Prepared by the North Dakota Legislative Council staff for the Budget Committee on Government Services
July 1999

STATE AGENCY OFFICE SPACE STUDY - BACKGROUND MEMORANDUM

Senate Concurrent Resolution No. 4006 (attached as Appendix A) directs the Legislative Council to study state agency office space needs to determine the feasibility and desirability of transferring state agencies or state employees to rural areas.

1999 LEGISLATIVE ACTION

The 1999 Legislative Assembly addressed a number of state agency office space issues including:

1. House Bill No. 1266 provides a continuing appropriation to the Workers Compensation Bureau from moneys in the workers' compensation fund for the purchase of a building for the bureau's operations. The Workers Compensation Bureau currently leases space in Bismarck for its operations.
2. The Legislative Assembly authorized the Northeast Human Service Center in Grand Forks to lease office space from the county rather than to purchase the HEMP Center in which the facility is currently leasing space.
3. The Legislative Assembly removed $80,000 of funding from the Department of Tourism budget that was recommended by the Governor to be used for renting space from the Bismarck/Mandan Convention and Visitors Bureau. The Department of Tourism will remain located in the Liberty Memorial Building on the State Capitol grounds for this biennium.

LEASED SPACE

Appendix B (attached) provides a schedule of state agency leased space for the 1997-99 biennium prepared by Facility Management. The schedule is organized by agency and shows the square footage being leased and the annual rent being paid. In total, these agencies lease 521,713 square feet at an annual cost of $4,622,334. The average cost per square foot is $8.86.

LOCATION OF STATE EMPLOYEES

Attached is a brochure entitled *State Employee Fact Sheet* prepared by the Central Personnel Division which provides a map of the state of North Dakota showing the number of state employees by county. The numbers shown do not include employees of the University System, court system, Legislative Council, or Workers Compensation Bureau.

STUDY PLAN

The committee may wish to proceed with this study as follows:

1. Survey state agencies on office locations, number of employees per location, office space needs, office space being rented, and associated costs.
2. Receive information from interested organizations, including the Association of Counties and League of Cities on office space available in rural areas of the state.
3. Receive testimony from representatives of the North Dakota Public Employees Association and other employee organizations on the feasibility and desirability of transferring state employees to rural areas.
4. Receive information from select state agencies on options for locating their employees in rural areas and associated costs.
5. Consider options for utilizing available rural office space for housing state agencies and state employees.
6. Develop committee recommendations and any necessary legislation to implement the recommendations.

ATTACH:3

Fifty-sixth Legislative Assembly, State of North Dakota, begun in the Capitol in the City of Bismarck, on Tuesday, the fifth day of January, one thousand nine hundred and ninety-nine

SENATE CONCURRENT RESOLUTION NO. 4006
(Senators Bowman, Andrist, Christmann, Heitkamp)
(Representatives Kempenich, Meyer)

A concurrent resolution directing the Legislative Council to study state agency office space needs to determine the feasibility and desirability of transferring state agencies or state employees to rural areas.

WHEREAS, the state of North Dakota rents office space for several of its agencies and institutions; and

WHEREAS, the state should periodically evaluate office space needs and the cost of renting office space; and

WHEREAS, technological advances allow employees to conduct their work from offices outside the capitol building, including offices in rural areas where building rents may be less expensive;

NOW, THEREFORE, BE IT RESOLVED BY THE SENATE OF NORTH DAKOTA, THE HOUSE OF REPRESENTATIVES CONCURRING THEREIN:

That the Legislative Council study state agency office space needs to determine the feasibility and desirability of transferring state agencies or state employees to rural areas; and

BE IT FURTHER RESOLVED, that the Legislative Council report its findings and recommendations, together with any legislation required to implement the recommendations, to the Fifty-seventh Legislative Assembly.

