINISTRATION

Section 3. Item D.

August 6, 2024

Karen Richard
Stark County Auditor
PO Box 130
Dickinson, ND 58602

Dear Ms. Richard,

The following property tax levies are requested for our preliminary budget statement based on an estimated taxable value of \$140,461,879.

City General Fund	\$4,600,304.96
Dickinson Area Public Library @ 4 mills	\$ 561,847.52
Dickinson Airport @ 4 mills	<u>\$ 561,847.52</u>
TOTAL	\$5,724,000.00

Notice is hereby given that the City Commission of the City of Dickinson, North Dakota will meet in complains with state law for the 2025 budget on:

PUBLIC HEARING: Tuesday, September 17, 2024 City Hall Commission Room, 5:00 P.M. MT.

Second Reading and Final Passage: Tuesday, October 1, 2024, City Hall Commission Room, 4:30 PM MT.

Kind Regards,

Linda Carlson
Deputy City Administrator





Engineering Memorandum

July 31, 2024

RE: August 6th Commission Meeting

FEMA MODEL ORDINANCE ADOPTION FOR FLOODPLAIN MANAGEMENT

For your consideration is a Floodplain Management Ordinance to repeal and replace the existing Ordinance 1404 which is the Flood Damage Prevention Ordinance which was approved on November 1, 2010 by the City Commission. The new model ordinance is the recommended ordinance for all communities to adopt in North Dakota being it meets all Federal and State requirements for communities due to the Flood Insurance Rate Map (FIRM) update for Stark County. The new FIRM update will become effective August 28, 2024. By adopting this model ordinance, the City of Dickinson will be eligible to continue participation in the National Flood Insurance Program (NFIP). This new floodplain Management Ordinance will be incorporated into Article 14 of the City of Dickinson Municipal Code. Ordinance 1404 was a stand alone ordinance that was difficult to find being it was not incorporated into the Municipal Code. The only changes to the Floodplain Management Ordinance were adding the ordinance number, and there was an extra space in Section 14.01.002(1) which has been removed.

The city engineering staff recommends approval.



ORDINANCE NO. 1800

**AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 14
OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH
DAKOTA, RELATING TO FLOOD PREVENTION**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF
DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Chapter 14 of the City Code of the City of Dickinson is hereby
repealed and replaced as follows:

FLOODPLAIN MANAGEMENT ORDINANCE

~~ARTICLE-SECTION~~ 14.01

STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE, AND OBJECTIVES

SECTION 14.01.001 STATUTORY AUTHORIZATION

The Legislature of the State of North Dakota has in North Dakota Century Code, Chapters
40-47, 11-33 and 58-03, delegated responsibility to local governmental units to adopt
regulations designed to promote the public health, safety, and general welfare of its
citizenry.

Therefore, the Board of the City Commissioners of The City of Dickinson, North
Dakota does ordain as follows:

SECTION 14.01.002 FINDINGS OF FACT

- (1) The flood hazard areas of The City of Dickinson are subject to periodic
inundation which can endanger life, result in loss of property, create health and
safety hazards, disrupt commerce and governmental services, cause
extraordinary public expenditures for flood protection and relief, and impair the
tax base, all of which adversely affect the public health, safety, and general
welfare.
- (2) Flood losses caused by the cumulative effect of obstructions in the special
flood hazard areas cause increases in flood heights and velocities.
Inadequately floodproofed, elevated or otherwise unprotected structures also
contribute to the flood loss.

SECTION 14.01.003 STATEMENT OF PURPOSE

It is the purpose of this ordinance to promote the public health, safety, and general welfare,

and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

- (1) To protect human life and health;
- (2) To minimize expenditure of public money for costly flood control projects;
- (3) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) To minimize prolonged business interruptions;
- (5) To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets, and bridges located in special flood hazard areas;
- (6) To help maintain a stable tax base by providing for the second use and development of special flood hazard areas so as to minimize future flood blight areas;
- (7) To ensure that potential buyers are notified that property is in a special flood hazard area;
- (8) To ensure that those who occupy the special flood hazard areas assume responsibility for their actions.

SECTION 14.01.004 METHODS OF REDUCING FLOOD LOSSES

In order to accomplish its purposes, this ordinance includes methods and provisions for:

- (1) Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- (2) Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
- (4) Controlling filling, grading, dredging, and other development which may increase flood damage; and,
- (5) Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas.

~~ARTICLE~~ SECTION 14.02

DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

"Appeal" means a request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance or a request for a variance.

"Base flood or 100-year flood" means the flood having a one percent chance of being equaled or exceeded in any given year.

"Base Flood Elevation" (BFE) means the height of the base flood or 100-year flood usually in feet, measured in the same datum (either NAVD88 or NGVD29) as the FIRM.

"Basement" means any area of the building having its floor subgrade (below ground level) on all sides.

"Best Available Data" (BAD) means water elevation information from any source used to estimate or determine a base flood elevation (i.e. high water mark).

"Community" means any political subdivision that has the authority to zone, or any Indian tribe or authorized tribal organization, which has authority to adopt and enforce flood plain management regulations for the areas within its jurisdiction.

"Conveyance or hydraulic conveyance" means a geometric characteristic of a river or watercourse at a given point that determines the flow-carrying capacity at that point.

"Development" means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations located within the special flood hazard area.

"Existing Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

"Expansion to an Existing Manufactured Home Park or Subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on

which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

"Flood Insurance Rate Map" (FIRM) means the official map issued by the Federal Emergency Management Agency where special flood hazard areas are designated as Zone A, AE, AO, AH, A1-A30 or A-99.

"Flood Insurance Study" (FIS) means the official report provided by the Federal Emergency Management Agency that includes flood profiles, the Flood Insurance Rate Map, and the water surface elevation of the base flood.

"Flood" or "flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters and/or; from the unusual and rapid accumulation or runoff of surface waters from any source.

"Floodproofing" (Dry) means protection provided a structure, together with attendant utilities and sanitary facilities, which is watertight two feet above the base flood elevation with walls that are substantially impermeable to the passage of water.

"Floodway or regulatory floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

"Highest adjacent grade" means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

"Lowest floor" means the lowest floor of a structure including the basement.

"Manufactured home" means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle" but does include "mobile home".

"Manufactured Home Park or Subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

"New construction" means structures for which the "start of construction" commenced on or after the effective date of this ordinance.

"New Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

"Person" means any person, firm, partnership, association, corporation, limited liability

company, agency, or any other private or governmental organization, which includes any agency of the United States, a state agency, or any political subdivision of the state.

“Reasonably safe from flooding” means base flood waters will not inundate the land or damage structures to be removed from the special flood hazard area, and that any subsurface waters related to the base flood will not damage existing or proposed buildings.

“Recreational vehicle” means a vehicle which is:

- (a) built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) designed to be self-propelled or permanently towable by a light duty truck;
- (d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use; including, but not limited to;
- (e) travel trailers, trailers on wheels, park-model trailers, and other similar vehicles.

“Special Flood Hazard Area” (SFHA) means an area of land that would be inundated by a flood having a one percent chance of being equaled or exceeded in any given year.

“Start of construction” includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement, or other improvement was within 180 days of the permit date. The actual start means the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

“Structure” means a walled and roofed building, including manufactured homes and gas or liquid above-ground storage tanks.

“Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the building to its pre-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

“Substantial improvement” means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

- (1) Before the improvement or repair is started; or

- (2) If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not, however, include either:

- (1) Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions; or
- (2) Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

“Watercourse” means only the channel and banks of an identifiable watercourse, and not the adjoining floodplain areas. The flood carrying capacity of a watercourse refers to the flood carrying capacity of the channel, except in the case of alluvial fans, where a channel is not typically defined. The definition of watercourse in N.D.C.C. § 61-01-06 is not applicable in this ordinance.

“Variance” means a grant of relief from the requirements of this ordinance which permits construction in a manner that would otherwise be prohibited by this ordinance.

“Violation” means the failure of a structure or other development to be fully compliant with the community’s flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required by the community’s floodplain management ordinance is presumed to be in violation until such time as that documentation is provided.

ARTICLE SECTION 14.03 GENERAL PROVISIONS

SECTION 14.03.001 ~~LANDS TO WHICH THIS ORDINANCE APPLIES~~

This ordinance shall apply to all special flood hazard areas within the jurisdiction of The City of Dickinson.

SECTION 14.03.002 BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS

The special flood hazard areas identified by the Federal Emergency Management Agency in a scientific and engineering report entitled “The Flood Insurance Study for ~~the City of Dickinson~~ Stark County, dated ~~November 4, 2010~~ August 28, 2024,” with an accompanying Flood Insurance Rate Map(s), which is hereby adopted by reference and

declared to be a part of this ordinance. The Flood Insurance Study is on file at ~~99-2nd Street East~~38 1st Street West, Dickinson, ND.

SECTION 14.03.003 COMPLIANCE

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this ordinance and other applicable regulations.

SECTION 14.03.004 GREATER RESTRICTIONS

This ordinance is not intended to repeal, remedy, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

SECTION 14.03.005 INTERPRETATION

In the interpretation and application of this ordinance, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the governing body; and,
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

SECTION 14.03.006 WARNING AND DISCLAIMER OR LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This ordinance does not imply that land outside the special flood hazard areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of The City of Dickinson, any officer or employee thereof, or the Federal Emergency Management Agency, for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

SECTION 14.03.007 SEVERABILITY

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.

ARTICLE SECTION 14.04

14.04 ADMINISTRATION

SECTION 14.04.001 ESTABLISHMENT OF DEVELOPMENT PERMIT

A development permit shall be obtained before construction or development begins within any special flood hazard area established in Section 3.2. Application for a development permit shall be made on forms furnished by the Floodplain Administrator and may include, but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill storage materials, drainage facilities; and the location of the foregoing. Specifically, the following information is required:

- (1) ~~Elevation in relation to mean sea level, of the lowest floor of all structures~~ Elevation in the same datum (either NAVD88 or NGVD29) as the FIRM, of the lowest floor of all structures;
- (2) ~~Elevation in relation to mean sea level to which any structure has been floodproofed~~ Elevation in the same datum (either NAVD88 or NGVD29) as the FIRM to which any structure has been floodproofed;
- (3) Certification by a registered professional engineer or architect that the floodproofing methods for any non-residential structure meet the floodproofing criteria in Section 5.2-2; and,
- (4) Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

SECTION 14.04.002 DESIGNATION OF THE FLOODPLAIN ADMINISTRATOR

The Floodplain Administrator is hereby appointed to administer and implement this ordinance by granting or denying development permit applications in accordance with its provisions.

SECTION 14.04.003 DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR

Duties of the Floodplain Administrator shall include, but not be limited to:

SECTION 14.04.003.1 Permit Review

- (1) Review all development permits to determine that the permit requirements of this ordinance have been satisfied.

- (2) Approve or deny all applications for development permits required by adoption of this ordinance.
- (3) Review all development permits to determine that all necessary permits have been obtained from those federal, state, or local governmental agencies from which prior approval is required.
- (4) Review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of Section 5.4 are met.

SECTION 14.04.003.2 Use of Other Base Flood Data

When base flood elevation data has not been provided in accordance with Section 3.2, BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS, the Floodplain Administrator shall obtain, review, and reasonably utilize any base flood elevation data and floodway data available (known as best available data) from any other federal, state, or other source, as criteria for requiring that new construction, substantial improvements, or other development in the floodplain are administered in accordance with Section 5.2, SPECIFIC STANDARDS.

SECTION 14.04.003.3 Information to be Obtained and Maintained

- (1) Obtain and record the actual elevation (in the same datum (either NAVD88 or NGVD29) as the FIRM), of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
- (2) For all new or substantially improved floodproofed structures:
 - (i) obtain and record the actual elevation (in relation to mean sea level) (in the same datum (either NAVD88 or NGVD29) as the FIRM), to which the structure has been floodproofed;
 - (ii) maintain the floodproofing certifications required in Section 4.1(3).
- (3) Maintain for public inspection all records pertaining to the provisions of this ordinance.

~~14.04.003.4~~ — Alteration of Watercourses

The responsible person shall:

- (1) Notify nearby communities, water resource districts, and the North Dakota Department of Water Resources, as necessary, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.

- (2) Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished; and,
- (3) Notify the appropriate water resource district prior to removal or placement of fill within two hundred feet of the bank of a body of water during normal flow or stage.

14.04.003.5 Interpretation of Flood Insurance Rate Map (FIRM) Boundaries

Make interpretation where needed, as to the exact location of the boundaries of the special flood hazard areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in Section 4.4.

14.04.003.6 Encroachment Analysis

When a regulatory floodway has not been designated, the Floodplain Administrator must require that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

Under the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program regulations, a community may approve certain development in Zones A1-30, AE, AH, on the community's FIRM which increases the water surface elevation of the base flood by more than one foot, provided that the community first applies for and receives a Conditional Letter of Map Revision (CLOMR) through FEMA.

14.04.004 VARIANCE PROCEDURE

14.04.004.1 Appeal Board

- (1) The Board of Adjustments as established by the City of Dickinson shall hear and decide appeals and requests for variances from the requirements of this ordinance.
- (2) The Board of Adjustments shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the enforcement or administration of this ordinance.

- (3) Those aggrieved by the decision of the Board of Adjustments or any taxpayer, may appeal such decision to the District Court, as provided in N.D.C.C. §§ 40-47-11, 11-33-12, or 58-03-14.
- (4) In passing upon such applications, the Board of Adjustments shall consider all technical evaluations, all relevant factors, standards specified in other sections of this ordinance; and:
 - (i) the danger that materials may be swept onto other lands to the injury of others;
 - (ii) the danger to life and property due to flooding or erosion damage;
 - (iii) the susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - (iv) the importance of the services provided by the proposed facility to the community;
 - (v) the necessity to the facility of a waterfront location, where applicable;
 - (vi) the availability of alternative locations, for the proposed use which are not subject to flooding or erosion damage;
 - (vii) the compatibility of the proposed use with existing and anticipated development;
 - (viii) the relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - (ix) the safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (x) the expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - (xi) the costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.
- (5) Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre to less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items (i-xi) in Section 4.4-1(4) have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.

- (6) Upon consideration of the factors of Section 4.4-1(4) and the purposes of this ordinance, the Board of Adjustments may attach such conditions to the granting of variances as it deems necessary to further the purposes of this ordinance.
- (7) The Floodplain Administrator shall maintain the records of all appeal actions the report any variances to the Federal Emergency Management Agency upon request.

SECTION 14.04.004.2 Conditions for Variances

- (1) Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this section.
- (2) Variances shall not be issued within the identified floodplain if any increase in flood levels during the base flood discharge would result.
- (3) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- (4) Variances shall only be issued upon:
 - (i) a showing of good and sufficient cause;
 - (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant; and,
 - (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, cause fraud on or victimization of the public as identified in Section 4.4-1(4), or conflict with existing local laws or ordinances.
- (5) Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

~~ARTICLE SECTION~~ 14.05

PROVISIONS FOR FLOOD HAZARD REDUCTION

SECTION 14.05.001 GENERAL STANDARDS

In all special flood hazard areas the following standards are required:

SECTION 14.05.001.1 Anchoring

- (1) All new construction and substantial improvements, including additions, shall be anchored to prevent flotation, collapse, or lateral movement of the structure.
- (2) All manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.

SECTION 14.05.001.2 Construction Materials and Methods

- (1) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- (2) All new and substantial improvements shall be constructed using methods and practices that minimize flood damage.
- (3) All new construction and substantial improvements shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment, and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

SECTION 14.05.001.3 Utilities

- (1) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
- (2) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters; and,
- (3) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

SECTION 14.05.001.4 Subdivision Proposals

- (1) All subdivision proposals shall be consistent with the need to minimize flood damage;
- (2) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage;
- (3) All subdivision proposals shall have adequate drainage provided to reduce

exposure to flood damage; and,

- (4) Base flood elevation data shall be provided for subdivision proposals and other proposed development which contain at least 50 lots or 5 acres (whichever is less).

SECTION 14.05.002 SPECIFIC STANDARDS

In all special flood hazard areas where base flood elevation data have been provided as set forth in Section 3.2 BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS or Section 4.3-2, Use of Other Base Flood Data, the following provisions are required:

SECTION 14.05.002.1 Residential Construction

New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to at least one foot above the base flood elevation.

SECTION 14.05.002.2 Nonresidential Construction

Construction and substantial improvement of any nonresidential structure shall either have the lowest floor, including basement, elevated to at least one foot above the base flood elevation or, together with attendant utility and sanitary facilities shall:

- (1) Be floodproofed to at least two feet above the base flood elevation, so that below this elevation the structure is watertight with walls substantially impermeable to the passage of water.
- (2) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- (3) Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certification shall be provided to the official as set forth in Section 4.3-3(2).

SECTION 14.05.002.3 Manufactured Homes

- ~~(1) Manufactured homes shall be anchored in accordance with Section 5.1-1(2).~~
- ~~(2) All manufactured homes or those to be substantially improved shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated on fill to at least one foot above the base flood elevation, and is securely anchored to an adequately anchored foundation system.~~
- (1) Require all manufactured homes placed within Zone A shall be installed using methods and practices which minimize flood damage. For the purposes of this

requirement, manufactured homes must be elevated and anchored to resist floatation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.

- (2) Require all manufactured homes placed or substantially improved within Zones A 1-30, AH, or AE on sites (i) outside of a manufactured home park or subdivision,(ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision which has incurred substantial damage, be elevated on a permanent foundation so the lowest floor of the manufactured home is elevated one foot above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.
- (3) Require that manufacture homes placed or substantially improved on sites in an existing manufacture home park or subdivision within Zones A 1-30, AH, or AE not subject to other requirements of this section be elevated so that either:
 - (i) the lowest floor of the manufacture home is one foot above the base flood elevation, or
 - (ii) the manufacture home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36" in height above grade and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.

SECTION 14.05.002.4 Recreational Vehicles

In A1-30, AH, and AE Zones, all recreational vehicles to be placed on a site must

- (i) be elevated and anchored to meet the requirements in 5.2-3; OR
- (ii) be on the site for less than 180 consecutive days; AND
- (iii) be fully licensed and highway ready.

SECTION 14.05.003 Shallow Flooding AO and AH Zones (Section 5.3 is only required if the community has Flood Zones AO and/or AH on the effective FIRM)

Located within the areas of special flood hazard established in Section 3.2, are areas designated as shallow flooding. These areas have special flood hazards associated with base flood depths of 1 to 3 feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity flow may be evident. Such

flooding is characterized by ponding or sheet flow; therefore, the following provisions apply:

- (1) All new construction and substantial improvements of **residential** structures have the lowest floor (including basement) elevated one foot above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified).
- (2) All new construction and substantial improvements of **non-residential** structures;
 - (i) have the lowest floor (including basement) elevated one foot above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified), or;
 - (ii) together with attendant utility and sanitary facilities be completely floodproofed to that level to meet the floodproofing standard as specified in Section 5.2-2.
- (3) Require within Zones AH or AO adequate drainage paths around structures on slopes, to guide flood waters around and away from proposed structures.

SECTION 14.05.~~003~~004 FLOODWAYS

Located within the special flood hazard areas established in Section 3.2 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- (1) ~~Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.~~ Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge. Any increase, as is used in this section, means any modeled impact greater than 0.00 feet.
- (2) ~~If Section 5.3(1) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section 5.0 PROVISIONS FOR FLOOD HAZARD REDUCTION. If Section 5.4 (1) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction requirements of this ordinance.~~ If Section 5.3(1) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section 5.0 PROVISIONS FOR FLOOD HAZARD REDUCTION. If Section 5.4 (1) is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction requirements of this ordinance.

- (3) Under the provisions of 44 CFR Section 65.12 of the NFIP Regulations, a community may permit encroachments within the adopted regulatory floodway that would result in an increase in BFEs, provided that the community first applies for and receives a Conditional Letter of Map Revision (CLOMR) through FEMA.

SECTION 14.05.005 ENCLOSURES

New construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

- (1) A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
- (2) The bottom of all openings shall be no higher than one foot above grade.
- (3) Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they allow the automatic entry and exit of floodwaters.

ARTICLE-SECTION 14.06 VIOLATIONS

SECTION 14.06.001 PENALTIES FOR VIOLATIONS

- (1) Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violations on conditions and safeguards established in connection with grants or variances or conditional uses, shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be punished by a fine not exceeding \$1,500 or by imprisonment not to exceed 30 days or by both such fine and imprisonment for each such offense, and in addition shall pay costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense.
- (2) Nothing herein contained shall prevent the Board of City Commissioners from taking such other lawful action as is necessary to prevent or remedy any violation.

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: July 16, 2024
Second Reading: August 6, 2024
Final Passage: August 6, 2024

ORDINANCE NO. 18012024

AN ORDINANCE AMENDING AND RE-ENACTING SECTION 7.180 OF CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO PENALTIES FOR BUILDING VIOLATIONS

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BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Section 7.180 of Chapter 7 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

Section 7.180 Violation--Penalties

Any person who shall violate a provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter or repair a building or structure in violation of an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of this Code, shall be guilty of: ~~(1) for the first conviction, an infraction punishable by a fine of more than one thousand dollars; (2) Any person who has previously been convicted under this section may be charged with~~ a misdemeanor punishable by a fine of not more than one thousand, five hundred dollars, or by imprisonment, not exceeding thirty days, or both such fine and imprisonment. Each day that a violation continues shall be deemed a separate offense. (Ord. 1071 § 6; Ord. No. 1150 § 1; Ord. No. 1157 § 1, Ord No. 1752 § 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 from and after final passage.

