



REGULAR MEETING OF THE CITY COMMISSION AGENDA

Thursday, February 20, 2025 at 4:30 PM
City Hall – 38 1st Street West Dickinson, ND 58601

Commissioners:

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

CALL TO ORDER

ROLL CALL

OPENING CEREMONIES: PLEDGE OF ALLEGIANCE

1. ORDER OF BUSINESS: CONSIDERATION FOR APPROVAL

A. Resolution No: 06-2025

Ordinance No: 1817

2. CONSENT AGENDA

A. Approval of Meeting Minutes dated February 4, 2025 (Enc.)

Presented by: President Decker

Consideration to approve

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

Presented by: President Decker

Consideration to approve

3. ADMINISTRATION / FINANCE

A. Public Comments not on Agenda (Enc.)

Presented by: Administrator Dassinger

Consideration to approve

B. Recall Election Workers (Enc.)

Presented by: Deputy City Administrator Carlson

Consideration to approve

C. Monthly Financial Report (Enc.)

Presented by: Deputy City Administrator Carlson

D. HighRoad Partners (Enc.)

Presented by: HR Director Nameniuk

Consideration to approve

E. HR Monthly Report (Enc.)

Presented by: HR Director Nameniuk

4. PUBLIC WORKS

A. Hazardous Tree Removal Improvement District (Enc.)

Presented by: PW Director Praus

Consideration to approve Resolution

5. PUBLIC SAFETY - FIRE

6. PUBLIC SAFETY - POLICE

7. COMMUNITY DEVELOPMENT

A. Master Service Agreement with Civil Science (Enc.)

Presented by: Engineer and Community Development Director Skluzacek

Consideration to approve

B. 2026 Road Maintenance Engineering Contract Award to Civil Science (Enc.)

Presented by: Engineer and Community Development Director Skluzacek

Consideration to approve

C. 10th Avenue East - Villard to Museum Dr. Contract Amendment with Moore Engineering (Enc.)

Presented by: Engineer and Community Development Director Skluzacek

Consideration to approve

D. Manns Dam Engineering Contract Award to Barr Engineering (Enc.)

Presented by: Senior Engineer Keller

Consideration to approve

E. DWR Cost Share Request of Approval Letter for Manns Dam

Presented by: Senior Engineer Keller

Consideration to approve

F. Queen City Dam Engineering Contract Award to Barr Engineering (Enc.)

Presented by: Senior Engineer Keller

Consideration to approve

8. PUBLIC HEARING – 5:00 PM

A. Resume back to City Business

Presented by: President Decker

9. PUBLIC COMMENTS NOT ON AGENDA

10. COMMISSION COMMENTS

11. ADJOURNMENT

Link for viewing City Commission Meeting:

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

This link will not be live until approximately 4:30 PM MT on February 20, 2025

Teams Meeting: <https://tinyurl.com/5xyj9xue>

Teams Meeting ID: 217 142 881 619

Meeting Passcode: tx3AL65k

Teams Phone #: 1-701-506-0320

Phone Conference ID: 632 615 223#

Local Phone #: 701-456-7006

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

REGULAR MEETING**DICKINSON CITY COMMISSION****FEBRUARY 4, 2025****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: Joe Ridl

1. PLEDGE OF ALLEGIANCE**2. ORDER OF BUSINESS**

MOTION BY: Jason Fridrich

SECONDED BY: John Odermann

To approve the February 4, 2025 meeting as presented with the removal of Community Development 7C - Dept of Water - Mann's Damn.

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

3. CONSENT AGENDA

MOTION BY: Joe Ridl

SECONDED BY: Jason Fridrich

A. Approval of Meeting Minutes dated January 7, 2025

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. City Boards/Committee Appointments**

City Administrator Dustin Dassinger states several City board memberships have expired at the end of 2024. Administrator Dassinger states they would like to be reappointed to the Planning and Zoning Board, Aaron Johansen, Mike Schwab, Richard Haugen, Valerie Decker, and Zach Keller.

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

Approval the Planning and Zoning Board Appointments

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

B. Recall Election Update

Deputy City Administrator Linda Carlson presents the recall special election on March 11, 2025 needs to have approval of the Inspector in Charge and Absentee Ballots Officer; these positions were approved on January 21, 2025. Ms. Meduna had to step down due to family matters. Therefore, JoAnn Heiser will be the new Recall Election Absentee Officer. She has verbally accepted the position at \$21 an hour. Ms. Carlson explains the absentee ballot process which is located on the City's website.