MAY 26 1999

MISC.	AGENCY NAME	LOCATION OF LEASED SPACE	TOTAL SQ. FT.	ANNUAL RENT	TERM OF LEASE	TYPE OF SPACE	NAMES & ADDRESSES LANDLORD
EXP. 6/97 HAS INS.	AERONAUTICS COMM.	BISMARCK CITY AIRPORT, BLDG. #22 UNIVERSITY DRIVE, BISMARCK 58504	2,175	$ 22,903.00	2 YEARS	OFFICE	MUNICIPAL AIRPORT CITY OF BISMARCK
EXP. 6/99 HAS INS.	AGRICULTURE DEPT.	2893 3RD AVE W, SUITE 104 DICKINSON, ND 58601	548	$ 3,960.00	2 YEARS	OFFICE	HIGHLAND PROPERTIES, SUITE 101, DICKINSON ND 58601
EXP. 6/99 NO INS.	AGRICULTURE DEPT.	BERG INSURANCE BLDG. 112 MAIN ST MCVILLE, ND 58601	184	$ 2,400.00	2 YEARS	OFFICE	BERG INS. CO., PO BOX 715, MCVILLE, ND 58254
EXP. 6/99 HAS INS.	AGRICULTURE MEDIATION SERVICES	1102 S WASHINGTON ST SUITE 310 BISMARCK 58504	681	$ 6,861.00	2 YEARS	OFFICE	WARREN & JAN KITZAN 1102 S WASHINGTON ST BISMARCK 58504
EXP. 3/08 NO INS.	ATMOSPHERIC RESOURCE BOARD	MONTRAIL COUNTY AIRPORT STANLEY, ND 58784	?	$ 250.00	10 YEAR	LAND	STANLEY MUNICIPAL AIRPORT CHAIRMAN, PO BOX 9 STANLEY, ND 58784
EXP. 6/99 HAS INS.	ATTORNEY GENERAL'S BUREAU OF CRIMINAL INVESTIGATION	WILLIAMS COUNTY LAW ENFORCEMENT CTR. 512 4TH AVE E, WILLISTON 58801 4TH AVE E, WILLISTON 58801	210	$ 1,560.00	2 YEARS	OFFICE	CITY OF WILLISTON LAW ENFORC. CTR. 512 4TH AVE E, WILLISTON 58801
EXP. 6/99 HAS INS.	ATTORNEY GENERAL'S BUREAU OF CRIMINAL INVESTIGATION	1809 SOUTH BROADWAY PLAZA UNIT SA SOUTH MINOT ND 58702	1,800	$2,400.00	1 YEAR	OFFICE	EDWARD D. SCHALL PO BOX 635 MINOT ND 58702
EXP. 6/97 NO INS.	ATTORNEY GENERAL'S OFFICE	BIG SKY MALL 1173 3RD AVE W, DICKINSON 58601	694	$ 4,802.00	2 YEARS	OFFICE	BIG SKY MALL, INVESTORS LLC, 5001 BIRCH ST NEWPORT BEACH CA 92660
EXP. 6/97 NO INS.	AG-OFF. BUREAU OF CRIMINAL INVESTIGATION	PROFESSIONAL NORTH OFFICE BLDG. 4205 STATE ST, BIS 58502	9,627	$81,513.00	2 YEARS	OFFICE	R.C. BOLLIN, 118 E DIVIDE AVE, BIS 58501
EXP. 6/97 NO INS.	ATTNY. GEN. OFFICE BUREAU OF CRIMINAL INVESTIGATION	RICHLAND COUNTY LAW ENFORC. CTR. 413 3RD AVE N, WAHPETON 58075	279	$ 2,400.00	15 MO.	OFFICE	RICHLAND COUNTY LAW ENFORC. CENTER
EXP. 6/99 NO INS.	ATTNY. GEN. OFFICE BUREAU OF CRIMINAL INVESTIGATION	LAKE REGION LAW ENFORC. CTR 222 WEST WALNUT ST DEVIL'S LAKE 58301	323	$ 2,077.00	2 YEARS	OFFICE	LAKE REGION LAW ENFORC.
EXP. 6/99 NO INS.	A.G. OFFICE BUREAU OF CRIMINAL INVESTIGATION	SYNDICATE BLOCK PARTNERS 606 1ST AVE N, FARGO, ND 58105	3,632	$ 38,496.00	2 YEARS	OFFICE + 300' BSM STORAGE	GOLDMARK PROPERTY MGMT CORP. BOX 3024, FARGO 58108
EXP. 6/97 NO INS.	A.G. OFFICE BUREAU OF CRIMINAL INVESTIGATION	300 N 5TH ST, GRAND FORKS 58206	447	$ 2,999.00	14 MO.	OFFICE	DON LINGREN, PO BOX 5880 GRAND FORKS, ND 58206
EXP. 6/99 HAS INS.	A.G. OFFICE BUREAU OF CRIMINAL INVESTIGATION	STUTSMANN COUNTY LAW ENFORC. CTR. 205 6TH ST SE, JAMESTOWN ND 58401	392	$ 4,393.00	2 YEARS	OFFICE	SAME
EXP. 6/99 HAS INS.	A.G. OFFICE FIRE MARSHAL DIVISION	NORWEST BANK BLDG., 735 HILL AVE GRAFTON ND 58237	348	3,000.00	11MO.	OFFICE	NORWEST BANK ND, N.A., ATTN: PROPERTIES, 406 MAIN AVE, FARGO ND 58126
EXP. 9/99 HAS INS.	AUDITOR'S OFFICE	425 N 5TH ST, 3RD FLR, BIS ND 58501	1,003	$ 10,532.00	1 YEAR	OFFICE	FIRST COMM. SERVICES INC, BARRY WENTZ, PROPERTY MANAGER 425 N 5TH ST, BISMARCK, ND 58501
EXP. 6/01 NO INS.	AUDITOR'S OFFICE	925 BASIN AVE, BISMARCK ND 58501	768	$ 7,872.00	2 YEARS	OFFICE	INLAND OIL & GAS CORP, BERK STROTHMAN PO BOX 1313, BISMARCK ND 58502
EXP. 6/01 NO INS.	AUDITOR'S OFFICE	FRONT OFFICE BLDG. 3217 FIECHTNER DR FARGO ND 58103	1,460	$ 13,200.00 $ 360.00	2 YEARS	OFFICE GARAGE	TOM KLOSTER, 3402 PETERSON PARKWAY FARGO, ND 58102
EXP.6/97 NO INS.	BANKING & FINANCE	2900 N 19TH ST UNIT 3 BISMARCK 58501	2,280	$ 17,100.00	2 YEARS	OFFICE	GAIL WACHTER INVESTMENTS PO BOX 250, BIS 58502
EXP. 6/01 NO INS.	BANKING & FINANCE	3310 FIECHTNER DR SUITE 104 FARGO ND 58103	650	$ 8,400.00	3.5 YRS	OFFICE	HENTGES FAMILY LTD. PART. PO BOX 9193 FARGO 58016
EXP. 6/01 HAS INS.	BARLEY COUNCIL	505 40TH SW UNIT E/FARGO ND 58102-1184	2,968	$ 32,648.00	4 YEARS	OFFICE	BARLEY COUNCIL 605 40TH ST SW UNIT E FARGO ND 58103
EXP. 11/99 NO INS.	BEEF COMMISSION	SUITE 150, AG FOUNDATION BLDG. 4023 STATE ST/BISMARCK 58501	1,165	$ 8,528.00	5 YEARS	CONF. OFF/KITC	NODAK MUTUAL INS/PO BOX 3024/FARGO 58108
EXP. 12/99 NO INS.	BOARD OF ACCOUNTANCY	2701 S COLUMBIA RD/GRAND FORKS 58201	1,003	$ 11,050.00	1 YEAR	OFFICE	ND AUTOMOBILE CLUB, 1801 38TH ST SW FARGO 58106-0338
EXP. 6/99 HAS INS.	BOARD OF ANIMAL HEALTH	1135 S 12TH ST, PO BOX 639 BIS 58502-0639	800	$ 6,400.00	2 YEARS	OFFICE	FEBCO INC, BOX 2617 BISMARCK ND 58502-2617
EXP. 6/01 NO INS.	DIV OF JUVENILE SERVICES	401 S MAIN ST SUITE 102, MINOT ND 58701	930	$ 6,975.00	2 YEARS	OFFICE	INVESTORS REAL ESTATE TRUST, 12 S MAIN, MINOT ND 58701
EXP. 6/01 NO INS.	DIV OF JUVENILE SERVICES	PULVER HALL, DICKINSON STATE UNIV. DICKINSON ND 58601	1,134	$ 7,031.00	2 YEARS	OFFICE	DICKINSON STATE UNIVERSITY/ATTN: BUSINESS OFFICE BOX 302 DICKINSON, ND 58601