Scott Decker, President
Board of City Commissioners

ATTEST

Dustin Dassinger, City Administrator

First Reading: July 16, 2024
Second Reading: August 6, 2024
Final Passage: August 6, 2024

First Reading: _____, 2024
Second Reading: _____, 2024
Final Passage: _____, 2024

ORDINANCE NO. 1802

AN ORDINANCE AMENDING AND RE-ENACTING ARTICLE 20.08 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO WEEDS

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Article 20.08 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

Article 20.08 Weeds

Sections:

20.08.00E Editor's note to Article 20.08

20.08.01 **Weeds generally**

20.08.0102 Control of noxious weeds within cities

20.08.0203 City weed board members – Terms – Compensation

20.08.0304 City weed board - Powers

20.08.0405 City weed board – Duties

20.08.0506 City weed board – Development of city weed list – Review – Removal

20.08.0607 City weed control officer – Membership on city weed board – Employment

20.08.0708 City weed control officer – Powers

20.08.0809 City weed control officer – Duties

20.08.09010 City noxious weed control program – Payment of expenses – Financial report

20.08.1011 Publicly owned land – Noxious weed control

20.08.1112 Noxious weed Control – Enforcement responsibilities of other agencies

20.08.1213 Entry upon land for noxious weed control purposes – Notices – Landowners rights – Remedial requirements – Liens

20.08.1314 Quarantine – Declaration – Hearing – Penalty

20.08.1415 Preventing the dissemination of noxious weeds – Penalty

20.08.1516 Civil Penalty

20.08.1617 Action on complaint – Request for hearing

20.08.1718 County and City weed board – Control of invasive species – acceptance of funds

20.08.01 **Weeds generally**

Premises and exterior property shall be maintained free from weeds or plant growth in excess of ten (10) inches. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs, provided; however, this term shall not include cultivated flowers and gardens.

20.08.01-02 **Control of noxious weeds within cities**

The governing body of any city having a population of three thousand or more may establish a program for the control of noxious weeds within the jurisdictional limits of the city. If a program is not established, the county weed board shall administer a program for the city. The Building and Code Department shall be responsible for enforcement of the provisions in this Chapter. (Code 1695, § 1)

20.08.02-03 City weed board members – Terms – Compensation

1. If the governing body of a city elects to establish a noxious weed control program, as authorized by section 20.08.01, the governing body shall appoint a weed board consisting of three, five, or seven members.
2. The term of office for a board member is four years or until a successor is appointed and qualified. The terms must be staggered so that no more than two expire each year.
3. Any qualified elector residing within the city is eligible to serve on the board.
4. A board member shall assume office at the first regular meeting of the city weed board following the member's appointment.
5. The governing body of the city shall remove a member of the city weed board for repeated unexcused failures to attend meetings, for refusal to act as a board member, or for incapacity. If a vacancy occurs on a city weed board, the governing body of the city, at its next regular meeting, shall appoint an individual who possesses the necessary qualifications to fill the unexpired term.
6. The city weed board shall elect a chairman and a vice chairman from among its members.
7. The city weed board shall appoint a secretary and a treasurer. The secretary and treasurer need not be members of the board.
8. The governing body of the city shall establish the rate of compensation for city weed board members.

20.08.03-04 City weed board – Powers

A city weed board may:

1. Expend funds from all available sources if it determines that the extent of noxious weed infestation on certain land is so severe that undertaking control efforts would place an extreme financial burden on the landowner.
2. Employ and compensate additional personnel to assist with noxious weed control efforts.

20.08.0405. City weed board – Duties

1. Implement a program for the control of noxious weeds;
2. Establish the time and place of regular board meetings;
3. Meet at least once each year;
4. Keep minutes of its meetings and a complete record of all official acts;
5. Control and disburse all moneys received by the city from any source for noxious weed control;

6.
 - a. Provide for the compensation for its members and its secretary and treasurer;
 - b. Reimburse its members and its secretary and treasurer for actual and necessary expenses; and
 - c. Provide a mileage allowance at the same rate as that established for state employees; and
7.
 - a. Employ and provide for the compensation of a weed control officer or contract with a licensed and certified weed control officer
 - b. Reimburse the weed control officer for actual and necessary expenses; and
 - c. Provide a mileage allowance at the same rate as that established for state employees.

20.08.05-06 City weed board – Development of city weed list – Review – Removal

1. A city weed board may designate as noxious certain weeds that are not on the state or county noxious weed list, provided the city weed board first consults with the North Dakota state university extension service and that the designation is approved by the commissioner.
2. Before January 1, 2010, and at least every five years thereafter, each city weed board shall review its noxious weed list and, by majority vote, may remove any weed from its list. The city weed board shall provide the commissioner with at least fourteen days' notice of the time and place at which its list will be reviewed and, within fourteen days of the review, shall provide the commissioner with written notice of any changes to the city list.
3. A city weed board immediately shall remove any noxious weed from the board's list when directed to do so by the commissioner.

20.08.06-07 City weed control officer – Membership on city weed board – Employment

1. A city weed control officer may serve as a member of the weed control board by which the officer is employed if the officer is otherwise qualified to do so.
2. An individual may be employed as a weed control officer by several weed boards simultaneously.
3. The City may as provided for in Section 20.08.04 subcontract with a licensed and certified weed control officer. The provisions of this Chapter apply to a weed control officer hired by the City as an employee or a contractor hired by the City to perform weed control services.

20.08.0708 City weed control officer – Powers

A city weed control officer may enter upon any land within the jurisdiction of the officer to perform duties and to exercise powers under this chapter, including taking specimens of weeds or other materials, without the consent of the landowner or other person responsible for the land and without being subject to any action for trespass or damages, provided reasonable care is exercised.

20.08.08-09 City weed control officer – Duties

The city weed control officer shall:

1. Cooperate with the board and be responsible for the operation and enforcement of this chapter within the city;
2. Become acquainted with the location of noxious weeds within the city;
3. Meet the pesticide certification requirements set forth in N.D.C.C. Chapter 4.1-33;
4. Encourage noxious weed control by all landowners and land occupants within the city;
5. Investigate all signed complaints received by the officer regarding noxious weeds within the city;
6. Post or publish in the official newspaper of the city any notices the commissioner deems necessary to further noxious weed control under this chapter;
7. Prepare reports as requested by the commissioner; and
8. Attend meetings called by the commissioner to further noxious weed control under this chapter.

20.08.09-10 City noxious weed control program – Payment of expenses – Financial report

1. The governing body of a city may provide funding for a city noxious weed control program authorized under this chapter from revenues derived from its general fund levy authority.
2. The city weed board may annually request the governing body of a city to provide funds derived from its general fund levy authority in the amount necessary for the city noxious weed control program. In the year for which the levy is sought, a city weed board seeking approval of a property tax levy under this chapter must file with the city auditor, at a time and in a format prescribed by the city auditor, a financial report for the preceding calendar year showing the ending balances of each fund held by the city weed board during that year.
3. For purposes of this section, the expenses of a city noxious weed control program include compensation for and the reimbursement of expenses incurred by the city weed board, the city weed control officer, and other employees of the board, and expenses incurred in the provision of noxious weed control, as authorized by this chapter.

20.08.10-11 Publicly owned land – Noxious weed control

Each state agency shall provide for the control of noxious weeds on land within its jurisdiction. If a state agency fails to control noxious weeds on land under its jurisdiction, the county weed board, upon approval of the commissioner, may enter upon the land to control the noxious weeds. The state agency shall reimburse the county weed board for expenses incurred in controlling the noxious weeds, within thirty days after the agency receives the bill.

20.08.11-12 Noxious weed control – Enforcement responsibilities of other agencies

Law enforcement agents shall cooperate with the commissioner, a weed control board, and a weed control officer for the purpose of enforcing this chapter.

20.08.12-13 Entry upon land for noxious weed control purposes – Notices – Landowner rights – Remedial requirements – Liens

1.
 - a. If a city weed control officer determines that land within the officer's jurisdiction contains noxious weeds, the officer may serve upon the landowner written notice either personally or by certified mail, requiring the landowner to control the noxious weeds within the time period prescribed by the city weed control officer.
 - b. The notice must:
 - 1) Specify the minimal remedial requirements;
 - 2) Specify the time within which the landowner must meet the minimum remedial requirements;
 - 3) Specify that the landowner may be subject to penalties provided under this chapter if the landowner fails to comply with the remedial requirement;
 - 4) Include a statement of costs if the landowner fails to control the noxious weeds and the city weed officer must provide for control of the weeds; and
 - 5) Provide that the landowner may stay any efforts by the city weed officer to control noxious weeds on the land, by requesting in writing that the city weed board hold a hearing on the matter.
 - c. The city weed officer shall deliver a copy of the notice personally or forward a copy of the notice by certified mail to any tenant, lessee, or operator of the land on which the noxious weeds are located.
 - d. If the landowner does not meet the minimum remedial requirements within the time specified in the notice and does not request a hearing on the matter by the city weed board, the city weed control officer may cause the noxious weeds to be controlled and the expenses charged against the land of the landowner. These expenses are part of the taxes to be levied against the land for the ensuing year and must be collected in the same manner as other real estate taxes.
 - e. If after holding a hearing on the matter the city weed board directs that the noxious weeds be controlled by the city weed officer, the landowner may appeal the decision to the governing board of the city. A decision by the governing body is final.
 - f. If the landowner does not appeal the decision to the governing body of the city, or if the governing body of the city upholds the decision of the city weed board, the city weed control officer may cause the noxious weeds to be controlled and any expenses incurred by the city weed officer in controlling the weeds must be charged against the land of the landowner. These expenses are part of the taxes to be levied against the land for the

ensuing year and must be collected in the same manner as other real estate taxes.

20.08.13-14 Quarantine – Declaration – Hearing – Penalty

1. If the commissioner determines that a quarantine of this state or any portion thereof may be necessary to prevent the spread of noxious weeds, the commissioner shall schedule a public hearing on the matter and provide notice of the hearing by publishing its time, place, and date in the official newspaper of each county having land within the area of the proposed quarantine. If after the hearing the commissioner order the imposition of a quarantine, the order must include the date by which or the circumstances under which the commissioner shall lift the quarantine order.
2. If the commissioner determines that the imposition of an emergency quarantine is necessary to prevent the spread of noxious weeds, the commissioner may impose such an order for a period not to exceed fourteen days. Within the fourteen-day period, the commissioner shall hold a public hearing as provided for in subsection 1 and determine whether a quarantine order under subsection 1 should be imposed.
3. Following the establishment of a quarantine, the movement of any product or material described in the quarantine order is subject to the order.
4. Any person who violates a quarantine order issued under this section is guilty of a class B misdemeanor.

20.08.14-15 Preventing the dissemination of noxious weeds – Penalty

1.
 - a. A person may not willfully transport any material that contains noxious weed seeds or propagating parts, on a public road, in a manner that allows for the dissemination of noxious weeds.
 - b. A person may not willfully drive or transport any equipment, on a public road, in a manner that allows for the dissemination of noxious weeds.
 - c. A person may not willfully dispose of any material that contains noxious weed seeds or propagating parts in a manner that allows for the dissemination of noxious weeds.
2. Any person who violates this section is guilty of a class B misdemeanor.

20.08.1165 Civil penalty

1.
 - a. In addition to any other penalties provided for in this chapter, a person who violates this chapter or any rules adopted under this chapter is subject to a civil penalty in an amount not to exceed eighty dollars per day for each day of violation, subject to a maximum penalty of four thousand dollars per year.
 - b. Penalties imposed upon a landowner for failing to comply with the remedial requirements, as set forth in section 20.08.12, are a lien against the property of the landowner from the day the notice is delivered to the landowner under section 20.08.12.

- c. A person who distributes, sells, or offers for sale within the state a noxious weed is subject to a civil penalty not to exceed one hundred dollars for each violation.
- 2. All penalties collected under this section must be credited to the noxious weed control fund of:
 - a. The city in which the violation occurred if the city has a noxious weed control program under this chapter; or
 - b. The county in which the violation occurred.
- 3. Any penalties provided for under this section may be adjudicated by a court or the city weed board after a hearing.
- 4. An aggrieved person may appeal the imposition of a penalty by a city weed board to the governing body of the city.

20.08.16-17 Action on complaint – Request for hearing

- 2.
 - a. If an individual filed a signed complaint with a city weed board or the city weed control officer and if the individual believes that the complaint has not been addressed satisfactorily within twenty-one days from the date of the complaint, the individual may file a written request for a hearing with the governing body of the city.
 - b. Upon receiving a request for a hearing, the governing body of the city shall schedule a public hearing and shall provide notice of the hearing by publishing its time, place, and date in the official newspaper of the county.
 - c. Within fourteen days after the hearing, the governing body of the city shall issue a determination regarding the matter and shall issue appropriate directives to the city weed board.
 - d. A decision by the governing body of the city under this section is final.

20.08.17-18 County and city weed boards – Control of invasive species – Acceptance of funds

- 1. If the city weed board determines that an invasive species is present within its jurisdiction, the weed board shall notify the commissioner.
- 2.
 - a. If funds for the control of invasive species are available to the commissioner, the commissioner may forward the funds to a weed board for the purpose of controlling the invasive species on public land and assisting private landowners in their efforts to voluntarily control the invasive species provided:
 - 1) The commissioner determines that, without intervention, the invasive species is likely to become a noxious weed during the ensuing five-year period; and
 - 2) The weed board files a plan with the commissioner detailing the manner in which and the time within which the funds are to be expended.
 - b. Notwithstanding any other law, the city weed board may accept funds under this subsection and implement a plan, approved by the commissioner, for the control of invasive species within its jurisdiction.

- 3. In addition to any funds available from the commissioner, the city weed board may accept funds from any other source to control invasive species within its jurisdiction.
- 4. For purposes of this section, an invasive species means a plant species that has been introduced into this state and which the North Dakota state university extension service determines has caused or is likely to cause:
 - a) Economic harm;
 - b) Environmental harm; or
 - c) Harm to human health. (Code 1695, § 1)

Section 20.08.00E Editor's note to Article 20.08

For state law as to authority of city to establish weed control authority, see NDCC, § 63-01.1-07. As to weed control generally, see NDCC, § 63-01.1-07 et seq.

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 upon final passage.

Scott Decker, President
Board of City Commissioners

ATTEST

Dustin Dassinger, City Administrator
First Reading: July 16, 2024
Second Reading: August 6, 2024
Final Passage: August 6, 2024

First Reading: _____ 2024
Second Reading: _____ 2024
Final Passage: _____ 2024

ORDINANCE NO. 1803**AN ORDINANCE AMENDING AND RE-ENACTING ARTICLE 21.40 AND ARTICLE 21.50 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO MOBILE HOME COMMUNITY LICENSE AND CAMPGROUND LICENSE**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Article 21.40 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

Chapter 21 LICENSES

Last updated May, 2023

Articles:**21.04 In General**

21.08 Going out of Business, Fire and Bankrupt Sales - This Article was repealed with Ordinance No. 1312 (March 6, 2006)

21.12 Mobile Home Courts and Trailer Parks - This Article was repealed with Ordinance No. 1312 (March 6, 2006)

21.20 Authority to Sell Tobacco

21.30 Temporary Homeless Shelter

21.40 Mobile Home Community License and Campground License

21.50 Campground License

Article 21.40 Mobile Home Community License and Campground License**Sections:**

21.40.010 Definitions

21.40.020 Mobile Home Community License and Recreational Vehicle Park License

21.40.030 Application for License and Renewal; Fees

21.40.050 Park and/or Campground Standards

21.40.060 Certification Label

21.40.070 Appeal - **REPEALED**

21.40.080 Diagram for Propane Placement

21.40.090 **Penalty for violation of article**

21.40.010. Definitions

In this article, unless the context or subject matter otherwise requires:

A. All-Weather Rated shall mean a recreational vehicle that has a manufacturers installed enclosed and heated underbelly and is rated down to zero degrees for safe use in applicable weather and temperatures.

Commented [CW1]: Alphabetized

B. Campground means any parcel of land containing three or more lots intended for occupancy by travel trailers or tents.

C. Carport means a roofed structure, attached or detached, for protection of a vehicle or vehicles, which, if attached to the mobile home is open on at least two sides and, if detached, is open on two or more sides except for necessary roof supports.

A.D. Mobile Home means a structure meeting the definition of mobile home or Class A Mobile Home under Section 39.02.016(M) of this Code.

B.E. Mobile Home Lot means a designated parcel of land, as depicted on a park map or description maintained by the licensee, in a mobile home community designated for the accommodation of one mobile home and its accessory equipment, for exclusive use of the occupants of the mobile home.

C.F. Mobile Home Community means a mobile home community, park, or plot of ground under single ownership or management which has been planned and improved for the placement of mobile homes and meeting the definition of a mobile home park under Section 39.02.016(M) of this Code.

D.G. Recreational Vehicle means a vehicular unit primarily designed as temporary living quarters for recreational, camping, or travel use, which wither has its own motive power or is mounted on or drawn by another vehicle. The basic entities are travel trailer, camping trailer, truck camper, and motor home.

E.A. Campground means any parcel of land containing three or more lots intended for occupancy by travel trailers or tents.

F.H. Recreational Vehicle Lot means a plot of ground within a recreational vehicle park intended for the accommodation of a recreational vehicle, tent, or other individual camping unit on a temporary basis as depicted on a park map or description maintained by the licensee.

G.A. Carport means a roofed structure, attached or detached, for protection of a vehicle or vehicles, which, if attached to the mobile home is open on at least two sides and, if detached, is open on two or more sides except for necessary roof supports.

H.I. Service Building means a structure housing shower, bath, toilet, lavatory, and such other facilities as may be required by the North Dakota state plumbing code.

I.J. Tent means a collapsible shelter of canvas or other fabric stretched and sustained by poles and used for camping outdoors.

J.K. Temporary for the application of this Article shall mean a continuous period of time of up to 270 days.

K.L. All Weather Rated shall mean a recreational vehicle that has a manufacturer's installed enclosed and heated underbelly and is rated down to zero degrees for safe use in applicable weather and temperatures. (Ord. No. 1661§ 1)

21.40.020. Mobile home community license and recreational vehicle park license.

A. It is unlawful for any person to maintain or operate a mobile home community or campground without a valid license issued annually by the Building Official in the name of such person. All applications for licenses must be made to the Building Official and a license issued upon compliance by the applicant with provisions of this chapter.

B. Every person holding a license shall give notice in writing to the Building Official within 30 days after having sold, transferred, given away or otherwise disposed of

interest in or control of any mobile home community or campground. The notice shall include the name and address of the person succeeding to the ownership or control. (Ord. No. 1661§ 1)

21.40.030. Application for license and renewal; fees.

Application for a license for a mobile home community and/or campground must be filed with the Building Official. The application shall contain the following:

- A. Name and address of the applicant and the annual fee.
- B. The location and legal description of the mobile home community and/or campground showing all the mobile home lots, recreational vehicle lots, structures, roads and other service facilities.
- C. The annual fee for mobile home parks and recreational vehicle parks shall be set by resolution of the board of city commissioners.
- D. Any additional supporting documentation requested by the Building Official to document compliance with this article.

Applications for renewal of licenses must be made on forms issued by the Building Official and must be accompanied by the required fee and contain any change in the information submitted since the original license was issued or the latest renewal granted. (Ord. No. 1661§ 1)

21.40.040. Term of license.

Every license issued under the provisions of this chapter is valid for the period of January 1st of each year through December 31 of that year. Licenses must be posted in the office or on the premises of the mobile home community at all times. Any license issued after January 1st of any year shall be valid only until the following December 31st. (Ord. No. 1661§ 1)

21.40.050. Park and/or campground standards.

In addition to the standards located in Chapter 39 of the Dickinson Municipal Code, each licensee shall comply with the following:

- A. The limits of each lot must be marked or clearly defined on the ground. The lot limits must be the same as shown on accepted plans. All lots must be placed in compliance with applicable floodplain requirements.
- B. A mobile home lot must be improved to provide adequate support for placement. The lot may not heave, shift or settle unevenly under the weight of the mobile home due to inadequate drainage. The lot must be graded to provide drainage away from the mobile home. Permanent foundations shall comply with the requirements of the city building code.
- C. Street Standards: Streets in mobile home parks shall be maintained as follows:
 - 1. For any mobile home parks created or expanded after the date of this ordinance all streets shall be paved, such paved streets must meet standards otherwise required in the Dickinson Municipal Code and approved by the City Engineer.
 - 2. For any streets existing in mobile home parks as of the date of enactment of this ordinance, streets that are currently paved must be maintained in good condition and unpaved streets must be constructed or repaired so as to maintain or provide a hard surface adequate to support imposed loads of at least 75,000 in all

- weather conditions by the licensee within 12 months of the date of enactment of this ordinance.
3. Subsequent to the 12 month period provided for compliance under subsection 2, licensees shall maintain all streets as otherwise required by this section and shall repair any street deficiencies within a reasonable time after discovery.
- D. The connection of water, fuel, sanitary sewer and electrical service must be under the supervision of the mobile home community or campground owner or operator or a qualified representative of the utility company supplying fuel or electrical service. A mobile home may not be occupied before an inspection is conducted by the building official of the following items, as applicable, to insure ordinance compliance:
1. Water and sanitary sewer connections;
 2. The electrical service conductors;
 3. The placement of the home to insure sideyard and setback requirements;
 4. A gas line test conducted by the owner or seller of the mobile home unit and certified by the building official;
 5. Heating appliances for transportation damages;
 6. Blocking to approved standards;
 7. The home is secured by approved tie-downs.
- E. Electrical service for each new or altered mobile home or recreational vehicle lot, as applicable, must comply with North Dakota State Electrical Code. Each existing lot must be provided with an electrical service of adequate size to serve the load.
- F. Fuel supply.
1. Gas equipment and installation within a mobile home community and/or campground must be designed and constructed in accordance with the provisions of the city or state code. Each lot must be provided with an accessible, listed gas shutoff valve. The valve may not be located under the mobile home. The connector between the gas supply line and the mobile home must be an approved listed flexible mobile home connector of sufficient capacity to supply gas to the connected load.
 2. Fuel oil equipment and supply must be designed and installed in accordance with the International Fire Code, as adopted by the city.
 3. Propane Use and Placement shall be in compliance with the Fire and Building Code adopted by the City. A diagram describing set-back requirements is included under Section 21.040.080.
- G. A mobile home community must be provided with an adequate supply of potable water complying with the state health department standards for drinking and domestic use.
- H. Each mobile home lot must be provided with sanitary sewer and water connections. Such plumbing facilities shall conform to the North Dakota State Plumbing Code, as adopted by the City.
- I. Any buildings housing toilet rooms and/or laundry facilities must be a permanent structure. The interior surfaces must be moisture resistant and readily cleanable. Such structures shall meet the requirements of the city building code, and North Dakota Century Code Ch. 23-10.
- J. Accessory buildings.
1. Accessory buildings and carports must be of standard construction and shall meet the requirements of the city building code. An attached entryway may not

obstruct any required exit from the mobile home. No more than one entryway is allowed for each mobile home.