APPENDIX B

MISC.	AGENCY NAME	LOCATION OF LEASED SPACE	TOTAL SQ. FT.	ANNUAL RENT	TERM OF LEASE	TYPE OF SPACE	NAMES & ADDRESSES LANDLORD
EXP. 6/01 HAS INS. UNTIL 10/99	DIV OF JUVENILE SERVICES	RIVERS EDGE, 311 4TH ST S, SUITE 113 GRAND FORKS ND 58201	835	$ 7,920.00	2 YEARS	OFFICE	POSTAL INVESTORS L.L.P. PO BOX 12697 GRAND FORKS, ND 58208-2697
EXP. 6/01 NO INS.*	DIV OF JUVENILE SERVICES *ONLY HAVE ENDORSEMENT	409 4TH AVE S, DEVILS LAKE ND 58301	1,200	$ 6,900.00	2 YEARS	OFFICE	MARLENE JACOBSON, 207 JOHNSTON SACRAMENTO, CA 95815-3731
EXP. 6/01 HAS INS. UNTIL 3/00	DIV OF JUVENILE SERVICES	CITY CENTER PLAZA, 418 E BROADWAY AVE SUITE 224, BISMARCK ND 58501	1,532	$ 14,554.00	2 YEARS	OFFICE	CITY CENTER PLAZA C/O PINNACLE DEVELOPMENT, 41 CAPTAIN MARSH DR, MANDAN ND 58554
EXP. 6/99 NO INS.	DIV OF JUVENILE SERVICES	THE BLACK BLDG. 118 N BROADWAY, FARGO ND 58101	1,191	$ 9,960.00	2 YEARS	OFFICE	DTL PROPERTIES INC., SUITE 515, 118 BROADWAY, FARGO ND 58101
EXP. 6/01 HAS INS.	DIV OF JUVENILE SERVICES UNTIL 12/99	JAMES GAILFUS OFFICE BLDG. SUITE 4, 14 MAIN AVE E, ROLLA ND 58367	476	$ 3,420.00	2 YEARS	OFFICE	JAMES GAILFUS, BOX 399, 14 E MAIN ST, BOX 399, ROLLA ND 58367
EXP. 6/01 HAS INS.	DIV OF JUVENILE SERVICES UNTIL 7/99	OLD POST OFFICE BLDG, 322 MAIN ST WILLISTON ND 58801	700	$ 5,760.00	2 YEARS	OFFICE	TIM AND DAN LYNCH, PO BOX 492, WILLISTON ND 58802-0492
EXP. 6/01 NO INS.	DIV OF JUVENILE SERVICES	300 2ND AVE NE, SUITE 226, JAMESTOWN MALL, JAMESTOWN ND 58401	635	$ 4,445.00	2 YEARS	OFFICE	T.F. JAMES COMPANY, PO BOX 360, EXCELSIOR MN 55331 ***Y2K****
NO INS.	DOT	2301 UNIVERSITY DR, BISMARCK ND 58504	513	$ 243.00	MONTHLY	OFFICE	BISMARCK MUNICIPAL AIRPORT PO BOX 991, BIS ND 58501
NO INS.	DOT	2301 UNIVERSITY DR, BISMARCK ND 58504	504	$ 240.00	MONTHLY	OFFICE	BISMARCK MUNICIPAL AIRPORT PO BOX 991, BIS ND 58501
EXP. 6/99 NO INS.	DOT	ARROWHEAD SHOPPING CTR, 16TH ST & 2N AVE SW, MINOT ND 58702	1,000	$ 6,300.00	2 YEARS	OFFICE	INVESTORS REAL ESTATE TRUST, 15 1ST AVE SW, MINOT
EXP. 6/99 NO INS.	DOT	121 1ST ST W, JAMESTOWN ND 58402	703	$ 5,272.00	2 YEARS	OFFICE	JAMESTOWN CHAMBER OF COMMERCE, 210 10TH ST SE, JAMESTOWN ND 58402
EXP. 6/99 NO INS.	DOT	GRAFTON CHAMBER OF COMMERCE, 432 HILL AVE, GRAFTON ND 58237	?	$ 2,400.00	2 YEARS	OFFICE	DOT, 608 E BOULEVARD AVE BIS, ND 58505-0700
EXP. 6/99 NO INS.	DOT	HIGHWAY 2 E, D.L. ND 58301	720	$ 7,680.00	2 YEARS	OFFICE	DEVILS LAKE AREA CHAMBER OF COMMERCE, PO BOX 879 DEVILS LAKE ND 58301
EXP. 6/99 NO INS.	DOT	205 NE 2ND ST, VALLEY CITY ND 58072	550	$ 1,800.00	2 YEARS	OFFICE	VALLEY CITY C. OF COMM.,205 NE 2ND ST, VALLEY CITY 58072
EXP. 6/99 NO INS.	ECONOMIC DEV. & FINANCE	1833 BIS EXPRESSWAY, BIS ND 58501	8,438	$ 76,743.00	2 YEARS	OFFICE	ALBINUS SCHERR, 417 S 17TH ST, BISMARCK ND 58504
EXP. 6/01 HAS INS.	STATE ELECTRICAL BOARD UNTIL 5/00 (NO ENDORSEMENT	RIVERSIDE OFFICE BLDG. 723 MEMORIAL HWY, BISMARCK ND 58504	1,728	$ 14,256.00	2 YEARS	OFFICE	GARY SCHUMACHER DBA RIVERSIDE OFFICE BLDG C/O ROCKY GORDON & COMPANY/PO BOX 1774, BIS ND 58502-1774
EXP. 6/99	HIGHWAY PATROL DON'T NEED INSURANCE	PO BOX 2476, HWY 2 & 85 WEST WILLISTON ND 58801	840	$ 2,523.00	1 YEAR	OFFICE	ND GAME & FISH, 100 N BIS EXPWY, BISMARCK ND 58504
EXP. 6/98 NO INS.	HIGHWAY PATROL	122 S 5TH ST, GRAND FORKS ND 58201	1,518	$ 7,635.00	1 YEAR	OFFICE	CITY OF G.F., GRAND FORKS ND 58206-1518
EXP. 6/99 NO INS.	HIGHWAY PATROL	STUTSMAN COUNTY LAW ENFORC. CTR JAMESTOWN ND 58401	1,376	$ 10,667.00	1 YEAR	OFFICE	MARCI CONMY-FISHER, 205 6TH ST SE, JAMESTOWN ND 58401
EXP. 6/99 NO INS.	HIGHWAY PATROL	CENTER FOR COMBINED LAW ENFORC-MENT, 700 S 9TH ST, BISMARCK 58504-5821	2,000	$ 11,000.00	1 YEAR	OFFICE	CITY OF BISMARCK, PO BOX 5503, BISMARCK ND 58502-5503
EXP. 6/99 NO INS.	HIGHWAY PATROL	LAKE REGION LAW ENFORC. CTR, 222 W WALNUT ST., DEVILS LAKE 58301	977	$ 7,059.00	1 YEAR	OFFICE	JOE BELFORD, RAMSEY CNTY. COURTHOUSE D.L., ND 58301
EXP. 6/00 NO INS.	HISTORICAL BOARD	BISMARCK MUNICIPAL AIRPORT, 2301 UNIV. DR, BISMARCK ND 58504	6,900	$ 276.00	10 YEAR	WARE-HOUSE	CITY OF BISMARCK
EXP. 6/99 NO INS.	HOUSING FINANCE	1600 E INTERSTATE AVE, BIS ND 58502	4,795	49,608.00	2 YEARS	OFFICE	BASIN ELEC. POWER COOP 1717 E INTERSTATE AVE BISMARCK ND 58501
EXP. 6/00 HAS INS.	HOUSING FINANCE	103 N UNIV. DR FARGO ND 58102	713	$ 6,904.00	2 YEARS	OFFICE	MIDTOWN CTR MALL PARTNERSHIP, 1405 4TH AVE N FARGO ND 58102
EXP. 6/99 NO INS.	HUMAN SERVICES	202 N MAIN ST, TIOGA ND 58852 CONTRACT #910-01563	?	$ 1.00	2 YEARS	OFFICE	TIOGA PUBLIC SCHOOL DISTRI. PO BOX 297, TIOGA ND 58852

MISC.	AGENCY NAME	LOCATION OF LEASED SPACE	TOTAL SQ. FT.	ANNUAL RENT	TERM OF LEASE	TYPE OF SPACE	NAMES & ADDRESSES LANDLORD
EXP. 6/97 NO INS.	HUMAN SERVICES	WEST WALNUT ST, DEVILS LAKE ND 58301 CONTRACT #930-01177	18,236	$ 140,417.00	2 YEARS	OFFICE	KURTZ & PEDERSON, PO BOX 625, DEVILS LAKE ND 58301
EXP. 6/99 NO INS.	HUMAN SERVICES	WEST CENTRAL HSC 600 SOUTH 2ND ST ST, BISMARCK ND 58504 CONTRACT #610-02062	15,140	$ 160,155.00	2 YEARS	OFFICE	DACOTAH FOUNDATION, 600 S 2ND ST, BISMARCK ND 58504
EXP. 6/99 NO INS.	HUMAN SERVICES	DACOTAH FOUNDATION BUILDING, 600 S 2N ST, BISMARCK ND 58504 CONTRACT #970-0500	30,636	$ 329,950.00	2 YEARS	OFFICE	DACOTAH FOUNDATION, 600 S 2ND ST, BISMARCK ND 58504
EXP. 6/99 NO INS.	HUMAN SERVICES	DACOTAH FOUNDATION BUILDING, 600 S 2N ST, BISMARCK ND 58504 CONTRACT #970-00501	8,429	$ 100,846.00	2 YEARS	OFFICE	DACOTAH FOUNDATION, 600 S 2ND ST, BISMARCK ND 58504
EXP. 6/99 NO INS.	HUMAN SERVICES	DACOTAH FOUNDATION BUILDING, 600 S 2N ST, BISMARCK ND 58504 CONTRACT #130-01550	7,657	$ 82,466.00	2 YEARS	OFFICE	DACOTAH FOUNDATION, 600 S 2ND ST, BISMARCK ND 58504
EXP. 6/99 HAS INS.	HUMAN SERVICES	118 4TH AVE E, WATFORD CITY ND 58854 CONTRACT #910-00420A		$ 7,200.00	2 YEARS	OFFICE	ROLFSON REAL ESTATE, 118 4TH AVE E, WATFORD CITY
EXP. 6/99 NO INS.	HUMAN SERVICES	814 21ST AVE W, WILLISTON ND 58802 CONTRACT #910-00428	3,410	$ 30,364.00	2 YEARS	OFFICE	OPPORTUNITY FOUNDATION PO BOX 1627, WILLISTON ND 58802-1627
EXP. 6/99 NO INS.	HUMAN SERVICES	520 3RD ST NW, JAMESTOWN ND 58401 CONTRACT #960-00675	27,577	$ 297,667.00	2 YEARS	OFFICE	N & F CONSTRUCTION, PO BOX 1726, JAMESTOWN 58402-1726
EXP. M - M	HUMAN SERVICES	18 DIVIDE AVE, BOWMAN ND 58623 CONTRACT #980-02379	730	$ 1,200.00	MO TO MO	OFFICE	STUBER LAND COMPANY PO BOX 325, BOWMAN ND 58623-0325
EXP. 6/99 NO INS.	HUMAN SERVICES	109 S 9TH ST, FARGO ND 58103 CONTRACT #950-00520	?	$ 8,400.00	2 YEARS	OFFICE	FIRST UNITED METHODIST CHURCH, 906 1ST AVE S FARGO ND 58103
EXP. 6/99 NO INS.	HUMAN SERVICES	117 E 1ST ST, DICKINSON ND 58601 CONTRACT #980-01172	4,380	$ 33,595.00	2 YEARS	OFFICE	WALTER BOGNER, 25 2ND AVE E, DICKINSON 58601
EXP. 6/99 HAS INS.	HUMAN SERVICES	200 BJORNSON DR, CAVALIER ND 58220 CONTRACT #705-01221	850	$ 6,780.00	2 YEARS	OFFICE	ROBERT LEE, 200 BJORNSON DR, CAVALIER, ND 58220
EXP. 6/99 NO INS.	HUMAN SERVICES	316 2ND AVE W, PO BOX 1266 WILLISTON ND 58802-1266 CONTRACT #910-01218	25,727	$ 214,820.00	2 YEARS	OFFICE	PLP HOLDINGS LLC, PO BOX 1739, WILLISTON ND 58801-1739
EXP. 6/99 NO INS.	HUMAN SERVICES	BEACH MEDICAL CLINIC, 95 2ND ST NW BEACH, ND 58621 CONTRACT #980-01175	105	$ 990.00	2 YEARS	OFFICE	ST. JOSEPH'S HOSPITAL & HEALTH CENTER, 30 W 7TH ST, DICKINSON ND 58601-4399
EXP. 6/99 NO INS.	HUMAN SERVICES	1407 24TH AVE S, GRAND FORKS ND 58201 CONTRACT #940-02634	39,433	$ 399,456.00	2 YEARS	OFFICE	HEMMP PARTNERSHIP, 1407 24TH AVE S, G.F. ND 58201
EXP. 6/99 NO INS.	HUMAN SERVICES	1118 BROADWAY, FARGO ND 58102 CONTRACT # 950-02797	98	$ 3,270.00	1 YEAR	OFFICE	DIV. OF JUVENILE SERVICES, BOX 1898 BISMARCK, ND 58502-1898
EXP. 6/01 NO INS.	HUMAN SERVICES	NORTHBROOK MALL, 1929 N WASHINGTON ST, SUITES SS, BB, CC, KK, Y, K, FF, Z BISMARCK ND 58501 CONTRACT #050-01517	10,429	$ 107,393.00	2 YEARS	OFFICE	NORTHBROOK, PO BOX 7220, BISMARCK ND 58507-7220
EXP. 6/01 NO INS.	HUMAN SERVICES	NORTHBROOK MALL, 1929 N WASHINGTON ST, SUITES I & HH, BISMARCK ND 58501 CONTRACT #420-01516	5,108	$ 56,188.00	2 YEARS	OFFICE	NORTHBROOK, PO BOX 7220 BISMARCK ND 58507-7220
EXP. 6/99 NO INS.	HUMAN SERVICES	PULVER HALL, DICKINSON ND 58601 CONTRACT #980-02597	19,119	$ 115,167.00	2 YEARS	OFFICE	DICKINSON STATE UNIVERSITY BOX 302, DICKINSON 58601
EXP. 6/99 NO INS.	HUMAN SERVICES	4007 STATE ST, SUITE 101, BIS. ND 58501 CONTRACT #705-01520	400	$ 1,506.00	2 YEARS	OFFICE	BURLEIGH COUNTY MULTIDISTRICT SPECIAL EDUCATION UNIT 4007 STATE ST, SUITE 101, BIS. ND 58501-0689
EXP. 6/99 NO INS.	HUMAN SERVICES	9 9TH ST S, FARGO ND 58103 CONTRACT #950-00901	3,200	$ 26,400.00	2 YEARS	OFFICE	DUANE ROGNE D/B/A GREAT NORTHERN CONSTRUCTION 801 31ST AVE N, PO BOX 9946, FARGO ND 58106-9946
EXP. 6/99 NO INS.	HUMAN SERVICES	1ST STREET AND PARK PLACE NEW TOWN ND 58763 CONTRACT #920-01932	?	$ 1,200.00	2 YEARS	OFFICE	QHG OF MINOT INC, DBA UNIMED MEDICAL CENTER 3RD ST SE & BURDICK EXPWY, MINOT ND 58701
EXP. 6/99 NO INS.	HUMAN SERVICES	407 3RD ST SE MINOT ND 58701 CONTRACT #920-02595	300	$ 2,400.00	14 MO	(2) OFFICES	QHG OF MINOT DBA UNIMED MEDICAL CENTER, 407 3RD ST SE MINOT ND 58701-4470