2. Individual storm shelters are permitted provided they meet the requirements of the city building code and the consent of the Building Official has been obtained. Such shelters may not be included in lot coverage requirements of the zoning ordinances or be counted as an accessory building to the mobile home lot.
 3. A mobile home park or community owner shall submit an Emergency Management Plan to the Building Official, and make such plan available to all residents of the mobile home community.
 4. Accessory structures must be attached to proper foundations. Exceptions to foundations may be granted by the building official provided the methods used shall render them rodent proof and resistant to wind damage.
 5. Accessory buildings may not be constructed without building permits.
 6. Accessory storage or utility structures shall comply with setback and sideyard requirements of the zoning ordinances.
- K. Occupants and Pet Lists
1. Occupancy record. The owner or manager of a mobile home park and/or campground shall maintain a current record of the names of the occupants of the park or campground.
 2. Pet record. The owner or manager of a mobile home park and/or campground shall maintain a current record of the names of the occupants of the park or campground that maintain pets, and the number and type of pets present.
- L. Temporary and Tie Down requirements for Recreational Vehicles:
1. The licensee shall require any recreational vehicle present in a mobile home and/or campground to be secured to the ground or tied down if such vehicle remains in the park or campground for a period meeting or exceeding 30 days. The licensee shall not permit a recreational vehicle to remain in the park or campground for a continuous period exceeding 270 days. The licensee shall certify that any recreational vehicle present in the park or campground between the months of December through February shall be All-Weather rated. The licensee shall retain a list of occupant compliance with this section. (Ord. No. 1661§ 1)

21.40.060. Certification label.

Each mobile home shall be affixed with a permanent label certifying that the mobile home complies with the requirements of the U.S. Department of Housing and Urban Development and is constructed in conformance with the federal mobile home construction and safety standards. Licensee to retain a list of occupant compliance with this section. (Ord. No. 1661§ 1)

21.40.070. Appeal - REPEALED

~~Any licensee aggrieved by a determination of City staff relating to compliance with this section may appeal such determination in accordance with Appeals shall be conducted in accordance with the requirements of Article 21.04 of the City Code. (Ord. No. 1661§ 1)~~

21.040.080. Diagram for Propane Placement

The diagram for propane placement shall be determined by the Mechanical Code as adopted under Chapter 7. (~~Diagram to be added~~). (Ord. No. 1661§ 1)

Section 21.040.090 Penalty for violation of article

The penalty for violation of any of the provisions of this article shall be a Class B misdemeanor.

Section 2: Article 21.50 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

Article 21.50 Campground License

Sections:

- 21.50.010 Definitions**
- 21.50.020 Campground License**
- 21.50.030 Application for License and Renewal; Fees**
- 21.50.050 Campground Standards**
- 21.50.060 Appeal - ~~REPEALED~~**
- 21.60.070 Diagram for Propane Placement**
- 21.60.080 Penalty for violation of article**

21.50.010. Definitions.

In this article, unless the context or subject matter otherwise requires:

- A. All-Weather Rated shall mean a recreational vehicle that has a manufacturers installed enclosed and heated underbelly and is rated down to zero degrees for safe use in applicable weather and temperatures.
- B. Campground means any parcel of land containing three or more lots intended for occupancy by recreational vehicles, travel trailers or tents.
- C. Campground Lot means a plot of ground that is a minimum of 1500 square feet, within a campground intended for the accommodation of a recreational vehicle, tent, or other individual camping unit on a temporary basis as depicted on a park map or description maintained by the licensee.
- D. Recreational Vehicle means a vehicular unit primarily designed as temporary living quarters for recreational, camping, or travel use, which has its own motive power or is mounted on or drawn by another vehicle. The basic entities includes a travel trailer, camping trailer, truck camper, and motor home.
- E. Service Building means a structure housing shower, bath, toilet, lavatory, and such other facilities as may be required by the North Dakota state plumbing code.
- F. Temporary for the application of this Article shall mean a continuous period of time of up to 270 days, with a minimum of 30 days absence before another continuous period shall start.
- G. Tent means a collapsible shelter of canvas or other fabric stretched and sustained by poles and used for camping outdoors. (Ord. No. 1665 § 1)

21.50.020. Campground license.

- A. It is unlawful for any person to maintain or operate a campground without a valid license issued annually by the City in the name of such person. All applications for licenses must be made to the Building Official and a license issued upon compliance by the applicant with provisions of this chapter.
- B. Every person holding a license shall give notice in writing to the Building Official within 30 days after having sold, transferred, given away or otherwise disposed of interest in or control of any campground. The notice shall include the name and address of the person succeeding to the ownership or control. (Ord. No. 1665 § 1)

21.50.030. Application for license and renewal; fees

Application for a license for a campground must be filed with the Building Official. The application shall contain the following:

- A. Name and address of the applicant and the annual fee.
- B. The location and legal description of the campground showing all of the campground lots, structures, roads and other service buildings located on the property.
- C. The annual fee for campgrounds shall be set by resolution of the board of city commissioners.
- D. Any additional supporting documentation requested by the Building Official to document compliance with this article.

Applications for renewal of licenses must be made on forms issued by the Building Official and must be accompanied by the required fee and contain any change in the information submitted since the original license was issued or the latest renewal granted. (Ord. No. 1665 § 1)

21.50.040. Term of license.

Every license issued under the provisions of this chapter is valid for the period of January 1st of each year through December 31 of that year. Licenses must be posted in the office or on the premises of the campground at all times. Any license issued after January 1st of any year shall be valid only until the following December 31st. (Ord. No. 1665 § 1)

21.50.050. Campground standards.

In addition to the standards located in the Dickinson Municipal Code, including Chapter 39, each licensee shall comply with the following standards as applicable to a Campground:

- A. Lot Limits. The limits of each campground lot must be marked or clearly defined. The lot limits must be the same as shown on accepted plans, and be in compliance with applicable municipal, state, and federal requirements. A 10 foot separation must exist between any recreational vehicle or tent.
- B. Campground Street Standards: Streets in campgrounds shall be maintained as follows:
 - 1. For any campgrounds created or expanded after the date of this ordinance, all streets shall be paved, such paved streets must meet standards otherwise required in the Dickinson Municipal Code and approved by the City Engineer.
 - 2. For any campgrounds existing as of the date of enactment of this ordinance, streets that are currently paved must be maintained in good condition and unpaved streets must be constructed or repaired so as to maintain or provide a hard surface adequate to support imposed loads of at least 75,000 in all weather

- conditions by the licensee within 12 months of the date of enactment of this ordinance.
3. Subsequent to the 12 month period provided for compliance under subsection 2, licensees shall maintain all streets as otherwise required by this section and shall repair any street deficiencies within a reasonable time after discovery.
- C. Water, fuel, sanitary sewer, and electrical connections. The connection of any water, fuel, sanitary sewer and electrical service must be under the supervision of the campground owner or operator or a qualified representative of the utility company supplying fuel or electrical service, and must comply with municipal, state, and federal requirements.
- D. Propane supply.
1. In addition to a manufacturer installed or permitted propane tank on a recreation vehicle occupying a campground lot is subject to the following requirements: 1 additional external propane tank not to exceed 120 gallons is permitted on a campground lot.
 2. Any Propane Use and Placement shall be in compliance with the Fire and Building Code adopted by the City. A diagram describing set-back requirements is included under Section 21.050.070.
- E. A campground must be provided with an adequate supply of potable water complying with the state health department standards for drinking and domestic use in accordance with North Dakota Century Code section 23-10-07.
- F. Any Service Building located in the Campground must meet the requirements of the City Code, and North Dakota Century Code section 23-10-07.
- G. Emergency Management Plan. A campground owner shall submit an Emergency Management Plan to the Building Official, and make such plan available to all occupants of the campground.
- H. A Campground owner or manager shall not permit the construction or installation of accessory buildings, structures, or other non-manufacturer installed accessory structures attached to recreational vehicles on Campground lots by occupants.
- I. Occupancy record. The owner or manager of a Campground shall maintain a current record of the names of the occupants in accordance with North Dakota Century Code section 23-10-09.
- J. The owner or manager of a campground shall not permit a recreational vehicle to remain in the park or campground for a continuous period exceeding 270 days. The owner or manager of a campground shall certify that any recreational vehicle present in the campground between the months of December through February shall be All-Weather rated. The owner or manager shall retain a list of occupant compliance with this section. (Ord. No. 1665 § 1)

21.50.060. Appeal REPEALED.

~~Any licensee aggrieved by a determination of the Building Official relating to compliance with this section may appeal such determination to the Building Board of Appeals within 20 days of the date the licensee was notified by the Building Official of the non-compliance. (Ord. No. 1665 § 4)~~

21.050.070. Diagram for Propane Placement.

The diagram for propane placement shall be determined by the Mechanical Code as adopted under Chapter 7. (~~Diagram to be added~~). (Ord. No. 1665 § 1)

Section 21.60.080 Penalty for violation of article

The penalty for violation of any of the provisions of this article shall be a Class B misdemeanor.

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 upon final passage.

Scott Decker, President
Board of City Commissioners

ATTEST

Dustin Dassinger, City Administrator

First Reading: July 16, 2024

Second Reading: August 6, 2024

Final Passage: August 6, 2024

ORDINANCE NO. _____**AN ORDINANCE AMENDING AND RE-ENACTING ARTICLE 21.40 AND ARTICLE 21.50 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO MOBILE HOME COMMUNITY LICENSE AND CAMPGROUND LICENSE**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Article 21.40 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

Chapter 21 LICENSES

Last updated May, 2023

Articles:**21.04 In General**

21.08 Going out of Business, Fire and Bankrupt Sales - This Article was repealed with Ordinance No. 1312 (March 6, 2006)

21.12 Mobile Home Courts and Trailer Parks - This Article was repealed with Ordinance No. 1312 (March 6, 2006)

21.20 Authority to Sell Tobacco**21.30 Temporary Homeless Shelter****21.40 Mobile Home Community License****21.50 Campground License****Article 21.40 Mobile Home Community License and Campground License****Sections:****21.40.010 Definitions****21.40.020 Mobile Home Community License and Recreational Vehicle Park License****21.40.030 Application for License and Renewal; Fees****21.40.050 Park and/or Campground Standards****21.40.060 Certification Label****21.40.070 Appeal - REPEALED****21.40.080 Diagram for Propane Placement****21.40.090 Suspension or revocation of license****21.40.100 Penalty for violations of this article****21.40.010. Definitions**

In this article, unless the context or subject matter otherwise requires:

- A. All-Weather Rated shall mean a recreational vehicle that has a manufacturers installed enclosed and heated underbelly and is rated down to zero degrees for safe use in applicable weather and temperatures.

Commented [CW1]: Alphabetized

B. Campground means any parcel of land containing three or more lots intended for occupancy by travel trailers or tents.

C. Carport means a roofed structure, attached or detached, for protection of a vehicle or vehicles, which, if attached to the mobile home is open on at least two sides and, if detached, is open on two or more sides except for necessary roof supports.

A.D. Mobile Home means a structure meeting the definition of mobile home or Class A Mobile Home under Section 39.02.016(M) of this Code.

B.E. Mobile Home Lot means a designated parcel of land, as depicted on a park map or description maintained by the licensee, in a mobile home community designated for the accommodation of one mobile home and its accessory equipment, for exclusive use of the occupants of the mobile home.

C.F. Mobile Home Community means a mobile home community, park, or plot of ground under single ownership or management which has been planned and improved for the placement of mobile homes and meeting the definition of a mobile home park under Section 39.02.016(M) of this Code.

D.G. Recreational Vehicle means a vehicular unit primarily designed as temporary living quarters for recreational, camping, or travel use, which wither has its own motive power or is mounted on or drawn by another vehicle. The basic entities are travel trailer, camping trailer, truck camper, and motor home.

E.A. Campground means any parcel of land containing three or more lots intended for occupancy by travel trailers or tents.

F.H. Recreational Vehicle Lot means a plot of ground within a recreational vehicle park intended for the accommodation of a recreational vehicle, tent, or other individual camping unit on a temporary basis as depicted on a park map or description maintained by the licensee.

G.A. Carport means a roofed structure, attached or detached, for protection of a vehicle or vehicles, which, if attached to the mobile home is open on at least two sides and, if detached, is open on two or more sides except for necessary roof supports.

H.I. Service Building means a structure housing shower, bath, toilet, lavatory, and such other facilities as may be required by the North Dakota state plumbing code.

I.J. Tent means a collapsible shelter of canvas or other fabric stretched and sustained by poles and used for camping outdoors.

J.K. Temporary for the application of this Article shall mean a continuous period of time of up to 270 days.

K.L. All Weather Rated shall mean a recreational vehicle that has a manufacturer's installed enclosed and heated underbelly and is rated down to zero degrees for safe use in applicable weather and temperatures. (Ord. No. 1661§ 1)

21.40.020. Mobile home community license and recreational vehicle park license.

A. It is unlawful for any person to maintain or operate a mobile home community or campground without a valid license issued annually by the Building Official in the name of such person. All applications for licenses must be made to the Building Official and a license issued upon compliance by the applicant with provisions of this chapter.

B. Every person holding a license shall give notice in writing to the Building Official within 30 days after having sold, transferred, given away or otherwise disposed of

interest in or control of any mobile home community or campground. The notice shall include the name and address of the person succeeding to the ownership or control. (Ord. No. 1661§ 1)

21.40.030. Application for license and renewal; fees.

Application for a license for a mobile home community and/or campground must be filed with the Building Official. The application shall contain the following:

- A. Name and address of the applicant and the annual fee.
- B. The location and legal description of the mobile home community and/or campground showing all the mobile home lots, recreational vehicle lots, structures, roads and other service facilities.
- C. The annual fee for mobile home parks and recreational vehicle parks shall be set by resolution of the board of city commissioners.
- D. Any additional supporting documentation requested by the Building Official to document compliance with this article.

Applications for renewal of licenses must be made on forms issued by the Building Official and must be accompanied by the required fee and contain any change in the information submitted since the original license was issued or the latest renewal granted. (Ord. No. 1661§ 1)

21.40.040. Term of license.

Every license issued under the provisions of this chapter is valid for the period of January 1st of each year through December 31 of that year. Licenses must be posted in the office or on the premises of the mobile home community at all times. Any license issued after January 1st of any year shall be valid only until the following December 31st. (Ord. No. 1661§ 1)

21.40.050. Park and/or campground standards.

In addition to the standards located in Chapter 39 of the Dickinson Municipal Code, each licensee shall comply with the following:

- A. The limits of each lot must be marked or clearly defined on the ground. The lot limits must be the same as shown on accepted plans. All lots must be placed in compliance with applicable floodplain requirements.
- B. A mobile home lot must be improved to provide adequate support for placement. The lot may not heave, shift or settle unevenly under the weight of the mobile home due to inadequate drainage. The lot must be graded to provide drainage away from the mobile home. Permanent foundations shall comply with the requirements of the city building code.
- C. Street Standards: Streets in mobile home parks shall be maintained as follows:
 - 1. For any mobile home parks created or expanded after the date of this ordinance all streets shall be paved, such paved streets must meet standards otherwise required in the Dickinson Municipal Code and approved by the City Engineer.
 - 2. For any streets existing in mobile home parks as of the date of enactment of this ordinance, streets that are currently paved must be maintained in good condition and unpaved streets must be constructed or repaired so as to maintain or provide a hard surface adequate to support imposed loads of at least 75,000 in all

- weather conditions by the licensee within 12 months of the date of enactment of this ordinance.
3. Subsequent to the 12 month period provided for compliance under subsection 2, licensees shall maintain all streets as otherwise required by this section and shall repair any street deficiencies within a reasonable time after discovery.
- D. The connection of water, fuel, sanitary sewer and electrical service must be under the supervision of the mobile home community or campground owner or operator or a qualified representative of the utility company supplying fuel or electrical service. A mobile home may not be occupied before an inspection is conducted by the building official of the following items, as applicable, to insure ordinance compliance:
1. Water and sanitary sewer connections;
 2. The electrical service conductors;
 3. The placement of the home to insure sideyard and setback requirements;
 4. A gas line test conducted by the owner or seller of the mobile home unit and certified by the building official;
 5. Heating appliances for transportation damages;
 6. Blocking to approved standards;
 7. The home is secured by approved tie-downs.
- E. Electrical service for each new or altered mobile home or recreational vehicle lot, as applicable, must comply with North Dakota State Electrical Code. Each existing lot must be provided with an electrical service of adequate size to serve the load.
- F. Fuel supply.
1. Gas equipment and installation within a mobile home community and/or campground must be designed and constructed in accordance with the provisions of the city or state code. Each lot must be provided with an accessible, listed gas shutoff valve. The valve may not be located under the mobile home. The connector between the gas supply line and the mobile home must be an approved listed flexible mobile home connector of sufficient capacity to supply gas to the connected load.
 2. Fuel oil equipment and supply must be designed and installed in accordance with the International Fire Code, as adopted by the city.
 3. Propane Use and Placement shall be in compliance with the Fire and Building Code adopted by the City. A diagram describing set-back requirements is included under Section 21.040.080.
- G. A mobile home community must be provided with an adequate supply of potable water complying with the state health department standards for drinking and domestic use.
- H. Each mobile home lot must be provided with sanitary sewer and water connections. Such plumbing facilities shall conform to the North Dakota State Plumbing Code, as adopted by the City.
- I. Any buildings housing toilet rooms and/or laundry facilities must be a permanent structure. The interior surfaces must be moisture resistant and readily cleanable. Such structures shall meet the requirements of the city building code, and North Dakota Century Code Ch. 23-10.
- J. Accessory buildings.
1. Accessory buildings and carports must be of standard construction and shall meet the requirements of the city building code. An attached entryway may not

obstruct any required exit from the mobile home. No more than one entryway is allowed for each mobile home.

2. Individual storm shelters are permitted provided they meet the requirements of the city building code and the consent of the Building Official has been obtained. Such shelters may not be included in lot coverage requirements of the zoning ordinances or be counted as an accessory building to the mobile home lot.
 3. A mobile home park or community owner shall submit an Emergency Management Plan to the Building Official, and make such plan available to all residents of the mobile home community.
 4. Accessory structures must be attached to proper foundations. Exceptions to foundations may be granted by the building official provided the methods used shall render them rodent proof and resistant to wind damage.
 5. Accessory buildings may not be constructed without building permits.
 6. Accessory storage or utility structures shall comply with setback and sideyard requirements of the zoning ordinances.
- K. Occupants and Pet Lists
1. Occupancy record. The owner or manager of a mobile home park and/or campground shall maintain a current record of the names of the occupants of the park or campground.
 2. Pet record. The owner or manager of a mobile home park and/or campground shall maintain a current record of the names of the occupants of the park or campground that maintain pets, and the number and type of pets present.
- L. Temporary and Tie Down requirements for Recreational Vehicles:
1. The licensee shall require any recreational vehicle present in a mobile home and/or campground to be secured to the ground or tied down if such vehicle remains in the park or campground for a period meeting or exceeding 30 days. The licensee shall not permit a recreational vehicle to remain in the park or campground for a continuous period exceeding 270 days. The licensee shall certify that any recreational vehicle present in the park or campground between the months of December through February shall be All-Weather rated. The licensee shall retain a list of occupant compliance with this section. (Ord. No. 1661§ 1)

21.40.060. Certification label.

Each mobile home shall be affixed with a permanent label certifying that the mobile home complies with the requirements of the U.S. Department of Housing and Urban Development and is constructed in conformance with the federal mobile home construction and safety standards. Licensee to retain a list of occupant compliance with this section. (Ord. No. 1661§ 1)

21.40.070. Appeal - REPEALED

~~Any licensee aggrieved by a determination of City staff relating to compliance with this section may appeal such determination in accordance with Appeals shall be conducted in accordance with the requirements of Article 21.04 of the City Code. (Ord. No. 1661§ 1)~~

21.040.080. Diagram for Propane Placement

The diagram for propane placement shall be determined by the Mechanical Code as adopted under Chapter 7. (~~Diagram to be added~~). (Ord. No. 1661§ 1)

Section 21.040.090 Suspension or revocation of license

The City may deny an application or take disciplinary action, up to and including suspension of a license for a mobile home park or recreational vehicle park, and revocation of a license for a recreational vehicle park, against any applicant or licensee upon the failure of the applicant or licensee to comply with this chapter or with any of the rules and regulations promulgated by the City. Before the City takes disciplinary action against a license, the City shall notify the licensee in writing of the reason disciplinary action is being considered and shall provide a reasonable amount of time for correction to be made. An applicant or licensee may request a hearing with the Board of Appeals in accordance with Article 21.04 of the City Code. Should the corrective action not be taken within the time prescribed by the City or a hearing not be requested by the applicant or licensee, the City may move forward disciplinary action.

Section 21.040.100 Penalty

Any person who maintains or operates a mobile home park or recreational vehicle park without first obtaining a license, or who operates the same during suspension of the license, is guilty of a Class B misdemeanor.

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Section 2: Article 21.50 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

Article 21.50 Campground License

Sections:

- 21.50.010 Definitions**
- 21.50.020 Campground License**
- 21.50.030 Application for License and Renewal; Fees**
- 21.50.050 Campground Standards**
- 21.50.060 Appeal - REPEALED**
- 21.60.070 Diagram for Propane Placement**
- 21.60.080 Suspension or revocation of license**
- 21.60.090 Penalty for violation of article**

21.50.010. Definitions.

In this article, unless the context or subject matter otherwise requires:

- A. All-Weather Rated shall mean a recreational vehicle that has a manufacturers installed enclosed and heated underbelly and is rated down to zero degrees for safe use in applicable weather and temperatures.
- B. Campground means any parcel of land containing three or more lots intended for occupancy by recreational vehicles, travel trailers or tents.
- C. Campground Lot means a plot of ground that is a minimum of 1500 square feet, within a campground intended for the accommodation of a recreational vehicle, tent, or other individual camping unit on a temporary basis as depicted on a park map or description maintained by the licensee.

- D. Recreational Vehicle means a vehicular unit primarily designed as temporary living quarters for recreational, camping, or travel use, which has its own motive power or is mounted on or drawn by another vehicle. The basic entities includes a travel trailer, camping trailer, truck camper, and motor home.
- E. Service Building means a structure housing shower, bath, toilet, lavatory, and such other facilities as may be required by the North Dakota state plumbing code.
- F. Temporary for the application of this Article shall mean a continuous period of time of up to 270 days, with a minimum of 30 days absence before another continuous period shall start.
- G. Tent means a collapsible shelter of canvas or other fabric stretched and sustained by poles and used for camping outdoors. (Ord. No. 1665 § 1)

21.50.020. Campground license.

- A. It is unlawful for any person to maintain or operate a campground without a valid license issued annually by the City in the name of such person. All applications for licenses must be made to the Building Official and a license issued upon compliance by the applicant with provisions of this chapter.
- B. Every person holding a license shall give notice in writing to the Building Official within 30 days after having sold, transferred, given away or otherwise disposed of interest in or control of any campground. The notice shall include the name and address of the person succeeding to the ownership or control. (Ord. No. 1665 § 1)

21.50.030. Application for license and renewal; fees

Application for a license for a campground must be filed with the Building Official. The application shall contain the following:

- A. Name and address of the applicant and the annual fee.
- B. The location and legal description of the campground showing all of the campground lots, structures, roads and other service buildings located on the property.
- C. The annual fee for campgrounds shall be set by resolution of the board of city commissioners.
- D. Any additional supporting documentation requested by the Building Official to document compliance with this article.

Applications for renewal of licenses must be made on forms issued by the Building Official and must be accompanied by the required fee and contain any change in the information submitted since the original license was issued or the latest renewal granted. (Ord. No. 1665 § 1)

21.50.040. Term of license.

Every license issued under the provisions of this chapter is valid for the period of January 1st of each year through December 31 of that year. Licenses must be posted in the office or on the premises of the campground at all times. Any license issued after January 1st of any year shall be valid only until the following December 31st. (Ord. No. 1665 § 1)

21.50.050. Campground standards.

In addition to the standards located in the Dickinson Municipal Code, including Chapter 39, each licensee shall comply with the following standards as applicable to a Campground:

- A. Lot Limits. The limits of each campground lot must be marked or clearly defined. The lot limits must be the same as shown on accepted plans, and be in compliance with applicable municipal, state, and federal requirements. A 10 foot separation must exist between any recreational vehicle or tent.
- B. Campground Street Standards: Streets in campgrounds shall be maintained as follows:
 - 1. For any campgrounds created or expanded after the date of this ordinance, all streets shall be paved, such paved streets must meet standards otherwise required in the Dickinson Municipal Code and approved by the City Engineer.
 - 2. For any campgrounds existing as of the date of enactment of this ordinance, streets that are currently paved must be maintained in good condition and unpaved streets must be constructed or repaired so as to maintain or provide a hard surface adequate to support imposed loads of at least 75,000 in all weather conditions by the licensee within 12 months of the date of enactment of this ordinance.
 - 3. Subsequent to the 12 month period provided for compliance under subsection 2, licensees shall maintain all streets as otherwise required by this section and shall repair any street deficiencies within a reasonable time after discovery.
- C. Water, fuel, sanitary sewer, and electrical connections. The connection of any water, fuel, sanitary sewer and electrical service must be under the supervision of the campground owner or operator or a qualified representative of the utility company supplying fuel or electrical service, and must comply with municipal, state, and federal requirements.
- D. Propane supply.
 - 1. In addition to a manufacturer installed or permitted propane tank on a recreation vehicle occupying a campground lot is subject to the following requirements: 1 additional external propane tank not to exceed 120 gallons is permitted on a campground lot.
 - 2. Any Propane Use and Placement shall be in compliance with the Fire and Building Code adopted by the City. A diagram describing set-back requirements is included under Section 21.050.070.
- E. A campground must be provided with an adequate supply of potable water complying with the state health department standards for drinking and domestic use in accordance with North Dakota Century Code section 23-10-07.
- F. Any Service Building located in the Campground must meet the requirements of the City Code, and North Dakota Century Code section 23-10-07.
- G. Emergency Management Plan. A campground owner shall submit an Emergency Management Plan to the Building Official, and make such plan available to all occupants of the campground.
- H. A Campground owner or manager shall not permit the construction or installation of accessory buildings, structures, or other non-manufacturer installed accessory structures attached to recreational vehicles on Campground lots by occupants.

- I. Occupancy record. The owner or manager of a Campground shall maintain a current record of the names of the occupants in accordance with North Dakota Century Code section 23-10-09.
- J. The owner or manager of a campground shall not permit a recreational vehicle to remain in the park or campground for a continuous period exceeding 270 days. The owner or manager of a campground shall certify that any recreational vehicle present in the campground between the months of December through February shall be All-Weather rated. The owner or manager shall retain a list of occupant compliance with this section. (Ord. No. 1665 § 1)

21.50.060. Appeal REPEALED-

~~Any licensee aggrieved by a determination of the Building Official relating to compliance with this section may appeal such determination to the Building Board of Appeals within 20 days of the date the licensee was notified by the Building Official of the non-compliance. (Ord. No. 1665 § 1)~~

21.050.070. Diagram for Propane Placement.

~~The diagram for propane placement shall be determined by the Mechanical Code as adopted under Chapter 7. (Diagram to be added). (Ord. No. 1665 § 1)~~

Section 21.60.080 Penalty for violation of article

~~The City may deny an application or take disciplinary action, up to and including suspension of a license for a campground, and revocation of a license for a campground, against any applicant or licensee upon the failure of the applicant or licensee to comply with this chapter or with any of the rules and regulations promulgated by the City. Before the City takes disciplinary action against a license, the City shall notify the licensee in writing of the reason disciplinary action is being considered and shall provide a reasonable amount of time for correction to be made. An applicant or licensee may request a hearing with the Board of Appeals in accordance with Article 21.04 of the City Code. Should the corrective action not be taken within the time prescribed by the City or a hearing not be requested by the applicant or licensee, the City may move forward disciplinary action.~~

Section 21.06.090

~~Any person who maintains or operates a campground without first obtaining a license, or who operates the same during suspension of the license, is guilty of a Class B misdemeanor.~~

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Section 3: Repeal of Ordinances in Conflict. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

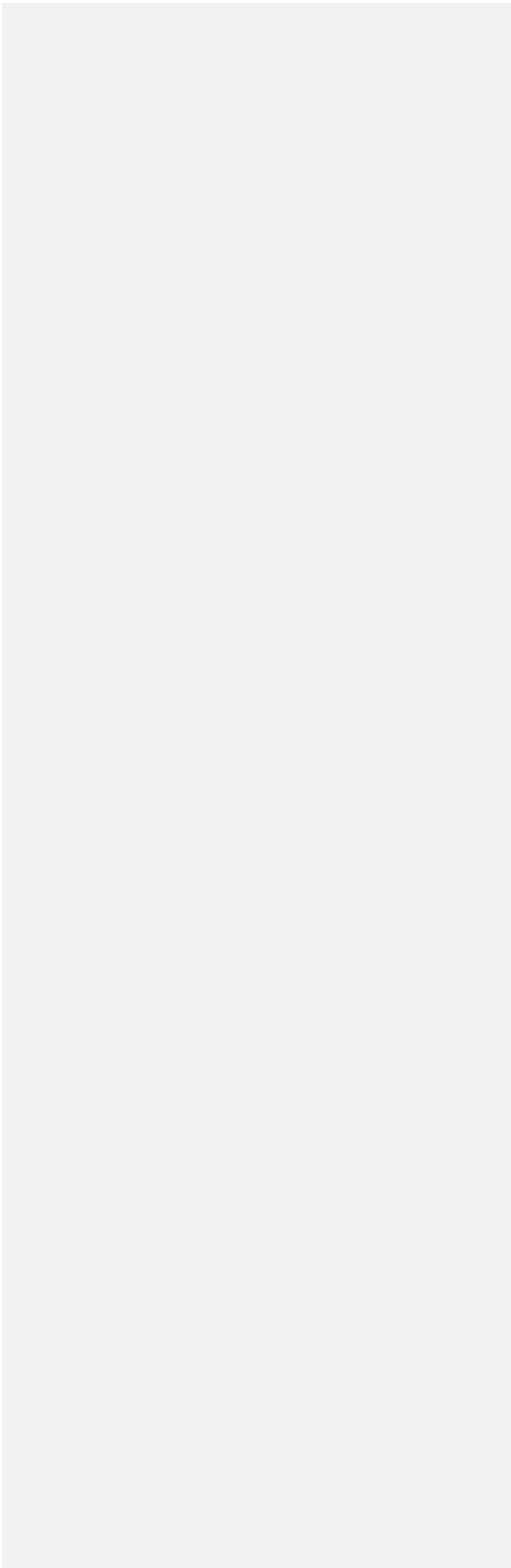
Section 4: Severability. In the event any section of this Ordinance is held invalid by court of competent jurisdiction, the invalidity shall extend only to the section affected, and other sections of this Chapter shall continue in full force and effect.

Section 5: Effective Date: This Ordinance shall be in full force and effect upon final passage.

Scott Decker, President
Board of City Commissioners

ATTEST

Dustin Dassinger, City Administrator
First Reading: _____ 2024
Second Reading: _____ 2024
Final Passage: _____ 2024



ORDINANCE NO. 1804

AN ORDINANCE AMENDING AND RE-ENACTING ARTICLE 24.08 OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO STORAGE OF JUNK, MAINTENANCE OF BLIGHTED STRUCTURES, ETC

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Article 24.08 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

ARTICLE 24.08 STORAGE OF JUNK, MAINTENANCE OF BLIGHTED STRUCTURES, ETC.

Sections:

- 24.08.010 Definitions**
- 24.08.020 Certain practices declared nuisances**
- 24.08.030 Liability of owners, occupants, lessees, etc., generally**
- 24.08.040 Removal of junked automobile from private property by general inspector or police**
- 24.08.050 Penalty for violation of article**
- 24.08.060 Additional remedy**

Section 24.08.010 Definitions

For the purposes of this article, the following words and phrases shall have the meanings ascribed to them by this section:

Abandoned Vehicle. Without limitation, any vehicle which has remained on private property for a period of forty-eight continuous hours or more without consent of the owner or occupant of the property or for a period of forty-eight continuous hours or more after the consent of the owner or occupant has been revoked.

Blighted Structure. Without limitation, any dwelling, garage or outbuilding; any factory, shop, store, warehouse; or any other structure or part of a structure which because of fire, wind or other natural disaster or physical deterioration is no longer habitable as a dwelling nor useful for the purpose for which it may have been intended.

Building Materials. Without limitation, lumber, bricks, concrete or cinder blocks, plumbing materials, electric wiring, or equipment, heating ducts or equipment, shingles, mortar, concrete, or cement nails, screws or any other materials used in constructing any structure.

Junk. Without limitation, parts of machinery or motor vehicles, unused furniture, stoves, refrigerators or other appliances, remnants of wood, metal or any other cast off material of any kind whether or not such material could be put to any reasonable use.

Junk Automobiles. Without limitation, any motor vehicle which is not licensed or use upon the highways of the state for a period in excess of sixty days and also includes, whether

licensed or not, any motor vehicle which is inoperative for any reason for a period in excess of sixty days; provided, that there is excepted from this definition unlicensed but operative vehicles which are kept as the stock in trade of a regularly licensed and established new or used automobile dealer.

Trash and Rubbish. Any and all forms of debris not herein otherwise classified. (Ord. No. 525.)

Section 24.08.020 Certain practices declared nuisances

It is hereby determined that the following conditions tend to result in blighted and deteriorated neighborhoods, increase in criminal activity, spread of vermin and disease and are contrary to the public peace, health, safety, and general welfare of the community:

- a) Storing or permitting the storage or accumulation of trash or rubbish.
- b) Storing or permitting the storage of or accumulation of junk, junk automobiles or abandoned vehicles on any private property within the city, except within a completely enclosed building and in compliance with the provisions of this Code and other city ordinances; provided, that this shall not be construed to preclude the storage or accumulation of junk, junk automobiles or abandoned vehicles upon the business premises of a duly licensed junk dealer, junk buyer in used auto parts, or dealer in second hand goods or junk gatherer so long as such premises are operated and maintained in compliance with the provisions of this Code and other city ordinances.
- c) Dismantling, cutting up, removing parts from or otherwise disassembling any automobile, whether it is a junk automobile, abandoned vehicle or any appliance or machinery, except in a completely enclosed building or upon the business premises of a duly licensed junk dealer, junk buyer, dealer in used auto parts, dealer in second hand goods or junk gatherer.
- d) Keeping or maintaining any blighted or vacant structure, dwelling, garage, outbuilding, factory, shop, store or warehouse, unless such structure is kept securely locked, the windows kept glazed or neatly boarded up and otherwise protected to prevent entrance thereto by unauthorized persons or such structure is in the course of construction in accordance with a valid building permit issued by the city and such construction is completed within a reasonable time.
- e) Storing or permitting the storage or accumulation of building materials on any private property, except in a completely enclosed building or where such building materials are part of the stock in trade of a business located on such property or when such materials are being used in the construction of a structure on the property in accordance with a valid building permit issued by the city and such construction is completed within a reasonable time.

Such conditions are hereby declared to be nuisances. (Ord. No. 525; Ord. No. 585.)

Section 24.08.030 Liability of owners, occupants, lessees, etc., generally

All persons maintaining or permitting the maintenance of any condition declared to be a nuisance by section 24.08.020, whether as owner, occupant, lessee, agent, servant or employee shall, except as herein otherwise provided, be equally liable as principals. (Ord. No. 525.)

Section 24.08.040 Removal of junked automobile from private property by general inspector or police

The general inspector or the police department may remove or cause to be removed any junk automobile or parts of either from any unenclosed private property after having notified in writing the owner or occupant of such property of its intention to do so at least forty-eight hours prior to such removal. Such notice shall be served personally upon the owner or occupant of the property if occupied or may be posted in a conspicuous place upon vacant or unoccupied property. Such junk automobiles or abandoned vehicles or parts of either shall be removed to the automobile pound and disposed of in accordance with law. Such removal by the police department or general inspector shall not excuse or relieve any person of the obligation imposed by this article to keep his property free from storage or accumulation of junk automobiles or abandoned vehicles, parts of junk automobiles or abandoned vehicles or parts of either nor from the penalties for violation thereof. (Ord. No. 525.) 372 of 940

Section 24.08.050 Penalty for violation of article

The penalty for violation of any of the provisions of this article shall be a Class B misdemeanor.

Section 24.08.060 Additional remedy

As an additional remedy, the operation or maintenance of any property in violation of any provisions hereof and which cause discomfort or annoyance to reasonable persons of normal sensitiveness or which endangers the comfort, repose, health or peace of residents in the area shall be deemed, and is declared to be, a public nuisance and may be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction. (Ord. No. 717, § 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 upon final passage.

Scott Decker, President
Board of City Commissioners

ATTEST

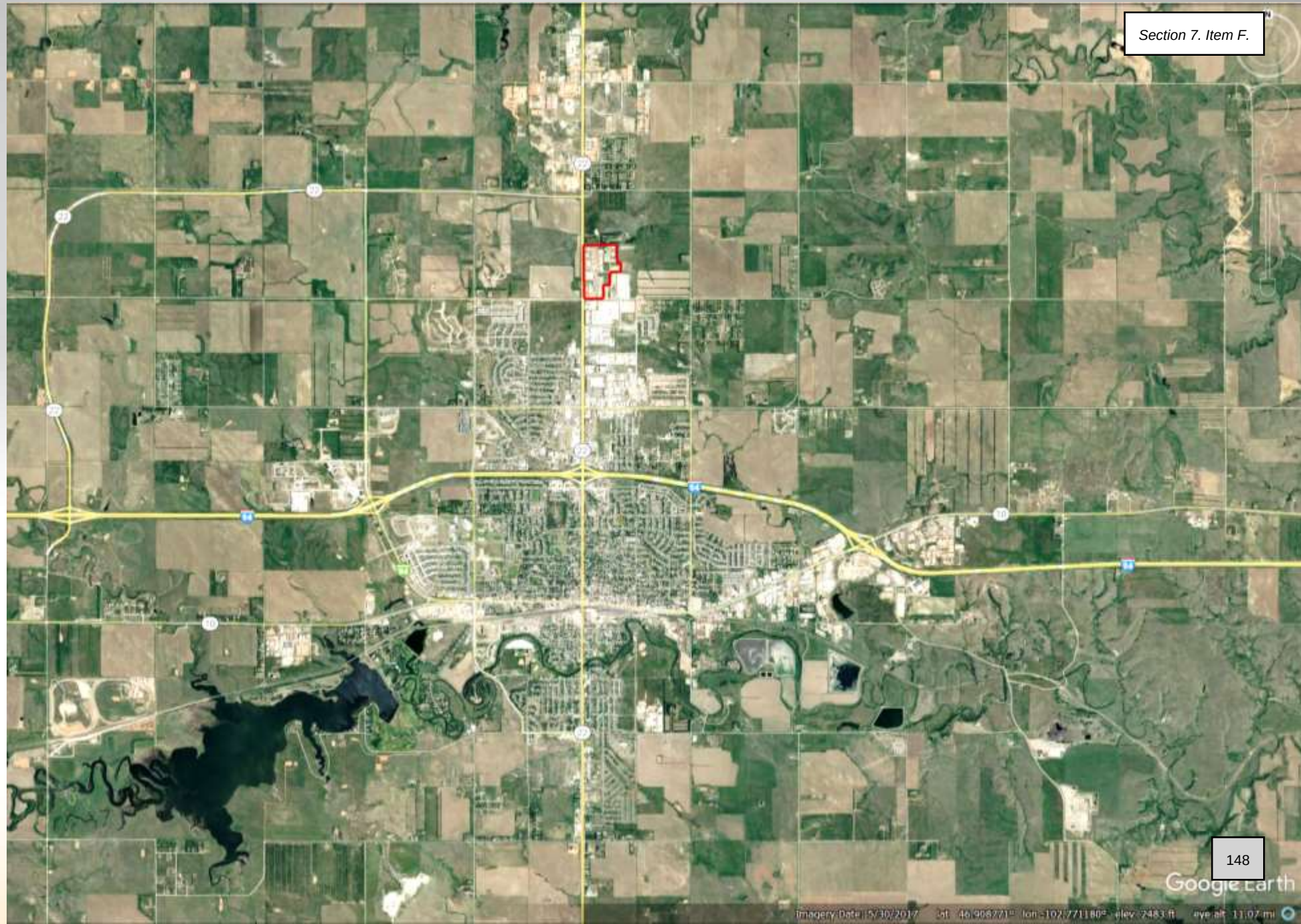
Dustin Dassinger, City Administrator
First Reading: July 16, 2024
Second Reading: August 6, 2024
Final Passage: August 6, 2024

North Industries Street Contract Amendment

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

Consideration to Approve









Engineering Memorandum

August 1, 2024

RE: August 6, 2024 Commission Meeting

2025 Geotechnical Services – Braun Intertec Bid.

For your consideration is an amendment to the engineering service contract with Braun Intertec. This amendment is to perform soil boring, sampling, and testing in the North Industries SID area as shown on the vicinity map. The costs of the services will be allocated to the project as work is invoiced. The submitted contract for the boring, sampling, and testing is estimated at **\$25,190** on a Time & Material, basis.

The City Attorney has reviewed the contract.

The city engineering staff recommends approving this proposal.



July 25, 2024

Proposal QTB199377

Sylvia Miller
City of Dickinson
38 1st Street West
Dickinson, ND 58601

Re: Revised Proposal for Cement Stabilization Mix Design and Field Testing
Northern Industries
1st Ave W, 3rd Ave W, Sims Street, 43rd Street, and 45th Street
Dickinson, North Dakota

Dear Ms. Miller:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation and field confirmation testing for the referenced project. This is an updated proposal that was previously addressed to Andrew Schrank with Highlands Engineering and Surveying.

Project Information

We understand that Highlands Engineering design and observed the construction of the streets known as the North Industries that was recently annexed by the City of Dickinson. Highlands Engineering performed laboratory and field compaction tests on the soils, and provided plans and photographs of the construction.

American Engineering and Testing prepared a geotechnical evaluation of the area in their report P-0011133 dated April 18, 2022. It included 4 borings to depths of 21 to 31 feet.

Soils were quite variable in the photographs and boring logs provided. We anticipate that 4 trial mix designs will be required to evaluate the range of material properties at the site. We understand that no samples are available for us to perform laboratory tests upon.