MISC.	AGENCY NAME	LOCATION OF LEASED SPACE	TOTAL SQ. FT.	ANNUAL RENT	TERM OF LEASE	TYPE OF SPACE	NAMES & ADDRESSES LANDLORD
EXP. 6/99 NO INS.	HUMAN SERVICES	400 22ND AVE NW, MINOT ND 58701 CONTRACT #920-01196	40,840	$ 381,529.00	2 YEARS	OFFICE	OPPEN FAMILY GUIDANCE INSTITUTE 400 22ND AVE NW, MINOT ND 58701
EXP. 6/98 NO INS.	HUMAN SERVICES	316 CENTRAL AVE N, SUITE C VALLEY CITY ND 58072 CONTRACT #705-01521	322	$ 2,400.00	1 YEAR	OFFICE	STEVE NEILSON 1228 CHAUTAUQUA BLVD VALLEY CITY ND 58072
EXP. 6/99 NO INS.	HUMAN SERVICES	WAR MEMORIAL BUILDING STANLEY ND 58784 CONTRACT #920-01931	?	$ 1,200.00	2 YEARS	OFFICE	MOUNTRAIL COUNTY BOX 39 STANLEY ND 58784-0039
EXP. 6/99 NO INS.	HUMAN SERVICES	210 S MAIN, RUGBY ND 58368-1721 CONTRACT #920-01548	?	$ 4,500.00	2 YEARS	OFFICE	MERCHANTS BANK 210 S MAIN, RUGBY ND 58368-1721
EXP. 6/99 HAS INS.	HUMAN SERVICES	605 7TH ST NE, HAZEN ND 58545 CONTRACT #970-02730	1,750	$ 8,750.00 FOR 10 MO.	10 MONTHS	OFFICE	GREG LANGE, BOX 488 HAZEN, ND 58545-0488
EXP. 6/99 HAS INS.	INDUSTRIAL COMM. OIL & GAS	11 1/2 E BORADWAY, SUITE 1, WILLISTON ND 58801	978	$ 4,500.00	2 YEARS	OFFICE	ANN REMSBURG, 502 14TH AVE, WILLISTON ND 58801
EXP. 6/99 NO INS.	INDUSTRIAL COMM. GEOLOGICAL SURVEY	3801 SARATOGA AVE, UNIT 7, BISMARCK ND 58501	3,055	$ 10,387.00	2 YEARS	OFFICE	MATT ZIMPRICH, 2008 N GRANDVIEW LN, BIS 58501
EXP. 6/99 NO INS.	INDUSTRIAL COMM. GEOLOGICAL SURVEY	3801 SARATOGA AVE, UNIT 12, BISMARCK ND 58501	2,525	$ 8,585.00	2 YEARS	OFFICE	MATT ZIMPRICH, 2008 N GRANDVIEW LN, BIS 58501
EXP. 6/99 HAS INS.	INDUSTRIAL COMM. OIL & GAS	17 2ND AVE SE SUITES: 206,208,210,212,214 MINOT ND 58701	857	$ 5,100.00	2 YEARS	OFFICE	SULLIVAN REALTY INC. BOX 964 MINOT ND 58701
EXP.6/99 NO INS.	INDUSTRIAL COMM. OIL & GAS	314 3RD AVE W, DICKINSON ND 58601	1,400	$ 5,040.00	2 YEARS	OFFICE	CHAMBER OF COMMERCE CITY OF DICKINSON 58601
EXP. 6/99 NO INS.	INDUSTRIAL COMM. GEOLOGICAL SURVEY	1600 E INTERSTATE AVE, BIS ND 58501	3,950	$ 41,476.00	2 YEARS	OFFICE	BASIN COOP SERVICES, 1717 E INTERSTATE AVE BIS 58501
EXP. 6/99 NO INS.	INDUSTRIAL COMM. GEOLOGICAL SURVEY	1022 E DIVIDE AVE, BIS ND 58501	8,450	$ 88,724.00	2 YEARS	OFFICE	BASIN COOP SERVICES, 1717 E INTERSTATE AVE BIS 58501
EXP.6/99 NO INS.	ISD	NORTHBROOK MALL, 1929 N WASHINGTON ST, BISMARCK ND 58501	1,846	$ 20,306.00	3 YEARS	OFFICE	NORTHBROOK MALL, BIS
EXP. 6/99 NO INS.	INSURANCE FIRE & TORNADO FUND	1351 PAGE DR SUITE 202, FARGO 58103	481	$ 5,400.00	2 YEARS	OFFICE	DACOTAH PRAIRIE ASSOC BUTLER, 1351 PAGE DR, PO BOX 9559, FARGO ND 58106
EXP. 6/99 HAS INS.	INSURANCE	925 BASIN AVE, BISMARCK 58504-6647	2,550	$ 23,587.00	2 YEARS	OFFICE	INLAND OIL & GAS, PO BOX 1313 BASIN AVE, BIS 58504
EXP. 6/01 NO INS.	JOB SERVICE	NORTH WAREHOUSE, 3138 N 10TH ST BISMARCK ND 58501	4,000	$ 18,018.00	2 YEARS	WAREHOUSE	B & S ENTERPRISES, PO BOX 1991, BIS ND 58502-1991
EXP. 6/01 NO INS.	JOB SERVICE	119 E MAIN ST, BEULAH ND 58523	552	$ 5,520.00	2 YEARS	OFFICE	JAMES SCHUMAIER, 1013 HWY 49 N, BEULAH ND 58523
EXP. 6/99 HAS INS.	JOB SERVICE	SPIRIT LAKE TRIBE COMMUNITY BLDG FORT TOTTEN ND 58335	98	$ 1,263.00	1 YEAR	OFFICE	SPIRIT LAKE TRIBE, FORT TOTTEN ND 58335
EXP. 6/01 NO INS.	JOB SERVICE	119 9TH ST W, HARVEY ND 58341	348	$ 2,700.00	2 YEARS	OFFICE	RUSSELL HAUGEN, 199 W 9TH ST, HARVEY ND 58341
EXP. 6/99 NO INS.	JOB SERVICE	3209 FIECHTNER DR, FARGO ND 58103	740	$ 8,140.00	4 YEARS	OFFICE	CARLSON PROPERTIES, 1411 3RD ST SW, FARGO ND 58103
EXP 6/01 NO INS.	JOB SERVICE	517 MAIN AVE, OAKES ND 58474	420	$ 3,480.00	2 YEARS	OFFICE	MATHEW HILL, 517 MAIN AVE OAKES ND 58474
EXP. 6/01 NO INS.	JOB SERVICE	MAIN LANES CAFE BLDG NEW TOWN ND 58763	925	$ 6,000.00	2 YEARS	OFFICE	DON IVERSON, 212 2ND ST N EAGLE DR, NEW TOWN 58763
EXP. 6/01 HAS INS.	ND BOND BANK UNTIL 3/00	418 E BROADWAY, SUITE 240 & 246, BIS 585	1,184	$ 12,868.00	2 YEARS	OFFICE & STORAGE	WILLIAM M SHALHOOB/PINNACLE DEVELOPMENT III 41 CAPTAIN MARSH DR, MANDAN ND 58554
EXP. 6/99 HAS INS.	ND OCCUPATIONAL INFO COORDINATING COMM.	1720 BURNT BOAT DR BISMARCK, ND 58506-5507	653	$ 5,688.00	1 YEAR	OFFICE	C-FAMILY TRUST, BOX 1074 BISMARCK ND 58502
EXP. 6/99 HAS INS.	ND ARTS COUNCIL	CITY CENTER PLAZA, 418 E BROADWAY BISMARCK, ND 58501	1,096	$ 9,754.00	2 YEARS	OFFICE	PINNACLE DEV. 41 CAPTAIN MARSCH DR. MANDAN 58554
EXP. 6/01 NO INS.	ND BOARD OF NURSING	KIRKWOOD OFFICE TOWER, 919 S 7TH ST SUITE 504, BISMARCK 58504	2,316	$ 24,600.00	2 YEARS	OFFICE	WILLIAM M. SHALHOOB, PINNACLE DEV. 41 CAPTAIN MARSCH DR. MANDAN 58554
RENT FRON ANOTHER ST AGENCY	OFFICE OF ADMINISTRATIVE HEARINGS	1707 N 9TH ST, BISMARCK ND 58505	1,136	$ 11,928.00	2 YEARS	OFFICE	MDU, 918 E DIVIDE AVE BISMARCK ND 58502