We understand that the City of Dickinson desires to place 3 inches of asphalt millings on top of the cement stabilized subgrade.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate the optimum cement concentration to obtain a stabilized subgrade, and provide geotechnical recommendations for the design and construction of the pavement.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

Based on aerial photographs, it appears that the site is accessible to a truck drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Staking

We will select and stake prospective subsurface exploration locations by taking the aerial imagery or site plan provided and overlaying it into our GIS. We will extract the latitude and longitude of boring locations from the program and enter them into our Trimble Catalyst Global Positioning System (GPS) receiver having an estimated horizontal accuracy of +/- 1 foot. If development of the plans and specifications requires exploration locations with a higher degree of accuracy, we request that you have the boring locations staked by a licensed surveyor prior to our mobilization to the site.

We will obtain surface elevations at the boring locations using our Trimble Catalyst GPS receiver and report elevations relative to the WGS 84 datum. We ordinarily provide centimeter-level accuracy for our measurements. For purposes of linking the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project or give us contact information for the consultant that might have such information.

Utility Clearance

Prior to drilling or excavating, we will contact North Dakota One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

If you, or your authorized representative, cannot locate underground objects or private utilities that are suspected or known to exist, we can retain a private locate company for an additional fee. Fees charged will include 1.15x the subcontractor fee and additional time from our staff to coordinate the work on site. If performed, the property owner must also be available to assist the private locate company in determining the presence of any underground objects or the location of utilities. We will not be liable for any damages resulting from unidentified or misidentified underground objects or utilities.

Further, we reserve the right to stop work if underground objects or utilities are suspected or known to exist, but locations cannot be accurately determined.

Traffic Control

Our work will extend into the drive lanes of the streets that have limited shoulders. Based on the reported traffic volumes, protection of our drilling crews requires warning signs that will alert motorists to our work within the roadway. We are not including fees for a subcontractor to provide flagging in our scope of services.

Power Auger Borings

We propose to drill 12 power auger borings for the project. We will advance our augers to 6 feet and then pull them to the surface.

The figure below shows an illustration of our proposed boring locations.

Figure 1. Proposed Boring Locations

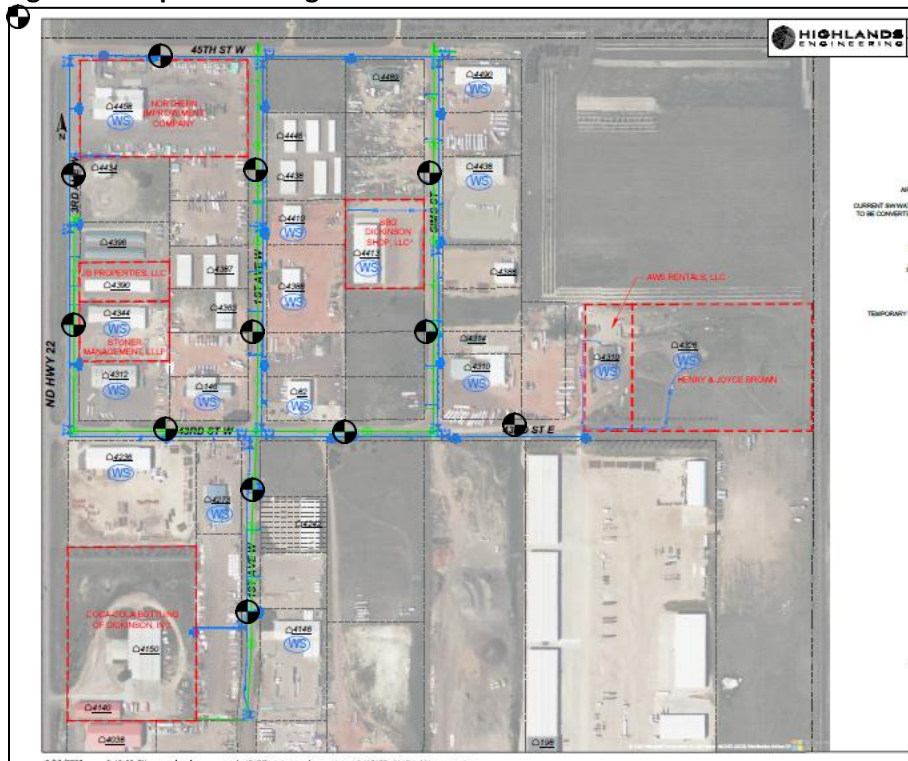


Figure provided by Highlands Engineering dated March 13, 2023.

We will collect bag samples from the borings from the auger cuttings for laboratory testing.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others.

If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Groundwater Measurements

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.

Borehole Abandonment

We will backfill our exploration locations immediately after drilling or after final groundwater measurements at each location.

We will backfill the borings with auger cuttings.

Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades or replacing bituminous or concrete patches. We are not assuming responsibility for re-leveling or re-patching after we complete our fieldwork.

Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we have budgeted to perform 4 sets of the following laboratory tests.

Table 1. Laboratory Tests

Test Name	ASTM Test Method	Purpose
Moisture content	D2216	Soil classification, moisture condition, and engineering properties
Percent passing #200 sieve	D1140	Soil classification, and evaluate frost susceptibility
Standard Proctor	D698	Determine maximum dry density and optimum moisture content of soil
Trial Mix Preparation	D7762	We will prepare 2 samples at each of 3 cement concentrations based on 95 percent relative compaction at the soil's optimum moisture content
Unconfined compression	D1633	Evaluate unconfined compressive strength of the molded samples after curing for 7 days

To clarify, we will perform a standard Proctor and percent passing test on up to 4 materials, and then use the results of that test to prepare 2 samples for strength testing that are remolded at optimum moisture content and relative compaction of 95 percent at 3 different cement contents (6, 8, and 10 percent for example). These samples will be cured for 7 days, capped with gypsum, broken in an unconfined

compressive strength machine, and the average compressive strength will be reported. We have found that performing cement stabilization at a moisture content less than optimum is detrimental to the performance of the mixture since the cement will not fully hydrate.

We will determine the actual laboratory testing for the project depending on the encountered subsurface conditions. If we identify a laboratory testing program that exceeds the budget included in this proposal but provides additional value to the project, we will request authorization for the additional fees through a Change Order.

Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to pavement design and performance based on traffic estimates that Highlands Engineering or the City of Dickinson will provide. We will provide a recommended range of cement content for each material type so that the mixture will obtain the desired strength when compacted to at least 95 percent relative compaction at or above the optimum moisture content.

Report

We will prepare a report including:

- A CAD sketch showing the exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for cement content in the various soil types encountered.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Field Testing

We will provide an experienced technician to observe the cement stabilization process. During cement stabilization, we propose to:

- Perform moisture content testing of the subgrade soil prior to adding cement using a nuclear density gauge set in backscatter mode.

- Document the quantity of cement placement per square foot in a representative area by measuring the thickness of the loose cement power.
- Confirm that particle size of the blended mixture passes a 1 1/2-inch sieve, and 60 percent passes the No. 4 sieve, in accordance with PCA recommendations.
- Perform relative compaction testing of the compacted mixture.
- Cast samples of the soil cement mixture for curing and compressive strength testing by compacting the mixture in a 6-inch-diameter standard Proctor mold using standard effort.
- Test the compressive strength of samples at 7 days after curing and capping with gypsum.

We have estimated that the work will take 5 full days to complete, and we will obtain 2 samples for laboratory testing per day. We have included additional laboratory time for extruding the samples from the field mold, curing, and capping.

Schedule

We anticipate performing our work according to the following schedule. Dates are based on receiving authorization to proceed by August 2, 2024. We will attempt to coordinate this work with other projects being performed for the City of Dickinson.

- Drill rig mobilization – we will perform this work in conjunction with the previously awarded work for the City of Dickinson, with is scheduled to start August 9, 2024.
- Field exploration – 1 day on site to complete the work.
- Classification and laboratory testing – within 3 to 4 weeks after completion of field exploration.
- Report submittal – within about 4 weeks of completing the field work.

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

We anticipate that the field work will be scheduled during the construction season of 2025, and we will have at least 1 week notice prior to the field work being performed.

Fees

We will furnish the services described in this proposal on a time and materials basis for an estimated fee of \$25,190. Additional requests for meetings, consulting, modifications to the report, or specification preparation will be billed at a rate of \$306 per hour. We are attaching a tabulation showing hourly and/or unit rates associated with our proposed scope of services.

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

Additional Services

Our fees do not include potential costs due to the need for snow plowing, towing, stand-by time, or work that is not included in the above Scope of Services. We will charge costs for snow plowing or towing (if necessary) at a rate of 1.15 times the actual cost. For stand-by time (defined as time spent by our field crew due to circumstances that are beyond the control of our field crew or its equipment, or beyond the scope of services indicated above), we will charge a rate of \$400 per hour.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. Please sign and return a copy to us in its entirety.

We based the proposed fee on the scope of services described and the assumptions that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions for the City of Dickinson, which provide additional terms and are a part of our agreement.

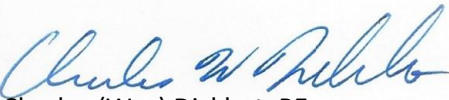
To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Carey Yoder at 701.425.4409 (cyoder@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Carey C. Yoder, PE
Project Engineer



Charles (Wes) Dickhut, PE
Principal Engineer/ Technical Leader

Attachments:
Project Proposal
General Conditions for the City of Dickinson

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB199377

North Industries Cement Stabilization

Section 7. Item F.

Client:

City of Dickinson
Sylvia Miller
38 1st St W
Dickinson, ND 58601
(701) 456-7744

Work Site Address:

43rd Street, 45th Street, 1st Ave, Sims St and 3rd Ave W
Dickinson, ND

Service Description:

Construction Materials Testing and Geotechnical Evaluation

	Description	Quantity	Units	Unit Price	Extension
Phase 1					
Soil Cement Evaluation and Recommendations					
Activity 1.1	Soil Borings				\$7,170.00
9000	Truck Mounted Drilling Services, per hour	10.00	Each	400.00	\$4,000.00
1052	Warning signs	1.00	Each	100.00	\$100.00
205	Site layout and utility clearance	10.00	Hour	200.00	\$2,000.00
1862	UTIL Trip Charge	1.00	Each	180.00	\$180.00
371	GIS/CAD Specialist II	2.00	Hour	120.00	\$240.00
5905	Trimble Catalyst GPS, per day	1.00	Each	250.00	\$250.00
1863	Per diem	1.00	Each	400.00	\$400.00
Activity 1.2	Lab				\$5,600.00
1152	Moisture content, per sample	4.00	Each	20.00	\$80.00
1156	Atterberg Limits LL and PL, Single-Point, per sample	4.00	Each	140.00	\$560.00
1166	Loss by Washing Through #200 Sieve, per sample	4.00	Each	100.00	\$400.00
1364	Compressive strength of concrete cylinders (ASTM C 39), each	24.00	Each	40.00	\$960.00
1318	Moisture Density Relationship (Standard), per sample	4.00	Each	240.00	\$960.00
111	CMT Technician IV	16.00	Hour	165.00	\$2,640.00
Activity 1.3	Evaluation/Analysis/Reports				\$3,280.00
138	Project Assistant	4.00	Hour	120.00	\$480.00
126	Project Engineer	10.00	Hour	200.00	\$2,000.00
125	Project Control Specialist	2.00	Hour	150.00	\$300.00
130	Principal Engineer	2.00	Hour	250.00	\$500.00
Phase 1 Total:					\$16,050.00
Phase 2					
Soil Cement Field Testing					
Activity 2.1	Cement Stabilization field testing				\$7,550.00
207	Compaction Testing - Nuclear	40.00	Hour	110.00	\$4,400.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Subgrade	5.00	Trips	8.00	40.00
1308	Nuclear moisture-density meter charge, per hour	40.00	Each	35.00	\$1,400.00
1861	CMT Trip Charge	5.00	Each	25.00	\$125.00
111	CMT Technician IV	5.00	Hour	165.00	\$825.00
1364	Compressive strength of concrete cylinders (ASTM C 39), each	20.00	Each	40.00	\$800.00
Activity 2.2	Project Management, Engineering Review & Oversight				\$1,590.00
238	Project Assistant	2.00	Hour	120.00	\$240.00
226	Project Manager	5.00	Hour	220.00	\$1,100.00
128	Senior Engineer	1.00	Hour	250.00	\$250.00
Phase 2 Total:					\$9,140.00

Proposal Total:	\$25,190.00
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General Conditions for the City of Dickinson

Construction Material Testing and Special Inspections

Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality ("Standard of Care"). If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 If we notify you that radiographic or gamma ray equipment or other nuclear testing or measuring device will be used, you will be responsible for the cooperation of your employees and your contractors in observing all radiation safety standards.

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 The time our field personnel spend on the job site depends upon the scheduling of the work we are observing or testing. You agree that any changes in scheduling may result in additional costs and agree to pay for those services at the rates listed in our cost estimate.

3.6 Reserved.

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report(s) in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 Reserved.

5.6 Reserved.

Coverage A: Statutory.

Coverage B: \$1,000,000 Bodily Injury by accident; Each accident \$1,000,000; Bodily Injury by disease Policy limit \$1,000,000; Bodily Injury by disease Each employee.

9.3 General Liability Insurance. We shall maintain general liability insurance with coverage to include: Premises/Operations, Completed Operations and Contractual Liability (to cover the indemnification provision in this Agreement). Limits of coverage shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

9.4 Automobile Insurance. We shall maintain automobile liability insurance to include all owned autos (private passenger and other than private passenger), hired and non-owned vehicles. Limits of coverage shall not be less than a combined single limit of \$1,000,000 each accident.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 *We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. Only to the extent allowed under North Dakota law, you will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.*

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

Section 8: Miscellaneous Provisions

8.1 Reserved.

8.2 Reserved.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either, party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.

Section 9: Insurance

9.1 Professional Liability Insurance. We shall maintain in full force and effect for a period of three (3) years following completion of the Services under the applicable Proposal, professional liability insurance covering the performance of the Services. Such insurance shall be on a "claims made" basis and in the amount of \$1,000,000 per claim; \$1,000,000 aggregate.

9.2 Workers Compensation Insurance. We shall maintain workers compensation insurance with following limits:

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s) attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation. Pursuant to the laws of North Dakota, both parties may pursue any legal remedies und North Dakota laws.

6.2 *Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of business opportunity, loss of profit or revenue, loss of product or output, or business interruption.*

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of completion of Services. If during the one year period following completion of the services it is shown that the Standard of Care has not been met, and you have promptly notified us in writing of such failure, we shall perform, at our cost, such corrective services as may be necessary, within the original scope of the services, to remedy such deficiency.

6.4 *Our aggregate liability for all claims, including our defense obligation, is limited to the lesser of those damages actually incurred and paid as a result of our negligence, or \$1,000,000.*

6.5 Reserved.

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of North Dakota, without regard to its conflict of law rules. The laws of North Dakota will govern all disputes, and all claims shall be heard in the state or federal courts for North Dakota. Each of us waives trial by jury.

2024 Watermain & Lead Service Line Replacement Project Sanitary Sewer Service Replacement Special Assessment

Section 7. Item G.





Engineering Memorandum

August 6, 2024

RE: August 6th Commission Meeting

2024 WATER MAIN AND LEAD SERVICE LINE REPLACEMENT SANITARY SEWER REPLACEMENT SID RESOLUTION

For your consideration is a resolution to authorize the voluntary special assessment for the sanitary sewer service replacement for the property owner Katherine I. Hale at the parcel description of: Lot 2, Block 18, Young's Addition to the City of Dickinson. The physical address of the property is 33 7th Avenue West.

The terms for the special assessment will match the Special Improvement District 202402-1 which is 5.9% interest over a 10-year term. The SID 202402-1 was approved by the City Commission at the January 23, 2024 City commission meeting.

The property owner is voluntarily requesting the sanitary sewer service be replaced with the City project while the contractor is onsite and available.

The city engineering staff recommends approval.



RESOLUTION NO. _____ – 2024

**A RESOLUTION CREATING A VOLUNTARY SPECIAL
ASSESSMENT FOR SANITARY SEWER SERVICE**

NOW, THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of Dickinson, North Dakota, as follows:

WHEREAS, the City of Dickinson has established a mechanism to allow citizens to special assess certain improvements and have the cost thereof assessed as special assessments against the improved parcel, upon compliance with certain requirements of the City; and

WHEREAS, the Board of City Commissioners desires to establish a special assessment district for the year 2024 for the purpose of allowing property owners to amortize the cost of certain improvements as allowed by the City.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF CITY COMMISSIONERS, as follows:

1. A special assessment for the replacement of sanitary sewer to the following parcel shall be assessed:

Parcel
Lot 2, Block 18, Young's Addition to the City of Dickinson

Owner of Record
Katherine I. Hale

2. The final cost of improvements shall be assessed against the parcel for ten (10) years at a rate of 5.9%.

Dated this _____ day of August 2024.

Scott Decker, President
Board of City Commissioners

ATTEST:

Dustin Dassinger
Dickinson City Administrator

		2023	2023 Budget	2024 as of 7/22/2024 Budget	2024 Annualized Budget	2024 Budget	2025 Budget	Notes
500								
500.10	City Tax Revenue	\$ 492,886.41	\$ 508,041	\$ 462,236	\$ 792,405	\$ 532,992	\$ 532,992	4 mills @ \$133,247.97 per mil estimate
500.20	County Tax Revenue	\$ 88,869.58	\$ 83,186	\$ 70,295	\$ 120,506	\$ 84,150	\$ 84,150	1 mill - @ \$75,707 per mil estimate - estimated mil value
500.30	Airline Tax Revenue	\$ 10,747.98	\$ 10,000	\$ 10,748	\$ -	\$ 10,000	\$ 10,748	2022 new line item due to tax law changes - City of Dickinson
501.10	Airline Landing Fees	\$ 48,140.44	\$ 43,500	\$ 21,851	\$ 37,460	\$ 43,500	\$ 43,500	(full schedule) 2 departures/2 arrivals 7 days per week/1 dept. 1 arrival - 2days per week
501.20	GA Landing Fees	\$ 14,509.24	\$ 12,000	\$ 7,446	\$ 12,765	\$ 12,000	\$ 12,000	Difficult to determine; Guestimate
502								
502.10	Airline Fuel Flowage	\$ 54,270.88	\$ 49,420	\$ 26,693	\$ 45,760	\$ 49,420	\$ 55,000	fuel flowage fee doubled to \$0.16/gal. in August 2020
502.20	GA Fuel Flowage	\$ 35,923.62	\$ 52,346	\$ 15,024	\$ 25,756	\$ 52,346	\$ 36,000	Difficult to determine; Guestimate
503								
503.10	Airline Rent	\$ 96,412.00	\$ 94,032	\$ 47,016	\$ 80,599	\$ 94,032	\$ 99,744	
503.20	TSA Rent	\$ 18,204.00	\$ 18,000	\$ 10,479	\$ 17,964	\$ 18,000	\$ 18,923	
503.30	FBO Rent	\$ 61,645.99	\$ 68,858	\$ 28,624	\$ 49,069	\$ 68,858	\$ 68,858	
503.40	Car Wash Rent	\$ 16,308.00	\$ 16,308	\$ 9,513	\$ 16,308	\$ 16,308	\$ 16,308	\$1,359 mo. x 12 mo.
503.50	Building Rent - Leases	\$ 12,828.86	\$ 11,435	\$ 5,306	\$ 9,096	\$ 11,435	\$ 14,824	ARINC, Sprayers, Sanford Hangar
504								
504.10	Car Rentals	\$ 147,876.65	\$ 140,000	\$ 66,732	\$ 114,397	\$ 140,000	\$ 140,000	
504.20	Advertising	\$ 4,625.00	\$ 1,500	\$ 125	\$ 214	\$ 1,500	\$ 4,700	
504.40	PFCs	\$ 80,480.93	\$ 49,000	\$ 54,547	\$ 93,509	\$ 49,000	\$ 94,000	
504.60	Vending Commission	\$ 1,566.73	\$ 1,500	\$ 466	\$ 799	\$ 1,500	\$ 1,500	
507	Paid Parking	\$ 187,296.19	\$ 150,000	\$ 73,438	\$ 125,894	\$ 230,000	\$ 190,000	full flight schedule increased enplanements
509								
509.3	Pro-Rated Water	\$ 377.72	\$ -	\$ -	\$ -	\$ -	\$ -	
510	Interest Income	\$ 603.88	\$ 220	\$ 282	\$ 484	\$ 220	\$ 50,000	3.25% fixed interest for 12 months on all accounts- Bravera
511	Misc. Revenue	\$ 18,121.14	\$ 1,900	\$ 1,914	\$ 3,281	\$ 1,900	\$ 1,900	Sold F-150/Metal Recycling
	Total Income	\$ 1,391,695	\$ 1,311,246	\$ 912,737	\$ 1,546,267	\$ 1,417,161	\$ 1,475,146	

			2023 Actual	2023 Budget	2024 as of 7/22/2024 Budget	2024 Annualized Budget	2024 Budget	2025 Budget	Notes
700									
	700.10	Full-Time Employees	\$ 635,666.85	\$ 658,707	\$ 361,171	\$ 619,151	\$ 672,825	\$ 713,195	FULLY STAFFED w/ 5 OPS, 1 Maint, 1 Housekeeping, 1 Airport Mgr, 1 Airport Admin./3% COLA & 3% Performance
	700.15	Part-Time Employees	\$ 12,411.03	\$ 20,000	\$ 3,480	\$ 5,966	\$ 20,000	\$ 20,000	
	700.25	Health Insurance	\$ 128,209.97	\$ 116,000	\$ 42,276	\$ 72,473	\$ 123,000	\$ 128,000	5.77% increase 2024 / 3.97% increase 2025
	700.30	FICA-Medicare	\$ 45,273.36	\$ 45,000	\$ 26,363	\$ 45,194	\$ 45,000	\$ 45,000	
	700.35	Unemployment	\$ 275.70	\$ 1,000	\$ 1,699	\$ 2,913	\$ 1,000	\$ 3,400	Increase
	700.40	Retirement	\$ 29,999.50	\$ 32,935	\$ 12,116	\$ 20,769	\$ 35,000	\$ 36,000	5% of payroll 9 full-time employees
	700.42	Life Insurance - Metlife	\$ 654.60	\$ 1,704	\$ 321	\$ 550	\$ 1,704	\$ 756	\$63/mo. 9 employees x 12 mo.
	700.45	Uniforms	\$ 4,916.54	\$ 4,050	\$ 958	\$ 1,643	\$ 4,500	\$ 4,050	\$500 X 9 Employees
	700.70	Worker's Comp	\$ 2,711.18	\$ 7,000	\$ 7,703	\$ 13,205	\$ 7,000	\$ 8,000	once a year expense/safety discounts in 2023-2024/increase due to WSI
	700.75	Health Club Membership	\$ 1,015.48		\$ 670		\$ 200	\$ 200	once per year for 25% employee discount
710									
	710.10								
	710.1.1	GA Buildings	\$ 6,604.37	\$ 9,000	\$ 2,895	\$ 4,962	\$ 9,000	\$ 9,000	typical maintenance cost
	710.1.2	Terminal	\$ 17,551.70	\$ 15,000	\$ 52,687	\$ 90,321	\$ 15,000	\$ 15,000	Housekeeping Services was included under Full-Time Employees
	710.1.3	SRE	\$ 1,874.60	\$ 5,000	\$ 1,084	\$ 1,858	\$ 5,000	\$ 5,000	typical maintenance cost
	710.1.4	ARFF	\$ 1,366.11	\$ 4,500	\$ 455	\$ 780	\$ 4,500	\$ 4,500	typical maintenance cost
	710.1.5	Car Wash	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ 1,500	typical maintenance cost
	710.20								
	710.2.1	Runway/Taxiway	\$ 28,916.57	\$ 5,000	\$ 9,145	\$ 15,678	\$ 25,000	\$ 25,000	Increase of Pavement area
	710.2.2	Snow Removal	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ 40,000	WAG weather impacted cost snow removal
	710.30	Equip/Vehicle Maint.	\$ 56,287.05	\$ 30,000	\$ 14,085	\$ 24,145	\$ 35,000	\$ 35,000	typical maintenance cost
	710.40								
	710.4.1	ARFF Maintenance/PPE	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ 3,500	typical maintenance cost
	710.4.2	Shop Supplies	\$ 3,216.46	\$ 5,000	\$ 3,384	\$ 5,802	\$ 5,000	\$ 5,000	
	710.4.3	Safety Management System/APP 139	\$ 4,600.00	\$ 4,600	\$ 4,750	\$ 8,143	\$ 4,600	\$ 4,800	APP 139 subscription/ ops & maint./Annual Subscription due in May/\$4,800 Year 3 (new contract due 2024)
	710.4.4	Tools & Equipment	\$ 2,452.26	\$ 7,500	\$ 1,281	\$ 2,195	\$ 7,500	\$ 7,500	
	710.50	Paid Parking Maint	\$ 14,204.78	\$ 12,250	\$ 18,448	\$ 31,625	\$ 12,250	\$ 20,000	Parking Service Fees \$645 per month & Maintenance fees
	710.60	Painting Maint	\$ -	\$ 4,700	\$ -	\$ -	\$ 4,700	\$ 4,700	
	710.70	Diesel Fuel	\$ 41,945.32	\$ 15,000	\$ 11,770	\$ 20,177	\$ 35,000	\$ 40,000	Increase cost snow removal equipment WAG
	710.80	Gas	\$ 4,775.97	\$ 8,000	\$ 4,900	\$ 8,400	\$ 8,000	\$ 9,000	WAG weather impacted cost snow removal
	710.90	Equipment Rental	\$ 6,879.96	\$ 6,000	\$ 1,950	\$ 3,343	\$ 6,000	\$ 7,450	Boom lift rental/Tractor Lease for 2024 Total: \$5850/Diesel Tank/Gas Tank Total:\$600 per year for two tanks/Propane \$300 per year 1 tank/
	710.9.1	Misc. Maintenance	\$ 1,452.29	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ 2,500	
720									
	720.10	Propane	\$ 13,443.21	\$ 20,000	\$ 524	\$ 899	\$ 20,000	\$ 20,000	WAG weather impacted cost
	720.20	Refuse Disposal	\$ 3,796.28	\$ 2,500	\$ 1,612	\$ 2,763	\$ 2,500	\$ 2,800	Increase traffic
	720.30								
	720.3.2	Terminal Water	\$ 1,867.09	\$ 2,000	\$ 782	\$ 1,340	\$ 2,000	\$ 2,000	
	720.3.3	SRE Water	\$ 671.99	\$ 800	\$ 363	\$ 622	\$ 800	\$ 800	
	720.40								
	720.4.1	SRE Electric	\$ 1,840.00	\$ 4,000	\$ 937	\$ 1,606	\$ 4,000	\$ 4,000	
	720.4.2	Terminal/ARFF Electric	\$ 23,738.00	\$ 37,000	\$ 11,036	\$ 18,919	\$ 37,000	\$ 25,000	WAG weather impacted cost
	720.4.3	FBO Electric	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	Removed FBO pays Electric directly
	720.4.4	Old Shop Electric	\$ 647.00	\$ 900	\$ 434	\$ 744	\$ 900	\$ 900	
	720.4.5	Airfield Electric	\$ 3,312.00	\$ 2,800	\$ 1,794	\$ 3,075	\$ 2,800	\$ 3,300	LED upgrade = reduced operating cost
	720.4.6	Parking	\$ 2,363.00	\$ 2,600	\$ 1,193	\$ 2,045	\$ 2,600	\$ 2,600	
	720.4.8	GA Apron Electric	\$ 1,549.10	\$ 3,900	\$ 769	\$ 1,319	\$ 3,900	\$ 3,900	upgraded LED lighting = reduced operating cost
	720.4.9	Windsock Lighting	\$ 27.00	\$ 500	\$ -	\$ -	\$ 500	\$ -	Removed item in 2023
	720.5.1	FAA MALSR Shelter	\$ 1,667.13	\$ 900	\$ 806	\$ 1,383	\$ 2,000	\$ 2,000	Item added 2022 - DMAA pay for 3 years
	720.5.2	FAA Glideslope Shelter	\$ 1,153.28	\$ 700	\$ 630	\$ 1,080	\$ 1,200	\$ 1,200	Item added 2022 - DMAA pay for 3 years
	720.5.3	FAA Localizer Shelter	\$ 1,265.27	\$ 800	\$ 651	\$ 1,116	\$ 1,200	\$ 1,200	Item added 2022 - DMAA pay for 3 years
	720.5.4	FAA PAPI 14	\$ 666.76		\$ 363		\$ 700	\$ 700	Item added 2022 - DMAA pay for 3 years
	720.50	Septic	\$ 934.00	\$ 2,000	\$ 1,062	\$ 1,821	\$ 2,000	\$ 2,000	repaired sewer lines = reduced costs
730									
	730.10	Property Tax	\$ 1,792.05	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 2,000	10% or more & \$3000 or more in previous year
	730.20								
	730.2.1	Attorney	\$ 5,526.50	\$ 10,000	\$ 6,234	\$ 10,688	\$ 10,000	\$ 10,000	
	730.2.2	Audit	\$ 21,941.89	\$ 23,000	\$ 11,212	\$ 19,220	\$ 25,000	\$ 25,000	2022 = \$19,500/2021 = \$18,750 / 2020= \$18,000 (3 year audit agreement ends 2023 for 2022 audit)
	730.2.3	Accounting	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 2,000	IRS reports & taxes
	730.2.4	PFC Consultant	\$ 4,206.55	\$ 9,000	\$ 659	\$ 1,130	\$ 9,000	\$ 9,000	Primary Airport Services increases related to eligible projects
	730.2.6	Engineering Consult	\$ 3,500.00	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ 8,000	Paid thru Grant - CIP
	730.30	Associations	\$ 2,246.00	\$ 4,000	\$ 1,010	\$ 1,731	\$ 4,000	\$ 4,000	
	730.40	Office Supplies	\$ 7,170.38	\$ 8,000	\$ 3,869	\$ 6,632	\$ 8,000	\$ 8,000	6 Surface Tablets and typical costs
	730.50	Postage	\$ 288.00	\$ 1,000	\$ 277	\$ 476	\$ 1,000	\$ 1,000	
	730.60	Printing	\$ 890.32	\$ 1,300	\$ 201	\$ 345	\$ 1,300	\$ 1,300	multi use printer is aging / cost per copy contract
	730.70	Bank Fees	\$ 5,351.80	\$ 2,000	\$ 6,155	\$ 10,552	\$ 2,000	\$ 2,000	BMO Sept 2023/Bravera September 2024
	730.80	Credit Card Fees	\$ 9,968.62	\$ 10,000	\$ 7,365	\$ 12,625	\$ 10,000	\$ 13,000	Increase in parking
	740	Advertising	\$ 10,737.95	\$ 10,000	\$ 206	\$ 353	\$ 15,000	\$ 15,000	Increase in advertising
750									
	750.10	Liability Insurance	\$ 11,577.25	\$ 4,700	\$ 606	\$ 1,039	\$ 5,100	\$ 12,500	once a year expense in December - 8% increase
	750.20	Property Insurance	\$ 17,268.00	\$ 16,200	\$ 21,034	\$ 36,058	\$ 18,650	\$ 25,000	once a year expense - 8% increase
	750.30	Equipment Insurance	\$ 7,506.79	\$ 8,640	\$ 6,390	\$ 10,955	\$ 9,500	\$ 9,500	once a year expense - 8% increase
760									
	760.10	Office Phone & Internet	\$ 3,708.33	\$ 3,600	\$ 2,114	\$ 3,625	\$ 3,600	\$ 3,800	Upgraded internet modems outdated
	760.20	Terminal Internet	\$ 565.98	\$ 1,000	\$ 309	\$ 529	\$ 1,000	\$ 1,000	
	760.30	Parking Internet	\$ 681.32	\$ 800	\$ 543	\$ 932	\$ 800	\$ 1,000	
	760.40	Term Security System	\$ -	\$ 750	\$ 120	\$ 206	\$ 750	\$ -	Removed service
	760.50	FIDS Display	\$ 4,997.00	\$ 4,200	\$ 6,000	\$ 10,286	\$ 5,000	\$ 7,000	OAG Aviation/Flightview increased cost
	760.60	Employee Cell Phones	\$ 3,249.86	\$ 3,600	\$ 3,175	\$ 5,443	\$ 3,600	\$ 5,500	2 phones, 2 ipads (data) increased cost
770		Travel	\$ 6,188.84	\$ 5,500	\$ 4,786	\$ 8,204	\$ 5,500	\$ 8,000	inflation/travel for new terminal planning
780									
	780.10	ARFF Training	\$ 7,662.78	\$ 11,000	\$ 9,315	\$ 15,969	\$ 11,000	\$ 12,000	recert. live fire 40 hr. ARFF school
	780.20	Employee Training	\$ 4,694.50	\$ 3,500	\$ 2,420	\$ 4,149	\$ 3,500	\$ 4,000	DTN subscription and AAAE course in GFK
790		Meals	\$ 2,366.63	\$ 1,500	\$ 1,509	\$ 2,587	\$ 1,500	\$ 2,000	
800		Misc Expenses	\$ 953.35	\$ 3,000	\$ 13	\$ 22	\$ 3,000	\$ 3,000	
900		Capital Projects	\$ -	\$ -	\$ 16,478	\$ 28,248	\$ 50,000	\$ 250,000	ARFF Gear & Airfield Mower

Expense Summary

Section 8. Item A.

		Total Expense	\$ 1,257,243	\$ 1,307,136	\$ 718,548	\$ 1,230,025	\$ 1,388,179	\$ 1,465,051	
		Income	\$ 1,391,695	\$ 1,311,246	\$ 912,737	\$ 1,546,267	\$ 1,417,161	\$ 1,475,146	
		Difference	\$ 134,452	\$ 4,110	\$ (194,189)	\$ 316,242	\$ 28,982	\$ 10,096	

2024 Drug & Alcohol Policy Changes

Presented by: Greg Beck, Risk Management Specialist

Consideration to Approve



Major Changes:

- Complete Revision of Content
- Section 23.0 Definitions
- Section 23.3.4 After Hours Drug and Alcohol Testing
- Section 23.3.5 Supervisor Training on Drug and Alcohol Abuse
- Section 23.4 Forms of Discipline

Major Changes:

- Section 23.6.1.1 Alcohol Prohibition Employees Must
- Section 23.6.1.2 Controlled Substance Prohibition Employees Must
- Section 23.7.1 Testing for Drugs and Alcohol
- Section 23.7.2.3 Post Accident Testing

In Conclusion

- Ability to add new sections
- Easier to enforce policy
- Reduce chance of liability

1. Completely revised the entire D&A policy to break out the two groups of current employees, FMCSA governed and Non-DOT Non-Safety Sensitive. Before information for the two groups was intermingled, hard to find and read.
2. Section 23.0 Definitions
 - a. I changed the responsibilities of the FMCSA regulations from Human Resources to Risk Management.
 - b. Added a definition of “Actual Knowledge” so that employees understand what admission of use means.
 - c. Added a definition of what “Off Duty” actually means as far as testing is concerned.
3. Section 23.1 Drug and Alcohol Abuse Policies
 - a. Added the reference to the section pertaining to disciplinary actions.
4. Section 23.3.4 After Hours Drug and Alcohol Testing
 - a. Added this section to the policy because we couldn’t find after hours drug and alcohol testing for incidents that happen outside of normal business hours. Now, we have two individuals certified in UA collection and BAT testing to fulfill this obligation.
5. Section 23.3.5 Supervisor Training on Drug and Alcohol Abuse
 - a. Clarified the expectation of training that supervisors must receive annually as part of their employment with the City.

6. Section 23.4 Forms of Discipline

- a. Administration wants to adopt a mirrored format that the City of Minot is currently using.
 - i. Involves a two-strike rule within five years. First offense the employee must go to a SAP and follow their guidance as far as rehabilitation goes.
 - ii. The employee incurs all costs related to the SAP and will also have to pay for their Return-to-Duty testing in order to resume employment with the City.
 - iii. A second offense in five years will result in immediate termination of employment

7. Section 23.6.1.1 Alcohol Prohibition Employees Must:

- a. Added information on the disciplinary action for refusal to test

8. Section 23.6.1.2 Controlled-Substance Prohibition Employees Must:

- a. Combined information in regards to employees drug use while on duty to clean up multiple references to the same topic.

9. Section 23.6.2 Pre-Employment Tests

- a. Cleaned up verbiage that relates to what is expected at a pre-employment drug and alcohol screen
- b. Lays out the City's stance on not operating a CMV until a negative drug screen has been confirmed by an MRO.

10. Section 23.6.2.4 Post Accident Testing
 - a. Cleaned up the explanation of when post-accident testing needs to be done.
 - b. Delegated testing responsibility to Risk Management for documentation of the post-accident testing
 - c. Calls out the procedures for after hours testing in a post-accident situation.
 - d. Added a section about incapacitated employees after an accident how drug and alcohol screening will be completed.
11. Section 23.6.2.5 Return to Duty Testing
 - a. Added that the employee may select an SAP from the list given to the employee at the time of a positive test.
 - b. Added that Return to Duty testing is done under “direct observation” of the sample being given.
12. Section 23.6.7 City Requirements to Inquire with Previous Employers
 - a. Reorganized this section so that it flows with how a pre-employment inquiry works.
13. Section 23.7.1 Testing for Drugs and Alcohol
 - a. First paragraph was added to describe the difference between the two groups and what is considered allowable testing.
 - b. Second paragraph added who is allowed to receive information in regards to drug and alcohol violations.

14. Section 23.7.1.1 Employees Must:
 - a. Gives expectations of standards that Non-DOT Non-Safety Sensitive employees are expected to uphold.
 - b. Added a paragraph in regards to medications affecting an employee's ability to do their job safely and upon request must provide documentation from a physician.
 - c. Added section talking about refusal to test, "actual knowledge" and attempting to alter test results. Mirrors the FMCSA requirements.
15. Section 23.7.1.2 Alcohol and Controlled Substance Testing
 - a. Added this section to mirror the FMCSA regulated employee policy
16. Section 23.7.1.3 Definition of Positive Alcohol or Controlled Substance Test
 - a. Added this section to mirror the FMCSA regulated employee policy
17. Section 23.7.1.4 Testing Responsibilities in Alcohol and Controlled Substance Testing
 - a. Added this section to mirror the FMCSA regulated employee policy
18. Section 23.7.2.1 Pre-Employment Drug Testing
 - a. Added alcohol testing as part of the requirement

19. Section 23.7.2.2 Reasonable Suspicion Testing
 - a. Explains employees could be asked to take a drug/alcohol test and that it will be at the City's expense.
 - b. Third to last paragraph was added to explain what the supervisor's responsibility is in regards to reasonable suspicion documentation.
 - c. Second to last paragraph was added to explain the afterhours testing process
 - d. Last paragraph explains the disciplinary action if an employee actions are cause for being considered a refusal to test.
20. Section 23.7.2.3 Post Accident Testing
 - a. Calls out when testing needs to be done in incidents involving City vehicles (non-CMV) and or equipment being operated by City employees. Mirrors the FMCSA policy.
 - b. Third to last paragraph explains the procedures for testing employees who are traveling outside the City's geographical limits.
 - c. Second to last paragraph outlines afterhours testing procedures.
 - d. Last paragraph talks about positive test results and refers back to the disciplinary actions section of the policy.

21. Section 23.7.2.4 Return to Duty Testing and Follow Up Tests
 - a. Explains that these forms of testing will always be under direct observation of the sample being given.
22. Section 23.7.5 Required Records and Records Retention
 - a. Explains the timeline for retention of records for test results.

In conclusion:

The revision of the drug and alcohol policy will make it easier to add new sections for different testing groups as determined by City Administration for the safety and welfare of all employees and making it easier to enforce the policy without confusion. This will in turn reduce the chance of liability to the City, by removing the chance of favoritism and the setting of precedence by how each case is handled.

ORDINANCE NO. 2024

AN ORDINANCE AMENDING AND RE-ENACTING SECTION TWENTY-NINE (29) OF THE CITY CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING THE CITY’S DRUG AND ALCOHOL POLICY

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Section 29.08.04130 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

Section 29.08.04130 Drug and Alcohol Policy

City of Dickinson's Commitment to Drug and Alcohol Free Workplace

The City of Dickinson has a strong commitment to its employees to provide a safe, healthful, and productive work environment and to promote high standards of employee health. Consistent with the spirit and intent of this objective the City will act to eliminate any substance and alcohol abuse which could impair an employee's ability to safely and effectively perform a particular job and which increases the potential for accidents, absenteeism, sub-standard performance, and tends to undermine public confidence in the City's work force. The City's goals are to establish and maintain a work environment that is free from the effects of alcohol and drug abuse and to maintain the reputation and integrity of the City of Dickinson by preventing unacceptable behavior by its employees that discredits the City and its employees.

While the City has no intention of unreasonably intruding into the private lives of its employees, the City expects employees to report for work in a condition ready to perform their duties, make the work environment safe for other employees, and represent a proper image to the citizens. It is clear that employee off-the-job, as well as on-the-job, involvement with drugs and alcohol can have an impact on the City's goals.

North Dakota has laws allowing for the medical use of marijuana. The City, as an employer, is committed to providing a safe work environment and reducing accidents and injuries, to ensuring the safety and protections of the public served by the employees of the City, and to complying with all relevant federally mandated laws, including all Drug-Free Workplace requirements and federally mandated drug and alcohol testing for Regulated employees.

The use of marijuana, whether it is for recreational or medical purposes, has physiological effects that can include sedation, disorientation, impaired judgment, lack of concentration and slowed fine motor skills. The City recognizes that the impairing effect of such use while at work creates workplace performance and safety issues that the City ~~wishes-wants~~ to avoid.

Furthermore, marijuana is a controlled substance under the federal Drug Abuse Prevention and Control Act. Its possession and use are prohibited in the workplace under federal Drug-Free Workplace regulations. The City relies on federal funding for

many of its critical services and programs and failure to comply with the Drug-Free Workplace requirements could jeopardize that federal funding. It is the City's position and intent that this Medical Marijuana Policy shall meet or exceed all requirements of the federal Drug-Free Workplace laws, 41 USC §§ 8101, et. seq., as amended

It is the policy of the City of Dickinson that all employees are strictly prohibited from possessing, using, ingesting, or being under the influence of medical marijuana while on City premises, while operating City vehicles and equipment, while engaged in the performance of job duties or while otherwise representing the City of Dickinson in any capacity and during off-site lunch periods or breaks when an employee is expected to return to work or on call for work. (Code 1696 § 1)

23.0 Definitions

The following terms shall have the following means throughout this Section:

1. "49 CFR Part 40." Federal Procedures for Transportation workplace drug testing programs. These rules are available for review in the [Human Resource Risk Management](#) Department. (Code 1696 § 1)
2. ["Actual knowledge" for safety sensitive personnel means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer\(s\), a traffic citation for driving a Commercial Motor Vehicle \(CMV\) while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use, except as provided in § 382.121. Direct observation as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing under § 382.307. As used in this section, "traffic citation" means a ticket, complaint, or other document charging driving a CMV while under the influence of alcohol or controlled substances.](#)
["Actual knowledge" for non-DOT non-safety sensitive personnel means actual knowledge by an employer that an employee has used alcohol or controlled substances based on the employer's direct observation of the employee, or an employee's admission of alcohol or controlled substance use. Direct observation as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.](#)
3. "City Premises" Any and all property, facilities, land, structures, and vehicles owned, leased, or under the control of the City.
4. ["Designated Employer Representative" or ~~or~~ \("DER"\)](#) is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of the City. (Code 1696 § 1)
5. "Illegal/Unauthorized Drug" Any drug which is not legally obtainable under both state and federal laws, any drug which is legally obtainable but has been illegally obtained, and/or is not being used for its prescribed purpose or in the prescribed manner.
6. "Legal Drug" Except for Medical Marijuana, any prescribed drug or over the counter drug which has been legally obtained and is used for the purpose for which it was prescribed or manufactured.