MISC.	AGENCY NAME	LOCATION OF LEASED SPACE	TOTAL SQ. FT.	ANNUAL RENT	TERM OF LEASE	TYPE OF SPACE	NAMES & ADDRESSES LANDLORD
EXP. 6/99 HAS INS.	PARKS & RECREATION	1835 BISMARCK EXPRESSWAY AVE, BIS ND 58504	8,122	$ 74,316.00	2 YEARS	OFFICE	ALBINUS SCHERR, 417 S 17TH ST, BISMARCK ND 58501
EXP. 6/01 NO INS.	PAROLE DEPARTMENT	NODAK MUTUAL INS. BLDG, 8 MAIN AVE E ROLLA ND 58367	500	$ 2,400.00	2 YEARS	OFFICE	DEL ALVORD, PO BOX 340 ROLLA ND 58367
EXP. 6/99 NO INS.	PAROLE DEPARTMENT	222 W WALNUT ST, DEVILS LAKE, ND 58301	492	$ 3,347.00	2 YEARS	OFFICE	LAKE REGION LAW ENFORC. CTR., DEVILS LAKE ND 58301
EXP. 6/99 NO INS.	PAROLE DEPARTMENT	BIG SKY MALL, 1173 3RD AVE W, SUITE 1 DICKINSON, ND 58601	720	$ 4,500.00	2 YEARS	OFFICE	BIG SKY MALL INVESTORS, LLC 5001 BIRCH ST NEWPORT BEACH, CA 92660
EXP. 6/01 NO INS.	PAROLE DEPARTMENT	UNIT #1 205 135 SIMS, DICKINSON, ND 5860	583	$ 4,860.00	2 YEARS	OFFICE	CONTINENTAL MANAGEMENT INC PO BOX 1121, DICKINSON, ND 58601
EXP. 6/99 NO INS.	PAROLE DEPARTMENT	512 4TH AVE E, ROOM 222, WILLISTON ND 58801	1,077	$ 4,194.00	2 YEARS	OFFICE	WILLIAMS LEC, 512 4TH AVE E WILLISTON, ND 58801
EXP. 6/99 NO INS.	PAROLE DEPARTMENT	JAMESTWON MALL, 300 2ND AVE NE, SUITE 218, JAMESTOWN ND 58401	871	$ 6,097.00	2 YEARS	OFFICE	T F JAMES CO, BOX 24137 ***Y2K**** MINNEAPOLIS MN 55424
EXP. 6/99 NO INS.	PAROLE DEPARTMENT	1201 1ST AVE N, 2ND FLOOR, SUITE 1 FARGO ND 58102	450	$ 2,472.00	2 YEARS	OFFICE	MIDTOWN CENTER MALL PARTNERSHIP, 1405 4TH AVE N FARGO ND 58102
EXP. 6/99 NO INS.	PAROLE DEPARTMENT	1201 1ST AVE N, 1ST FLOOR, SUITE 1 FARGO ND 58102	2,505	$ 23,796.00	2 YEARS	OFFICE	MIDTOWN CENTER MALL PARTNERSHIP, 1405 4TH AVE N FARGO ND 58102
EXP. 6/99 NO INS.	PAROLE DEPARTMENT	923 2ND AVE S #4, FARGO ND 58103	144	$ 2,700.00	5 MONTHS	MOTEL	BOULGER APTS. C/O ***Y2K**** COLDWELL BANKER FIRST
EXP. 6/99 NO INS.	PAROLE & PROBATION	RICHLAND COUNTY LAW ENFORCEMENT CTR, 413 3RD AVE N, WAHPETON ND 58075	219	$ 1,697.00	3 MONTHS	OFFICE	RICHLAND COUNTY AUDITOR 418 2ND AVE N WAHPETON, ND 58075
EXP. 6/01 NO INS.	PAROLE & PROBATION	623 E MAIN AVE, SUITE 102 WEST FARGO, ND 58078	598	$ 5,700.00	2 YEARS	OFFICE	MIDWAY OFFICE BUILDING, 623 E MAIN AVE, FARGO ND 58106
EXP. 6/99 NO INS.	PAROLE & PROBATION	1105 5TH AVE S, FARGO, ND 58103	3,342	$ 18,000.00	1 1/2 MONTI	RESIDENCE	M & D PROPERTY LLP, PO BOX 2292, FARGO ND 58108
EXP. 6/01 NO INS.	DOCR (FIELD SERVICES DIV) *IN PAROLE & PROBATION FILE*	1808 BURDICK EXPRESSWAY EAST RM #24 MINOT DN 58701	209	$ 3,840.00	2 YEARS	MOTEL	KENWAY MOTEL/ATTN: RAY & EVELYN ESKELSON, 1808 BURDICK EXPRESSWAY EAST, MINOT ND 58701-4123
EXP. 6/01 NO INS.	DOCR (FIELD SERVICES DIV) *IN PAROLE & PROBATION FILE*	2301 E MAIN AVE # 28, BISMARCK ND 58501	200	$ 4,024.00	2 YEARS	MOTEL	LARRY FREIER DBA BISMARCK MOTOR HOTEL, 2301 E MAIN AVE, BISMARCK ND 58501
EXP. 6/01 NO INS.	DOCR (FIELD SERVICES DIV) *IN PAROLE & PROBATION FILE*	2301 E MAIN AVE #17, BISMARCK ND 58501	140	$ 2,817.00	2 YEARS	MOTEL	LARRY FREIER DBA BISMARCK MOTOR HOTEL, 2301 E MAIN AVE, BISMARCK ND 58501
EXP. 6/01 NO INS.	DOCR (FIELD SERVICES DIV) *IN PAROLE & PROBATION FILE*	212 S 4TH ST, SUITE 300, G.F. ND 58201	2,000	$ 15,000.00	2 YEARS	OFFICE	KEN WELTER, DBA WELCO, 1197B, S COLUMBIA RD, GRAND FORKS, ND 58201
EXP. 6/99 HAS INS.	DOCR (FIELD SERVICES DIV) *IN PAROLE & PROBATION FILE*	4215 9TH AVE. S. #202, FARGO ND 58103	1,185	$750.00	5 MON	OFFICE	SHAREHOUSE, 4227 9TH AVE. SW ***Y2K**** FARGO ND 58103
EXP. 6/99 NO INS.	DOCR (FIELD SERVICES DIV) *IN PAROLE & PROBATION FILE*	108 E BURDICK EXPRESSWAY MINOT ND 58701	110	$ 350.00	10 MONTHS	OFFICE	CENTURY 21 ACTION REALTORS 108 E BURDICK EXPRESSWAY,MINOT, ND 58701
EXP. 6/99 NDIRF	DOCR (FIELD SERVICES DIV) *IN PAROLE & PROBATION FILE*	300 1ST STREET NW MANDAN, ND 58554	950	$6.360.00	1 YEAR	OFFICE	MORTON COUNTY AUDITOR 210 2ND AVENUE NW MANDAN, ND 58554-3158
EXP. 6/97 NO INS.	PLUMBING BOARD	204 W THAYER AVE, BISMARCK 58501	530	$ 4,541.00	2 YEARS	OFFICE	DEB GALLEGHER, CAPITOL CREDIT UNTION, 204 W THAYER BISMARCK, ND 58501
EXP. 6/99 NO INS.	PROTECTION & ADVOCACY	1330 PAGE DR, SUITE 103 FARGO ND 58103	779	$ 7,500.00	2 YEARS	OFFICE	TOM NOVAK, 1702 7TH ST S FARGO ND 58103
EXP. 6/99 NO INS.	PROTECTION & ADVOCACY	1407 24TH AVE S, SUITE 211 GRAND FORKS ND 58201	323	$ 4,440.00	2 YEARS	OFFICE	HEMMP PARTNERSHIP, 1407 24TH AVE S, G.F. ND 58201
EXP. 6/99 NO INS.	PROTECTION & ADVOCACY	JAMESTOWN MALL, 300 2ND AVE NE, SUITE 215A, JAMESTOWN ND 58401-3373	570	$ 3,390.00	2 YEARS	OFFICE	T F JAMES CO, BOX 24137 ***Y2K**** MINNEAPOLIS MN 55424
EXP. 6/99 NO INS.	PROTECTION & ADVOCACY	BIG SKY MALL, 1173 3RD AVE W DICKINSON ND 58601	250	$ 2,280.00	2 YEARS	OFFICE	BIG SKY MALL INVESTORS, LLC 5001 BIRCH ST NEWPORT BEACH, CA 92660
EXP. 6/99 HAS INS.	PROTECTION & ADVOCACY	DAKOTA NORTHWESTERN BUILDING, SUITE 616, 400 E BROADWAY AVE, BIS ND 58501	1,785	$ 16,065.00	2 YEARS	OFFICE	DAKOTA NORTHWESTERN ASSOC., 400 E BROADWAY BISMARCK, ND 58501