7. "Medical Marijuana" means marijuana used as authorized by the North Dakota Department of Health and the distribution, possession and use of the marijuana are in compliance with all laws and regulations authorized by North Dakota law.
8. "Medical Review Officer" or "MRO." A licensed physician responsible for receiving and reviewing laboratory results generated by this policy, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results together with an employee's history and any other relevant biomedical information.
9. "Monitored Collection." The monitor should be the same gender, unless the monitor is a medical professional (nurse, doctor, physician assistant, technologist, or technician, licensed or certified to practice in the jurisdiction). Secure the room being used for the monitored collection so no one else can enter until after the collection has been completed. A monitor does not watch the employee urinate into the collection container. If the monitor hears sounds or makes other observations indicating an attempt to tamper with a specimen, there must be an additional collection under "direct observation."
10. "Off Duty". Periods during which an employee is completely relieved from duty and which are long enough to enable him to use the time effectively for his own purposes are not hours worked. He is not completely relieved from duty and cannot use the time effectively for his own purposes unless he is definitely told in advance that he may leave the job and that he will not have to commence work until a definitely specified hour has arrived. Whether the time is long enough to enable him to use the time effectively for his own purposes depends upon all of the facts and circumstances of the case.
- 9.11. "Possession." Actual or constructive care, custody, control or immediate access to.
- 10.12. "Reasonable Suspicion." When a supervisor has reason to believe the appearance and/or conduct of an employee are indicative of the use of alcohol, drug(s) (including Medical Marijuana), or a combination thereof.
13. "Refusal To Test." (1) failure to appear for a test in specified time frame as set forth in the Federal Motor Carriers Safety Administration or City's guidelines or any third party guidelines (excludes pre-employment) (2) once test is underway, failure to remain at the testing site until the process is completed, (3) failure to provide volume of breath or urine without valid medical explanation, (4) failure to undergo a medical examination to verify insufficient volume, (5) failure to permit the observation or monitoring of specimen donation when so required, (6) failure to take an additional test required by the employer or collector, (7) failure to cooperate with any part of the testing process, (8) a drug test result that is verified by the MRO as adulterated or substituted, (9) possess or wear a prosthetic or other device that could be used to interfere with the collection process, (10) failure to sign the certification on Step 2 of the Alcohol Test Form (11) admit to the collector or MRO that you adulterated or substituted the specimen (12) tampering, adulterating, or substituting specimen (13) leaving the scene of an accident without just cause prior to submitting to a test.
- 14.14. "Safety-sensitive." An employee who is required to hold a commercial driver license (CDL) or commercial learners permit (CLP) to operate a commercial vehicle is considered to perform safety-sensitive functions.
- 12.15. "Substance Abuse Professional" or "SAP." Evaluates employees who have violated a drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up care and aftercare. Must be a licensed physician (M.D. or D.O.) or a licensed or certified psychologist, social worker, employee assistance professional,

state-licensed or certified marriage and family therapist, or a drug and alcohol counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) or certified by: the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC); or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol/substance abuse related disorders. Requires completion of qualification training and SAP certification per 49 CFR Part 40

23.1 Drug and Alcohol Abuse Policies

The following are the policies of the City regarding drug and alcohol abuse:

1. The unlawful manufacture, distribution, dispensing, possession or use of controlled drugs or substances, including medical marijuana, or the use of alcohol while on duty, on or off property owned or leased by the City is proper cause for disciplinary action.
2. Any illegal controlled drug or substance, including medical marijuana, possessed while on duty by employees will be turned over to the appropriate criminal justice agencies and may result in criminal prosecution. This does not apply to public safety officers who are in possession of an illegal or controlled drug or substance while acting in the line of duty.
3. It is not permitted for an employee to be under the influence of controlled drugs or substances including medical marijuana or alcohol on the job, except as provided for in this Section 29.08.04130. The use of controlled drugs or substances prescribed by a licensed physician is not prohibited, but employees in positions where side effects of the prescribed medication could affect performance and safety on the job are required to make such use known to their immediate supervisor. Any employee misusing a prescription drug may be disciplined as provided for in Section 23.4 up to and including termination.
4. The illegal use, sale, and possession of alcohol, controlled drugs or substances while off duty and off City premises which results in a criminal conviction is unacceptable. ~~They~~ This may affect the job performance and the confidence of the public in the City's ability to meet its responsibilities. Such off-the-job conduct may be proper cause for disciplinary action as provided for in Section 23.4 up to and including termination.

23.2 Employee Responsibilities

23.2.1 Reporting Off When Alcohol/Drug Impaired

An employee must not report to work while his/her ability to perform his/her job duties is impaired due to on or off duty alcohol or prescription drug use. Employees called in for emergency duty to work outside their work schedule who are impaired by off-duty alcohol or prescription drug use shall be required to decline the offer of work.

23.2.2 Possession of Controlled Substance

An employee must not possess or use alcohol or controlled substance without a prescription or if a doctor determines the prescription medication may endanger the employee during working hours or while subject to duty. This includes medical marijuana.

23.2.3 Reporting Controlled Substance Use

An employee required to operate vehicles or equipment while on the job is required to notify his/her immediate supervisor, before beginning work, when taking any legal medication or controlled substance, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of City equipment.

23.2.4 Reporting Alcohol/Controlled Substance Related Charges and Convictions

An employee, required to operate a motor vehicle as part of his/her job must notify their immediate supervisor of any controlled substance or alcohol related charge which has resulted in the employee losing their driving privileges prior to beginning the next regularly scheduled shift or call-out. An employee must notify their immediate supervisor of any controlled substance or alcohol related criminal statute conviction no later than five (5) days after such conviction. Any violations of the above stated may result in immediate disciplinary action. (Code 1637 § 1; Code 1696 § 1)

23.3 Management Responsibilities and Guidelines

23.3.1 Searches

Any municipally owned property provided to or utilized by an employee during the course of employment with the City is subject to unannounced and unrestricted search to include items contained in and on the same property. These items include but are not limited to: City owned vehicles, offices, desks, lockers and their related contents. Searches of persons and their personal possessions held on or about their person are prohibited. (Code 1637 § 1; Code 1696 § 1)

23.3.2 Notification of Law Enforcement

Supervisors shall notify the police department when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area jointly or fully controlled by the City.

23.3.3 City's Responsibility, Employee Rights

Nothing in this Section shall be interpreted as constituting any waiver of or limitation on the City's responsibility to maintain discipline, or the right to invoke disciplinary measures, nor the employee's right to due process and the processing of appeals concerning such disciplinary measures in accordance with the appeal procedure set forth in Section 29.08.04120. (Code 1637 § 1; Code 1696 § 1;)

23.3.4 After Hours Drug & Alcohol Testing

This policy has been implemented for the handling of after-hours or reasonable suspicion incidents necessitating drug and alcohol testing. Designated certified City Staff members ~~are now entrusted with conducting~~ shall conduct such tests. A centralized telephone number has been established for reporting after-hours incidents, and ~~it is imperative that all~~ supervisors shall input this number into City-owned or leased personal mobile devices.

For the purpose of this policy, "after hours" is defined as any time after 4 pm on

weekdays, any holiday, or weekends. This policy alteration aims to ensure compliance with legal and regulatory standards governing workplace safety and substance testing procedures.

23.3.5 Supervisor Training on Drug & Alcohol Abuse

All supervisors are required to undergo one hour of training annually in both drug and alcohol awareness, as well as reasonable suspicion. The drug and alcohol awareness training will equip supervisors with the necessary knowledge to identify signs of substance abuse. Additionally, the reasonable suspicion training will focus on providing supervisors with the skills to recognize the indicators of drug and alcohol impairment in employees.

These training sessions aim to enhance the supervisors' ability to employ reasonable suspicion as a basis for drug and alcohol testing of DOT Safety Sensitive Employees as well as Non-DOT Non-Safety Sensitive Employees. The identification of impairment signs will be in accordance with the criteria outlined in the following sections. This proactive approach is crucial for maintaining a safe and compliant work environment.

Supervisors are expected to fully participate in and complete these training sessions as part of their ongoing commitment to ensuring workplace safety and compliance.

23.4 Forms of Discipline

~~Whenever disciplinary action is used in accordance with this Section, it may include but not be limited to any or all of the following: written reprimand, suspension, demotion or discharge as set forth in Section 29.08.04110.21.3 and/or referral to SAP or EAP as described in Section 29.08.04080.18.10. Should an employee have one offense in a five year period, the employee shall complete a drug and/or alcohol evaluation and shall comply with the recommendations of the SAP. The employee shall pay for all costs associated with the evaluation and treatment as recommended. The employee shall only be permitted to return to duty after meeting SAP requirements for rehabilitation and testing negative on the Return-To-Duty test. The employee will then be required to submit to follow up drug and alcohol testing. A second offense within a five-year period will result in termination.~~ -(Code 1637 § 1; Code 1696 § 1)

23.5 Copies of Access to This Section to be Given to All Employees

Each employee will be given access to a copy of the City's policy on Drug and Alcohol Substance Abuse. (Code 1958 § 9-28; Ord. No. 454 § 2; Ord. No. 1090 § 2; Ord. No. 1163 § 5; Ord. No. 1347 § 1 Code 1637 § 1; Code 1696 § 1)

23.6 FMCSA Regulated Employees Drug & Alcohol Policy

23.6.1 Testing for Drugs or Alcohol

This section discusses the Alcohol/Controlled Substance Testing Program for Employees with Commercial Driver's Licenses (CDL) or Commercial Learners Permit (CLP) in Safety Sensitive Positions. In an effort to prevent injuries and deaths due to drug or alcohol-impaired drivers operating commercial vehicles, the United State Congress enacted the Omnibus Transportation Employee Testing Act of 1991 (the Act). This federal law mandates drug and alcohol testing for certain classes of transportation employees. Department of Transportation (DOT) defines the following as safety sensitive positions:

- A city employee who operates a vehicle that is designed to transport 15 passengers or more;
- A city employee who operates a vehicle that weighs 26,001 pounds or more singular or articulated (tractor trailer) and the trailer weight is in excess of 10,000 pounds or more; or
- A city employee who operates a vehicle of any size requiring placards for transporting hazardous materials (hazmat).

Any employee of the city of Dickinson, who, as a requirement of the job, operates a vehicle classified as commercial and has a commercial driver's license or commercial learner's permit, is considered to be in a "safety-sensitive position" and is subject to the Department of Transportation 49 CFR part 40 of the Federal Motor Carrier Safety Administration (FMCSA) regulations. These employees must also be registered with the FMCSA Clearinghouse so that the City can comply with the annual requirement regulations stated in 49 CFR 382.701. Provisions for disciplinary actions are based on the independent authority of the City.

This portion of the Human Resources Manual covers only employees subject to ~~the~~ [these](#) regulations and describes the City's implementation of these regulations. Employees in the safety sensitive positions are subject to the controlled substance requirements of ~~the~~ [these](#) regulations and to this policy at all times when on duty, regardless of the task they are performing.

23.6.1.1 Alcohol Prohibition Employees must:

- Test when required.
- Not use alcohol, in any form, on the job (including mouthwash or cough syrup containing alcohol).
- Not have even one drink fewer than four hours before work duties begin.
- Not work under the influence of alcohol
- Not remain on duty with a confirmed breath-and/or saliva alcohol concentration of 0.02 or greater.
- Not use alcohol within eight hours after an accident or until undergoing a post-accident alcohol test.

The regulations require that covered employees be available to be tested for alcohol while on duty, just prior to, just after, or while performing a safety-sensitive function. Employees who refuse to be tested or to cooperate in testing, ~~or who attempt to alter test results, will result in the employee being terminated, are subject to disciplinary procedures, which may include termination.~~

23.6.1.2 Controlled-Substance Prohibition Employees must:

- Test when required.
- Not use illegal controlled substances.
- Not use prescription drugs containing controlled substances contrary to a physician's instructions.
- Notify their supervisor if using a prescription containing a controlled substance.

[Safety-sensitive employees must, upon request, provide documentation](#)

demonstrating that the use of a prescription drug does not adversely affect their ability to operate a commercial motor vehicle, as outlined in the regulations. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when using any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner. The medical practitioner must advise the employee that the substance will not adversely affect their ability to safely operate a motor vehicle.

~~The safety sensitive employee must, upon request also provide documentation that use of the drug does not adversely affect the safety sensitive employee's ability to operate a commercial motor vehicle as described in the regulations.~~

Employees who refuse to be tested or to cooperate in testing, or who attempt to alter test results, will result in the employee being terminated. ~~are subject to immediate removal from safety sensitive function and are subject to disciplinary procedures which may include termination.~~

~~No employee shall report for duty or remain on duty requiring the performance of safety sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, who has advised the employee that the substance will not adversely affect the employee's ability to safely operate a motor vehicle.~~

23.6.1.3 Alcohol and Controlled-Substance Tests

All applicants and employees who undergo City mandated tests will be notified if the test result is positive by the testing contractor MRO before the City's designated employer representative is notified.

The City or a contractor of the City performing the tests will follow specific procedures if an alcohol-test result is 0.02 or greater. The procedures are required by federal guidelines and are intended to make sure that the test result is 0.02 or greater.

Tests required by the City, except for pre-employment tests and return-to duty tests, are considered a duty assignment. Time for travel and time spent in providing the specimen at the collection site will be with pay.

Any action which indicates a refusal to test will result in the employee being terminated. (Code 1696 § 1)

23.6.1.4 Definition of Positive Alcohol or Controlled-Substance Test

Alcohol concentration is defined by the Federal Department of Transportation Regulations. Alcohol tests will be considered positive if the breath and/or saliva test indicates an alcohol presence of 0.04 or greater. If the test results are positive, the employee and supervisor will be notified before the employee leaves the test site.

If an alcohol test indicates an alcohol concentration of at least 0.02, but less than 0.04, the test is considered negative, but the safety sensitive employee will be

taken out of service for 24 hours. A controlled substance drug test will be considered positive if a controlled substance for which no legitimate explanation is determined by the Medical Review Officer (MRO) is found in the test specimen. (Code 1696 § 1)

23.6.1.5 Testing Responsibilities in Alcohol and Controlled-Substance Testing

If the initial alcohol test results are 0.02 or greater, the City or a contractor of the City performing the tests will wait 15 minutes and then issue a confirmation test. During the 15-minute waiting period before the confirmation test, the employee will be given a set of instructions (for example, no eating or drinking) that must be followed. If the employee does not follow these instructions, it may be considered an attempt to alter the test results. The confirmation test result is used for disciplinary purposes. ~~Controlled substance tests must use proper laboratory procedures.~~

Controlled-substance tests must use proper laboratory procedures. If a controlled substance test is confirmed positive, it will be reviewed by the physician serving as the testing vendor's MRO. The MRO will follow specific procedures required by the federal guidelines. These procedures are intended to make sure that the test result is a true positive. The MRO will call the employee who has tested positive, discuss what might have caused the test result to be positive before calling the City's designated employer representative, and make sure of the result before notifying the City. If the test remains positive, the employee may request, at his/her/their expense, that a second independent analysis be performed on the untested portion of the sample. This is considered a split test. (Code 1696 § 1)

23.6.2 Types of Required Drug Testing

23.6.2.1 Pre-Employment Tests

New employees will be hired for safety-sensitive positions on the condition of a negative controlled substances and breath alcohol test (administered after being chosen but before being hired) and after obtaining a ~~controlled substances and alcohol testing limited record pre-employment query~~ from ~~previous employers and~~ the FMCSA Clearinghouse that shows the employee has no outstanding violations of the drug and alcohol regulations. ~~been in a random drug and alcohol program for the past 12 months and/or has been selected over the last six months in the time period between the end of their work performance at the previous job and application for the city's position has not exceeded 30 days and they do not have any known violations on the FMCSA Clearinghouse.~~ (Code 1696 § 1)

No employee shall operate a City owned CMV without a laboratory confirmed negative DOT drug test result. This is for all new hires coming on who already have a CDL and those current employees who acquire a commercial learner permit or CDL as required by their job description. Other requirements to drive a City owned CMV also exist, but are not part of the drug and alcohol policy. Please see Risk Management for these additional requirements.

[See Section 23.6.7 City Requirements to Inquire with Previous Employers for more information on the pre-employment hiring process.](#)

23.6.2.2 Random Testing

A minimum number of random alcohol tests, equal to 10 percent of the average number of City safety sensitive employees covered under the regulations will be conducted each year. The City or a contractor of the City performing the tests will select safety sensitive employees using a computerized random-selection program or other random selection method approved by the City. Safety sensitive employees selected will be tested prior to going on duty, while performing safety sensitive functions or just after.

A minimum number of random controlled-substance tests equal to 50 percent of the average number of safety sensitive employees, will be performed each year. Tests may be performed at any time the safety sensitive employee is on or off duty, regardless of the duties being performed at the time of testing. Safety sensitive employees may potentially be tested at any time, even if there is a recent previous test. Once a safety sensitive employee is notified of the testing, ~~he or she~~ [the employee](#) must be escorted immediately to the testing site.
(Code 1696 § 1)

23.6.2.3 Reasonable Suspicion Tests

A safety sensitive employee must undergo alcohol and controlled substance testing when any supervisor who has received the mandatory reasonable suspicion training has reason to believe that the safety sensitive employee has used alcohol or controlled substances in violation of the regulations. An alcohol and/or drug test may be administered just prior, just after, or while the safety sensitive employee is performing a safety-sensitive function.

All supervisors will be given adequate training to make judgments about a reasonable suspicion of controlled substance and alcohol use. The supervisor's judgment must be based on specific observations relating to appearance, behavior, speech, or body odors, including indications of the chronic and withdrawal effects of alcohol and/or controlled substances. The supervisor must document the observations fully notifying the employee that testing is required. Supervisors will be trained regarding physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

All employees, including non-supervisory employees, may call their Supervisor, Department Head, [Human Resources](#), the Risk Management Specialist or the City Administrator to ask any questions about the program, or to state their suspicions about another employee, including a supervisor. The employee who calls must give his/her name, but the names will be kept confidential to the extent possible under the open records law of North Dakota.
(Code 1696 § 1)

[After-hours reasonable suspicion drug and alcohol screening will be conducted by certified City staff at City Hall. For all after hours testing needs for](#)

reasonable suspicion, supervisors should call the After-Hours Incident phone number to have the testing completed. ~~The number is (701) 456-7867.~~

23.6.2.4 Post Accident Testing

Drivers/~~operators~~ are responsible for notifying the City of any commercial motor vehicle ~~or equipment~~ accident while on duty or while driving a City vehicle on off hours. ~~In an accident resulting in a death, the City driver(s)/operator(s) involved must undergo post accident testing. In an accident which does not result in a death, but in which the City driver is cited for a moving traffic violation; or resulted in vehicles involved in the accident being towed from the scene or injuries as a result of the accident being treated away from the scene, the driver must undergo post accident drug and alcohol testing. In the event of a reportable accident as identified under North Dakota law occurs resulting liability of at least \$4,000, the driver/operator shall be tested. As soon as practical following an accident involving a CMV, each surviving employee shall be subject for alcohol and controlled testing when either: (1) the accident involved a fatality; or (2) the employee receives a citation within eight (8) hours of the occurrence under State or local law for a moving violation arising from the accident AND the accident involved: (i) injury requiring medical treatment away from the scene by anyone involved with the accident or (ii) one or more vehicles having to be towed from the scene due to disabling damage.~~

Employees must be tested for controlled substances within 32 hours after all accidents. ~~resulting in a death or where the driver is cited for a moving violation if the accident resulted in injuries needing to be treated away from the scene or vehicles involved in the accident are required to be towed from the scene.~~ If the controlled-substance test is not administered within 32 hours, no test will be given, and the ~~Risk manager~~ Manager must file and maintain records stating the reason for the delay and the lack of testing.

Employees must be tested for alcohol within two hours of the accident. If the alcohol test is not administered within two hours, the ~~Risk manager~~ Manager must file and maintain records stating why. Once documented, the City has six additional hours to perform the test. If an alcohol test is not administered within eight hours of the accident, no test will be given, and the ~~Risk manager~~ Manager must file and maintain records stating the reason for the delay and lack of testing.

Employees must remain at work, ~~but~~ must not perform safety-sensitive or job functions that could endanger themselves or others, until the post-accident alcohol test is administered or eight hours since the accident have lapsed, or an unimpaired adult agrees to pick the employee up from work and transport that employee home.
(Code 1696 § 1)

After-hours post-accident drug and alcohol screening will be conducted by certified City staff at City Hall. All after hours testing needs for post-accident that do not require immediate medical attention, supervisors should call the After-Hours Incident phone number to have the testing completed. ~~The number is (701) 456-7867.~~

In the case of the employee being incapacitated due to injury so that a urine drug screen and breath alcohol test cannot be administered, a blood draw~~+~~ drug and alcohol screen will be completed once admitted to the medical facility. Results of this screening will be released to the City for documentation and disciplinary purposes.

23.6.2.5 Return-To-Duty Tests

If any test result is positive and the course of treatment recommended by a substance abuse professional (SAP) with the City EAP (or one chosen by the employee from the FMCSA list or one the employee researched who has working knowledge of the FMCSA return-to-duty regulations) has been completed, the ~~safety sensitive~~ employee must submit to return-to-duty alcohol and controlled substance tests prior to resuming duties. The return-to-duty alcohol test must indicate a breath-alcohol concentration of less than 0.02. Controlled-substance test results must be negative, and will be administered under “direct observation” as defined in the FMCSA.

The employee will be required to pay for the return-to-duty testing and will not be paid for time or travel expenses for completing this testing.
(Code 1696 § 1)

23.6.2.6 Follow-up Tests

Unannounced follow-up tests are required ~~for at~~ a minimum of six tests in the first twelve months period or for as high long as 60 months for any safety sensitive employee who, after a positive test result, is determined by a SAP to need help with alcohol or controlled-substance abuse. These tests will be administered under “direct observation” as defined in the FMCSA. The employee shall be responsible for all costs associated with the SAP. The City shall pay for the ~~SAP and~~ follow up test(s).

23.6.3 Test Results-Required Action

ALCOHOL TEST		
Results (~~Blood~~ <u>Breath</u> Alcohol Concentration)	Employee Status	Required Action
>0.00	applicant	Not hired
0.02-0.039	~~any~~ <u>S</u> safety sensitive employee	Taken out of service for 24 hours without pay
0.04+	~~any~~ <u>S</u> safety sensitive employee	Remove from safety sensitive duty and notify employee of EAP program and employee is subject to discipline up to termination

CONTROLLED SUBSTANCE TEST		
Results	Employee Status	Required Action
Positive	Applicant	Not hired
Positive	Safety sensitive	Taken off duty; may be referred to EAP

	Employee	for evaluation and treatment; subject to City discipline, up to and including termination
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OTHER PROHIBITED CONDUCT		
Prohibited Conduct	Employee Status	Required Action
Refusing to be tested	Applicant	Not hired
Refusing to be tested	Safety sensitive employee	Terminated
Possessing or consuming alcohol on the job	Safety sensitive employee	Taken off duty; may be referred to EAP for treatment; Subject to City disciplinary action up to and including termination of employment
Abusing cough syrup, mouthwash, or any other substance containing alcohol while on the job	Safety sensitive employee	Taken off duty; may be referred to EAP for treatment; Subject to City disciplinary action up to and including termination of employment
Possessing or using a controlled substance without a doctor's permission	Safety sensitive employee	Termination
Performing a safety-sensitive function while using a prescription containing a controlled substance when a physician has instructed the employee that the substance may adversely affect the employee's ability to safely operate a motor vehicle	Safety sensitive employee Any Employee	Taken off duty; may be referred to EAP for treatment; Subject to City disciplinary action up to and including termination of employment

(Code 1696 § 1)

23.6.4 Controlled Substances to be Tested

The following drug groups were selected based on the ability of each drug to adversely affect physical/mental performance. All are controlled substances under state and federal law.

- Alcohol
- Amphetamines
- Cocaine Metabolites
- Opioids
- Marijuana Metabolites
- Phencyclidine PCP

(Code 1696 § 1)

23.6.5 Out-of-Service Request

All safety sensitive employees subject to call for emergency duties, who are not actually listed on-call, who have had one or more drink(s) in the four hours prior to an emergency call-out, or suspects that [he/she/they](#) may have a breath-alcohol concentration of 0.02 or above, must take [him/herself themselves](#) out of service. No disciplinary

measures will be taken when the safety sensitive employee, who is not listed as on-call, requests to take [him/herself them self](#) out of service for an emergency call-out.

23.6.6 Required Records and Records Retention

The City, or a contractor of the City performing the tests under this section, will maintain necessary records as required by federal DOT regulations and the reporting regulations to the FMCSA Clearinghouse, either at City Hall, the primary contractor's place of business or on the Clearinghouse website for each driver. In all cases, information must be available at the City within 24 hours if requested by officials of the U.S. Department of Transportation responsible for the testing program.

The City, as an employer of individuals placed in safety-sensitive positions, is required to run a limited query of the FMCSA Clearinghouse for each employee at least once annually according to 49 CFR 382.701(b). The City will ask each safety-sensitive employee to sign a consent form to run a limited query of their Clearinghouse at least once annually. Employees who refuse to sign the limited query [consent form](#) must be removed from their safety-sensitive position, which could lead to disciplinary action up to and including termination.

If the limited query shows [the individual is "Prohibited" due to](#) DOT drug and alcohol infractions ~~are-being~~ present in the individual's Clearinghouse account, the City (as the employer) is required to electronically submit a request to the individual's Clearinghouse account to access the detailed information report within 24 hours of the limited query being accessed. The employee must approve the request by the City's representative to run a full query check for the details of the infraction(s). If the employee refuses access or has not consented to allow the full query to be accessed within the 24-hour time line, the employee must be removed from and not allowed to perform job duties for a safety-sensitive position. If the employee refuses access to the full query detailed information, they will be subject to disciplinary action up to and including termination. (Code 1696 § 1)

23.6.7 City Requirements to Inquire with Previous Employers

~~The City must inquire with previous employers before hiring someone to fill a safety sensitive position. Prior to being hired by the City, applicants must sign a release of information allowing the City to inquire with previous employers about the applicant's controlled substance and alcohol testing history during the previous three years. The applicant must also be registered with the FMCSA Clearinghouse and approve the electronic [permission-consent](#) request submitted by a City representative to run a [full limited pre-employment](#) query of their background through the Clearinghouse as required by 49 CFR 382.701(a)(1) & (2). [A pre-employment Clearinghouse query satisfies the requirement to investigate a prospective driver's previous drug and alcohol program violations, as set forth in 49 CFR 391.23\(e\) \(4\) and 382.413\(b\).](#)~~

[If a prospective employee is listed as "prohibited" with the Clearinghouse, the City has the right to request permission \(in writing\) from the prospective employee to run a full background query to obtain specific information about their violations which prohibit them from driving a commercial motor vehicle.](#)

If the prospective employee has a CDL/CLP but was not required by their previous employer to register with the Clearinghouse, the City must inquire with previous employers before hiring someone to fill a safety-sensitive position. Prior to being hired by the City, applicants must sign a release of information allowing the City to inquire with previous employers about the applicant's controlled substance and alcohol testing history during the previous three years.

Information that may be requested includes:

- Previous test dates.
- Positive test results.
- Refusals to test.
- Evaluation and rehabilitation results. (Code 1696 § 1)

23.6.8 Release of Information to Prospective Employers

All testing information about individual employees is confidential and is not in the public domain. Such information may not be released except as required by law or expressly authorized by 49 CFR 382.405.

If requested in writing and proper release of information is provided, the City will disclose the following information to any potential future ~~employees~~employers:

- Alcohol tests with a result of 0.04 or higher alcohol concentration;
 - Verified positive drug tests;
 - Refusals to be tested (including verified adulterated or substituted drug test results);
 - Other violation of DOT agency drug and alcohol testing regulations;
- Documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests).

23.7 Non-DOT Non-Safety Sensitive Employees Drug & Alcohol Policy

23.7.1 Testing for Drugs and Alcohol

This section discusses the Alcohol/Controlled Substance Testing Program for Non-DOT Non-Safety Sensitive Employees. Because Non-DOT Non-Safety Sensitive Employees have a greater right to privacy than FMCSA Regulated Safety Sensitive Employees they are not subject to random drug screens and will not be placed in a random selection employee pool. These employees however are subject to certain testing requirements if specific criteria are met.

All information from an employee's controlled substance and/or alcohol test is confidential, and only the City's DER will be informed of the test results. Positive test results shall only be shared with City management so that appropriate disciplinary actions may be imposed. Disclosure of test results to any other person, agency, or organization outside of the City is prohibited unless written authorization is obtained from the employee. (Code 1696 § 1)

23.7.1.1 Employees must:

- Test when required after specific criteria has been met

- Not use illegal controlled substances and/or alcohol, in any form, on the job
- Not work under the influence of alcohol
- Not remain on duty with a confirmed breath alcohol concentration of 0.02 or greater.
- Not use alcohol within eight hours after an accident or until undergoing a post-accident alcohol test.
- Not use prescription drugs containing controlled substances contrary to a physician's instructions.
- Notify their supervisor if using a prescription containing a controlled substance that could alter their ability to work safely or hinder their ability to interact with the general public

The employee must, upon request, provide documentation demonstrating that the use of a drug will not adversely affect their ability to work safely or hinder their ability to interact with the general public. No employee shall report for duty or remain on duty when using any controlled substance, except when the use is pursuant to the instructions of a-the same licensed medical practitioner. The -medical practitioner must advise the employee that the substance will not adversely affect their ability to work safely or hinder their ability to interact with the general public.

Employees who refuse to be tested or to cooperate in testing, or who attempt to alter test results, are subject to immediate removal from their job functions and are subject to disciplinary procedures which may include termination. shall be terminated.

23.7.1.2 Alcohol and Controlled-Substance Tests

All applicants and employees who undergo City mandated tests will be notified if the test result is positive by the testing contractor before the City's designated employer representative is notified.

The City staff or a contractor of the City performing the tests will follow specific procedures if an alcohol-test result is 0.02 or greater. The procedures are required to maintain conformity in testing and are intended to make sure that the test result is 0.02 or greater.

Tests required by the City, except for pre-employment tests and return-to-duty tests, are considered a duty assignment. Time for travel and time spent in providing the specimen at the collection site will be with pay.

Any action which indicates a refusal to test will result in the employee being terminated. (Code 1696 § 1)

23.7.1.3 Definition of Positive Alcohol or Controlled-Substance Test

Alcohol tests will be considered positive if the breath and/or saliva test indicates an alcohol presence of 0.04 or greater. If the test results are positive, the employee and supervisor will be notified before the employee leaves the test site.

If an alcohol test indicates an alcohol concentration of at least 0.02, but less

than 0.04, the test is considered negative, but the employee will be taken out of service for 24 hours. A controlled substance drug test will be considered positive if a controlled substance for which no legitimate explanation is determined by the Medical Review Officer (MRO) is found in the test specimen. (Code 1696 § 1)

23.7.1.4 Testing Responsibilities in Alcohol and Controlled-Substance Testing

If the initial alcohol test results are 0.02 or greater, the City staff or a contractor of the City performing the tests will wait 15 minutes and then issue a confirmation test. During the 15-minute waiting period before the confirmation test, the employee will be given a set of instructions (for example, no eating or drinking) that must be followed. If the employee does not follow these instructions, it may be considered an attempt to alter the test results. The confirmation test result is used for disciplinary purposes.

Controlled-substance testing will initially use quick screen cups and if the quick screen sample shows the presence of a controlled substance, the sample will be sent to the contracted laboratory for confirmation of the positive test result. The individual will be removed from duty until the laboratory results are finalized. If a drug screen test is confirmed positive, it will be reviewed by the physician serving as the testing vendor's MRO. The MRO will follow specific procedures required to maintain conformity in the testing process. These procedures are intended to make sure that the test result is a true positive. The MRO will call the employee who has tested positive, discuss what might have caused the test result to be positive to ensure it is a true positive result before contacting the City's designated employer representative. (Code 1696 § 1)

23.7.2 Types of Required Drug Testing

23.7.2.1 Pre-Employment Drug Testing

All prospective applicants are required to pass a pre-employment drug and alcohol test as a condition of employment. (Code 1696 § 1)

23.7.2.2 Reasonable Suspicion Testing

Any employee may be asked to submit to breath alcohol and urine testing by City Staff or the City's drug and alcohol contractor at the City's expense. The City may request that the employee undergo drug and alcohol testing if there is a "reasonable suspicion" that the employee is under the influence of drugs or alcohol during work hours. "Reasonable suspicion" means an articulated belief based on specific facts and reasonable inferences drawn from those facts that an employee is under the influence of controlled substances and/or alcohol. Supervisors who have received reasonable suspicion training acknowledge that because non-DOT safety sensitive employees have a greater right to privacy than DOT safety sensitive employees, The supervisor must observe significant indicators prior to ordering testing. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

- A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning another employee, a supervisor, a police

officer or other individual for assistance.

- Information provided by a reliable and credible source with personal knowledge.
- Direct observation of drug or alcohol use.
- Presence of the physical symptoms of drug or alcohol use; (i.e. glossy or blood-shot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes). (Code 1637 § 1; Code 1696 § 1)

The supervisor who has received reasonable suspicion training is required to document in writing, the specific facts, symptoms, or observations which led to the reasonable suspicion. Risk Management shall place this documentation in the employee's medical personnel file only if confirmed by a positive controlled substance and/or alcohol test.

After-hours reasonable suspicion drug and alcohol screening will be conducted by certified City staff at City Hall. For all after hours testing needs for reasonable suspicion, supervisors should call the After-Hours Incident phone number to have the testing completed. ~~The number is (701) 456-7867.~~

Any action which indicates a refusal to test will result in the employee being terminated. A positive result from the controlled substance and/or alcohol test confirming the reasonable suspicion will result in disciplinary action ~~up to termination, as set forth in Section 23.4.~~

23.7.2.3 Vehicle Accidents Post Accident Testing

~~Drivers/operators are responsible for notifying the City of any vehicle or equipment accident while on duty or while driving a City vehicle on off hours. In an accident resulting in a death, the City driver(s)/operator(s) involved must undergo post-accident testing. In an accident which does not result in a death, but in which the City driver is cited for a moving traffic violation or resulted in vehicles involved in the accident being towed from the scene or injuries as a result of the accident being treated away from the scene, the driver must undergo post-accident drug and alcohol testing. In the event of a reportable accident as identified under North Dakota law occurs resulting liability of at least \$4,000, the driver/operator shall be tested. As soon as practical following an accident involving a City owned vehicle and/or equipment, each surviving employee shall be subject for alcohol and controlled testing when either: (1) the accident involved a fatality; or (2) the employee receives a citation within eight (8) hours of the occurrence under State or local law for a moving violation arising from the accident AND the accident involved: (i) injury requiring medical treatment away from the scene by anyone involved with the accident or (ii) one or more vehicles having to be towed from the scene due to disabling damage.~~

Employees must be tested for controlled substances within 32 hours after all accidents. ~~resulting in a death or where the driver is cited for a moving violation if the accident resulted in injuries needing to be treated away from the scene or vehicles involved in the accident are required to be towed from the scene.~~ If the controlled-substance test is not administered within 32 hours, no test will be given,

and the manager must file and maintain records stating the reason for the delay and the lack of testing.

Employees must be tested for alcohol within two hours of the accident. If the alcohol test is not administered within two hours, the ~~Risk M~~anager must file and maintain records stating why. Once documented, the City has six additional hours to perform the test. If an alcohol test is not administered within eight hours of the accident, no test will be given, and the ~~Risk M~~anager must file and maintain records stating the reason for the delay and lack of testing. Employees must remain at work, but must not perform job functions that could endanger themselves or others, until the post-accident alcohol test is administered or eight hours since the accident has lapsed, or an unimpaired adult agrees to pick the employee up from work and transport that employee home. (Code 1696 § 1)

Should the accident occur outside the geographical limits of the City making testing by the City or its contractor(s) impracticable, the City shall rely on the report and results of the investigating law enforcement agency conducting the investigation in the jurisdiction where the accident occurred.

After-hours post-accident drug and alcohol screening will be conducted by certified City staff at City Hall. All after hours testing needs for post-accident that do not require immediate medical attention, supervisors should call the After-Hours Incident phone number to have the testing completed. ~~The number is (701) 456-7867.~~

Any action which indicates a refusal to test will result in the employee being terminated. A positive result from the controlled substance and/or alcohol test confirming impairment will result in disciplinary action ~~up to termination~~ as set forth in Section 23.4.. Risk Management shall place this documentation in the employee's medical personnel file only if confirmed by a positive controlled substance and/or alcohol test

23.7.2.4 Return to Duty Testing and Follow Up Tests

If any test result is positive and the course of treatment recommended by a substance abuse professional (SAP) with the City EAP (or one chosen by the employee) has been completed, the employee must submit to return-to-duty alcohol and controlled substance tests prior to resuming duties. The return-to-duty alcohol test must indicate a breath alcohol concentration of less than 0.02. Controlled-substance test results must be negative, and will be administered under direct observation.~~“direct observation” as described in the definitions section at the beginning of this policy.~~

~~The employee will be required to pay for the return-to-duty test.~~

Unannounced follow-up tests are required ~~for at~~ a minimum of six tests in the first twelve months period ~~or for~~ as high-long as 60 months for any employee who, after a positive test result, is determined by a SAP to need help with alcohol or controlled-substance abuse. The employee shall be responsible for all costs associated with the SAP. The City shall pay for the follow up test(s). ~~The City shall pay for the SAP and follow up test(s).~~

(Code 1696 § 1)

23.7.3 Test Results-Required Action

ALCOHOL TEST		
Results (~~Blood-Breath~~ Alcohol Concentration)	Employee Status	Required Action
>0.00	~~applicant~~ Applicant	Not hired
0.02-0.039	Any non-safety sensitive	Taken out of service for 24 hours without pay
0.04+	Any non-safety sensitive	Remove from ~~safety-sensitive~~ duty and notify employee of EAP program and employee is subject to discipline up to termination

CONTROLLED SUBSTANCE TEST		
Results	Employee Status	Required Action
Positive	Applicant	Not hired
Positive	Non-Safety sensitive	Taken off duty; may be referred to EAP for evaluation and treatment; subject to City discipline, up to and including termination

OTHER PROHIBITED CONDUCT		
Prohibited Conduct	Employee Status	Required Action
Refusing to be tested	Applicant	Not hired
Refusing to be tested	Non-safety sensitive employee	Terminated
Possessing or consuming alcohol on the job	Non-safety sensitive employee	Taken off duty; may be referred to EAP for treatment; Subject to City disciplinary action up to and including termination of employment
Abusing cough syrup, mouthwash, or any other substance containing alcohol while on the job	Non-safety sensitive employee	Taken off duty; may be referred to EAP for treatment; Subject to City disciplinary action up to and including termination of employment
Possessing or using a controlled substance without a doctor's permission	Non-safety sensitive employee	Termination

Performing a safety-sensitive job function while using a prescription containing a controlled substance when a physician has instructed the employee that the substance may adversely affect the employee's ability to safely operate a motor vehicle complete their job duties	Non-safety sensitive employee ~~Any Employee~~	Taken off duty; may be referred to EAP for treatment; Subject to City disciplinary action up to and including termination of employment
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(Code 1696 § 1)

23.7.4 Controlled Substances to be Tested

The following drug groups were selected based on the ability of each drug to adversely affect physical/mental performance. All are controlled substances under state and federal law.

- Alcohol
- Amphetamines
- Cocaine Metabolites
- Opioids
- Marijuana Metabolites
- Phencyclidine PCP

(Code 1696 § 1)

23.7.5 Required Records and Records Retention

The City shall be responsible for maintaining the necessary records as required by federal regulations for a minimum of three years. In all cases, information must be available at the City within 24 hours if requested by written formal request.

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

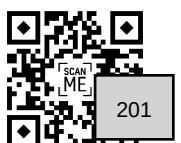
First Reading:
Second Reading:
Final Passage:

DRAFT

ADMINISTRATION

City staff recommend changing section 29.08.04060-15.22 Probationary Period and Trial Period. Currently the policy is a 90 day probationary period and we are recommending a 6 month probationary period. Many supervisors are finding that 90 days is not enough time for training and familiarizing the employee to their new position. Some trainings such as the FTO in Police aren't completed within 90 days and therefore we cannot evaluate performance adequately. The 6 month probationary period can be extended to one year and anything more than one year will require approval of the City Administrator. City Staff and Civil Service recommend approval of this change.

*Thank you,
HR Director Nameniuk*



Human Resources

Chapter 29 – Probationary Period

Presented by: HR Director Nameniuk



Section 29.08.04060-15.22 Probationary Period and Trial Period

- Recommend changing the probationary period from **90 days to six months**.
- The probationary period may be extended by the employee's supervisor or Department Head up to **one year**.
- Any extensions which would make the probationary period **more than one year** from the employees first day shall require the written approval of the City Administrator.
- Civil Service and City Staff recommend approval.

ORDINANCE NO. 2024**AN ORDINANCE AMENDING AND RE-ENACTING SECTION 29.08.04060 – 15.22 OF CHAPTER 29 OF THE MUNICIPAL CODE OF THE CITY OF DICKINSON, NORTH DAKOTA, RELATING TO PROBATIONARY PERIOD FOR EMPLOYEES**

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF DICKINSON, NORTH DAKOTA, AS FOLLOWS:

Section 1: Section 29.08.04060 – 15.22 of Chapter 29 of the City Code of the City of Dickinson is hereby amended and re-enacted as follows:

15.22 Probationary Period and Trial Period**15.22.1 Term of Probationary Period – New Hire**

Every employee hired by the City of Dickinson must complete a probationary period of not less than ~~90 days~~six months, for the purpose of assessing the individual's ability to perform the assigned duties. The probationary period may be extended by the employee's supervisor or the Department Head up to ~~six months~~one year. Any extensions which would make the probationary period more than ~~six months~~one year from the employee's first day shall require the written approval of the City Administrator. (Code 1637 § 1)

15.22.2 Term of Probationary Period – Transfers and Promotions

Transfers and promotions carry a trial period of up to 90 days for the purpose of assessing the individual's ability to perform the assigned duties. During the trial period the supervisor or the employee receiving a transfer or promotion may choose to remove the employee from the new position. In this case, the employee will be permitted to return to his/her former position, if it has not been filled. If after 90 days the new role is not suitable to the employee and the supervisor, the employee may apply for another position within the City. (Code 462 of 942 1637 § 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 from and after final passage.

Scott Decker, President
Board of City Commissioners

ATTEST

Dustin Dassinger, City Administrator

First Reading: _____, 2024

Second Reading: _____, 2024

Final Passage: _____, 2024