MISC.	AGENCY NAME	LOCATION OF LEASED SPACE	TOTAL SQ. FT.	ANNUAL RENT	TERM OF LEASE	TYPE OF SPACE	NAMES & ADDRESSES LANDLORD
EXP. 6/99 HAS INS.	PROTECTION & ADVOCACY	DAKOTA NORTHWESTERN BUILDING, SUITE 515, 400 E BROADWAY AVE, BIS ND 58501	745	$ 5,401.00	2 YEARS	OFFICE	DAKOTA NORTHWESTERN ASSOC., 400 E BROADWAY BISMARCK, ND 58501
EXP. 6/99 HAS INS.	PROTECTION & ADVOCACY	512 4TH AVE E, ROOM 220 WILLISTON ND 58801	293	$ 2,198.00	2 YEARS	OFFICE	WILLIAMS COUNTY LAW ENFOR CTR, 512 4TH AVE E, WILLISTON ND 58801
EXP. 6/99 HAS INS.	PROTECTION & ADVOCACY	MOUNT VERNON OFFICE BLDG., 900 N BROADWAY, SUITE 210, MINOT ND 58701	223	$ 2,340.00	2 YEARS	OFFICE	ASK INC., 900 N BROADWAY SUITE 120, MINOT ND 58703
EXP. 6/99 HAS INS.	PUBLIC EMPLOYEES RETIREMENT SYSTEM	DAKOTA NORTHWESTERN BLDG, 400 E BROADWAY AVE, BISMARCK ND 58501	5,097	$ 60,654.00	2 YEARS	OFFICE	LASALLE GROUP LTD, 2001 KILLIBREW DR, MINN. MN 55425
NO INS.	PUBLIC EMPLOYEES RETIREMENT SYSTEM	DAKOTA NORTHWESTERN BLDG, 400 E BROADWAY AVE, SUITE 503 BISMARCK ND 58501	300	$ 2,400.00	MO TO MO.	STORAGE (COMPUTERS)	DAKOTA NORTHWESTERN ASSOCIATES C/O LaSALLE GROUP LTD, 2001 KILLEBREW DR, SUITE 308, MINNEAPOLIS, MN 55425
EXP. 6/99 HAS INS.	PUBLIC INSTRUCTION	302 2ND ST SE, TOWNER ND 58788	195	$ 1,755.00	1 YEAR	OFFICE	NEWPORT SCHOOL DISTRICT 302 2ND ST SE, TOWNER 58788
EXP. 6/99 HAS INS.	PUBLIC INSTRUCTION	1415 W DAKOTA PARKWAY, WILLISTON ND 58802-2397	120	$ 1,080.00	1 YEAR	OFFICE	WILMAC MULTIDISTRICT, SPEC-IAL ED UNIT, 1415 W DAKOTA PARKWAY WILL. 58802-2397
EXP. 9/00 NO INS.	REAL ESTATE COMM.	314 E THAYER AVE, BISMARCK 58501	615	$ 4,680.00	30 MO.	OFFICE	DOWNTOWN OFFICE INC, BOX 400, BISMARCK ND 58502
EXP. 6/97 NO INS.	RETIREMENT & INVESTMENT	1930 BURNT BOAR DR, BISMARCK 58501	5,836	$ 66,822.00	2 YEARS	OFFICE	BEAUCLAIR & COOK PARTNERS 1930 BURNT BOAT DR, BIS.
EXP. 10-01 NO INS.	SOYBEAN COUNCIL	1351 PAGE DR, SUITE 103 FARGO, ND 58103	2,000	$ 25,300.00	36 MO.	OFFICE	DAKOTA PRAIRIE ASSOCIATES, BUTLER BLDG., PO BOX 9559, FARGO 58106
EXP. 6/01 NO INS.	STATE HEALTH DEPARTMENT	1220 MISSOURI AVE, BISMARCK 58501	1,456	$ 15,060.00	2 YEARS	OFFICE/LAB	JENANN C & MICHAEL M. ISAKSON, DBA JMC INVESTMENTS ***Y2K**** PO BOX 495, BISMARCK ND 58502
EXP. 6/01 NO INS.	STATE HEALTH DEPARTMENT	1205 AVE A WEST, BISMARCK ND 58506 417 SHIRLEY, BISMARCK ND 58506	6,632 400	$ 88,151.00	2 YEARS	6632 OFFICE 400 GARAGE	JENANN C & MICHAEL M. ISAKSON, DBA JMC INVESTMENTS ***Y2K**** PO BOX 495, BISMARCK ND 58502
EXP. 6/01 NO INS.	STATE HEALTH DEPARTMENT	MISSOURI OFFICE BUILDING, 1200 MISSOUR AVE, BISMARCK ND 58501	20,560	$ 213,273.00	2 YEARS	OFFICE	RONALD H. LEECH, PO BOX 7220, BISMARCK ND 58507-7220
EXP. 6/01 NO INS.	STATE HEALTH DEPARTMENT	HEMMP EXECUTIVE SUITES, 1407 24TH AVE S #218, GRAND FORKS ND 58201	880	$ 10,164.00	2 YEARS	OFFICE	ROBERT L. PETERSON, MANAGING PARTNER/THE HEMMP PARTNERSHIP PO BOX 12465, GRAND FORKS ND 58208-2465
EXP. 6/01 NO INS.	TAX DEPARTMENT	GATEWAY PROFESSIONAL CENTER, 1050 E INTERSTATE AVE, BISMARCK ND 58502	3,390	$ 23,730.00	2 YEARS	OFFICE	FLECK INTERSTATE INVESTMENTS, WILLIAM FLECK PO BOX 7275, BISMARCK ND 58507-7275
EXP. 6/01 NO INS.	TAX DEPARTMENT	3309 FIECHTNER DR, SUITE C & D FARGO ND 58103	1,234	$ 10,320.00	2 YEARS	OFFICE	BRUCE HOLTAN, PRESIDENT, WESTRAC BUSINESS CENTER C/O RADIO & TV EQUIP INC, PO BOX 9496, FARGO ND 58106
EXP. 6/01 NO INS.	TAX DEPARTMENT	PULVER HALL, DICKINSON STATE UNIVERS. DICKINSON, ND 58601	226	$ 1,413.00	2 YEARS	OFFICE	AL BINSTOCK, VP OF BUSINESS AFFAIRS, BUSINESS OFFICE BOX 302, DICKINSON STATE UNIVERSITY, DICKINSON, ND 58601
EXP. 6/01 NO INS.	TAX DEPARTMENT	1600 2ND AVE SW, ARROWHEAD SHOPPING CENTER, MINOT ND 58701	400	$ 3,600.00	2 YEARS	OFFICE	JAY ALTRINGER, CPM, INVESTORS MGMT & MARKETING 1020 N BROADWAY, PO BOX 2064, MINOT ND 58703
EXP. 6/99 NO INS.	VETERAN'S AFFAIRS	NORTHBROOK MALL, 1929 N WASHINGTON ST, BISMARCK ND 58501	265	$ 3,090.00	2 YEARS	OFFICE	MIDWEST MGMT, BOX 7220 BISMARCK ND 58501
EXP. 6/03 NO INS.	VETERANS AFFAIRS	1411 32ND ST S, PO BOX 9003 FARGO ND 58102	1,300	$ 16,200.00	6 YEARS	OFFICE	ALAN & SHARON CARLSON 2622 SUNGATE DR SW, FARGO ND 58103
EXP. 6/99 HAS INS.	WATER COMMISSION	3801 SARATOGA AVE #12, BISMARCK 58501	530	$ 1,802.00	2 YEARS	STORAGE LAB	MATT ZIMPRICH, 2008 N GRAN-DVIEW LANE, BISMARCK 58501
EXP. 6/99 HAS INS.	WATER COMMISSION	2500 RAILROAD AVE, BISMARCK ND 58501	384	$ 1,889.00	2 YEARS	STORAGE	JOBBERS MOVING & STORAGE 1200 INDUSTRIAL DR BISMARCK ND 58501-3317
EXP. 11/99 NO INS.	WHEAT COMMISSION	AG FOUNDATION BLDG. 4023 STATE ST SUITE 170, BISMARCK ND 58501	6,292	$ 25,640.00	65 MO.	OFFICE	NODAK MUTUAL INS. MIDWEST MGMT, PO BOX 3024 FARGO, ND 58108

MISC.	AGENCY NAME	LOCATION OF LEASED SPACE	TOTAL SQ. FT.	ANNUAL RENT	TERM OF LEASE	TYPE OF SPACE	NAMES & ADDRESSES LANDLORD
EXP. 6/99 NO INS.	WORKERS COMPENSATION	3209 FIECHTNER DR, FARGO ND 58103	905	$9,955.00	4 YEARS	OFFICE	CARLSON PROPERTIES 1411 3RD ST SW, FARGO 58103
EXP. 6/99 NO INS.	WORKERS COMPENSATION	TIME SQUARE BLDG, 500 E FRONT AVE BISMARCK ND 58501	54,000	$433,000.00	2 YEARS	OFFICE	S & R INC, 215 S AIRPORT RD BISMARCK ND 58504
		TOTALS:	**521,713**	**$ 4,622,334.00**	**Average Sq. Ft.**	**8.859917234**	

NOTE: HWY PATROL OWNS 1320 SCHAFER ST.(TRAINING ACAD).
*Y2K COMPLIANT

Classified Employee Salary Distribution	# of Employees	Percent
up to $10,000	0	0.0%
$ 10,000 to 15,000	127	2.0%
15,000 to 20,000	1,266	19.8%
20,000 to 25,000	1,398	21.9%
25,000 to 30,000	1,410	22.1%
30,000 to 35,000	911	14.3%
35,000 to 40,000	565	8.8%
40,000 to 45,000	329	5.1%
45,000 to 50,000	192	3.0%
50,000 to 55,000	94	1.5%
55,000 to 60,000	64	1.0%
60,000 to 65,000	27	0.4%
65,000 to 70,000	2	0.0%
70,000 to 75,000	2	0.0%
75,000 to 80,000	3	0.0%
80,000	0	0.0%
	6,390	

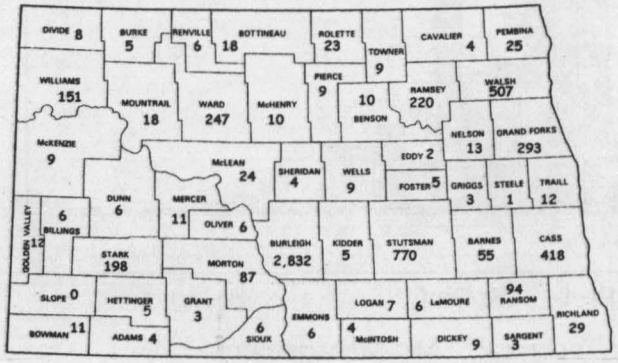
In the North Dakota general workforce:

- 57% of workers have education or trade school beyond high school
- 21% have bachelor's degrees or beyond

In the Classified workforce of the State:

- 77% have education or trade school beyond high school
- 45% have a bachelor's degree or beyond

Classified state employees are located in nearly every county. The following map does NOT include University System, Court System, Legislative Council, or Worker's Comp Bureau employees.



CPD MISSION
To promote continual improvement in the efficiency and effectiveness of human resources management in North Dakota State Government.

CPD's primary responsibility is to provide ". . . a unified system of personnel administration for the classified service . . ."

Beyond the basic framework of personnel policies (rules) and job classification and salary ranges, **CPD** provides an assortment of assistance to agencies in their ongoing management of human resources. **CPD** services include:

- Management Consulting
- Supervisor/Employee Training
- Employee Compensation Services
- Recruitment/Selection Assistance
- Mediation
- Legislative & Regulatory Compliance
- Performance Management Tools
- Model Policies, Handbooks, & Guides

CPD also makes current information readily available to agencies via the world wide web at:

www.state.nd.us/cpers

CPD offices are located on the 14th Floor of the State Capitol.

Phone Number: **(701) 328-3290**

FAX: **(701) 328-1475**

Please feel free to contact any CPD staff member:

Name	Phone	Name	Phone
Dan LeRoy	328-4735	Ken Purdy	328-4739
Linda Jensen	328-3299	Bill Gumeringer	328-3345
Darwin Heinitz	328-4738	Virginia Rivinius	328-3374
Ardy Pfaff	328-1638	Jan Kolding	328-3347
Kim Wassim	328-4737	Maureen Vosberg	328-3293
Del Ekstrom	328-3290	FAX	328-1475

January 1998

Discover the Spirit!
NORTH DAKOTA

State Employee Fact Sheet

This info fact sheet is provided by the **Central Personnel Division (CPD)** to give a snapshot of state employment. Data is from a variety of sources and over several months. While details of employment change from day-to-day, this data is an accurate overall reflection of State employment.

The 6,000+ classified state employees covered by the **Central Personnel Division** are employed in over 50 separate state agencies. Over 85% of classified employees work in the 12 largest agencies:

Department of Human Services	2,187
Inc. State Hospital, Developmental Center, & Regional Human Service Centers	
Department of Transportation	1,003
Department of Corrections & Rehabilitation	483
Inc. Pen.; MRCC; YCC; Rough Rider Ind.; Parole & Prob.; JRCC.	
Job Service North Dakota	402
Office of Management & Budget	315
Inc. Fiscal Mgmt; Facility Mgmt; Risk Mgmt; Central Personnel Div; Central Svcs Div; Info Svcs Div; State Radio Comm; Intergov Asst	
Health Department	285
Department of Public Instruction	207
Inc. School for the Deaf; School for the Blind; State Library; Div of Independent Study	
Highway Patrol	183
Bank of North Dakota	151
Tax Department	131
Game & Fish Department	123
Attorney General's Office	108

AVERAGE CLASSIFIED STATE EMPLOYEE			
	Age	Yrs Service	Annual Salary
Jan '93	42.0	9.5	$22,189
Jan '94	42.0	11.0	22,812
Jan '96	46.0	11.4	25,476
Jan '97	43.0	12.2	26,273
Jan '98	43.8	12.1	27,034
Aug '98	44.0	12.1	27,963

Discover the Spirit! NORTH DAKOTA

State Employee Fact Sheet

Classified employees under **CPD** (ND's Civil Service) are covered by basic 'rules' adopted by **CPD**. The personnel rules ensure reasonably consistent employment conditions regardless of size, function, or location of agency. Generally, the rules provide for equitable pay, open & competitive selection, & protection from arbitrary personnel actions.

Classified employees under the University System are covered by and subject to the policies adopted by the State Board of Higher Education.

Non-Classified employees do NOT have grievance appeal rights under CPD. The terms and conditions of employment vary by agency, category of employee, or even by individual employee.

SALARY INCREASE HISTORY

Date	General Increase Amount	Specific Provisions
7/1/83	2.0%	Retirement Cont in lieu of salary increase
5/1/84	$60/mo	Not appropriated but allowed by Governor within available agency funds
7/1/84	2.0%	Retirement Cont in lieu of salary increase
4/1/85	5.5%	Minimum Increase of $50
7/1/86	4.0%	Minimum Increase of $50
7/1/87	0.0%	
7/1/88	0.0%	
7/1/89	7.1%	Minimum Increase of $50
7/1/90	0.0%	
7/1/91	4.0%	Minimum Increase of $50
7/1/92	$40/mo	Averaged approximately 2.0%
7/1/93	$60/mo	Averaged approximately 3.2%
7/1/94	3.0%	
7/1/95	2.0%	
7/1/96	3.0%	2% across-the-board; 1.0% for Performance, Range Compression, & Equity
7/1/97	3.0%	$30 across-the-board; Remainder of 3% appropriation based on Merit & Equity
7/1/98	3.0%	$30 across-the-board; Remainder of 3% appropriation based on Merit & Equity

12,627 Total State Employees

- 9,678 Classified Employees (ie. Civil Service)
  - 6,390 **Employees classified under the Central Personnel Division**
    - ***5,156 In Cabinet agencies reporting to the Governor***
    - ***594 In Agencies reporting to Boards & Commissions***
    - ***640 In Elected Official's Agencies***
  - 3,288 Employees classified under the ND University System
- 2,949 Non-Classified State Employees
  - 85 State Officials
    - *13 Elected*
    - *40 Appointed*
    - *32 Deputies & Assistants*
  - 635 Other Un-classified
    - *32 Legislative Council*
    - *234 ND Court System*
    - *162 Worker's Compensation Bureau*
    - *28 Physicians*
    - *28 Assistant Attorney's General*
    - *48 Teachers*
    - *103 Miscellaneous (Statutory, SPB action, & Governor's Staff)*
  - 2,229 University System Officials & Faculty

Basic Support Advanced Support Entry Prof. Sr Prof. Sr Mgmt.

Entry Technical Sr Technical Mid-Management