5. PUBLIC WORKS

A. None

6. PUBLIC SAFETY**A. Fire****1. MOU between DSU and Dickinson Fire Department – Simulation**

Fire Chief Jeremy Presnell presents a MOU between Dickinson State University and the City of Dickinson for the use of their Hi-fidelity simulation lab. This agreement does not

charge for the use of their facility but does charge \$50 an hour for a technical fee and \$50 an hour for maintenance agreement.

MOTION BY: Jason Fridrich
SECONDED BY: John Odermann
Approval the MOU with Dickinson State University for the Simulation Lab.

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

2. Annual Fire Department Report

Fire Chief Jeremy Presnell presents the annual Fire Department report. He reviews the services provided by the Fire Department. Incidents for 2024 were at 2,102 and highest for incidents were fires. He states EMS and rescue calls make up most of the call volume. Chief Presnell states response times are still pretty good but there is an increase in time during the busiest time which is 7-9 a.m. as there is a lot of traffic which slows them down and also over the lunch time. The Fire Department is close to the 5.20 second response time. The busiest day of the week is Wednesday's. There were 9,525 hours of training in 2025. Also 1,157 routine inspections, 891 prevention activities, 25 Certificate of Occupancy. He reviews the departments activities. Chief Presnell states that language barrier has become quite a problem and concern at this time. He states there are 7 to 8 calls per month where there is a language barrier. He states Dispatch and the Police Department use language line. He states this is an issue that is not always easy to get through.

B. Police

1. Quarterly Police Department Report

Police Chief Joe Cianni presents the quarterly Police Department report. He starts off by discussing the language barrier in that they are experiencing with earbuds as they did get a grant for this. This is a translation into the body camera system. They have been struggling with a lot of telephone services especially for criminal services. He states this is constantly with every other day barrier. Chief Cianni reviews the fourth quarter dispatch has received 989 calls. The department averages 2,168 calls for service. The traffic stops have been a little bit down with 975 stops with 457 citations and 424 warnings. A total of 206 accidents. There were 472 arrests and normally do have some form of violence. There were 42 callouts for criminal investigations; 67 new cases each month and closed out with 48 cases per month. They are carrying about a 28-case load per month. Chief Cianni reviews the number of hours of training for the quarter. The animal shelter has had 124 calls for service. He reviews the SRO investigative reports which still shows a grand problem with tobacco and vaping along with behavioral health issues. The Community Services Coordinator has been very busy this quarter. There was a \$1,000 donation from Dickinson Police Association to the Thanksgiving dinner. Chief Cianni gives a shoutout for the support staff. He then shows a video of Shop with a Cop which services over 50 people.

7. COMMUNITY DEVELOPMENT SERVICES

A. Code Enforcement Officer II Job Description

Building Official Leonard Schwindt presents a Code Enforcement Officer II Job Description. He states this would be a promotional opportunity. Building Official Schwindt discusses the requirements for the position which include minimum of 3 years of experience, work with food truck licensing, contract work, manufacturing homes.

MOTION BY: Robert Baer
SECONDED BY: Jason Fridrich
Approval the Code Enforcement Officer II Job Description.

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

that pertains to the City and that they can correct them. President Decker is not going to silence his speech.

Mr. Messano recommends critical thinking. The whole purpose of transparency of the City.

President Scott Decker states that live video is for the people that could not attend the meetings and this is a courtesy of the City. He states this room is hard to hear in and streaming is the courtesy and it has been provided since Covid and before that time the City did not have streaming and that Mr. Messano is not going to use the City as a platform.

Mr. Messano states the first reaction is hatred. He states the corrupt system would come crashing down if they knew the truth. He states President Decker should be ashamed of himself for silencing him. He states President Decker is going to be replaced and works are weapons and President Decker is going to lose. He states the right to speak is from God. Mr. Messano states that he has the right to say what is on his mind. He states the City's media is corrupt.

Commissioner Jason Fridrich asks Mr. Messano what this information has to do with the City. He states not to use your media publication to spew your worthless dribble.
Took a recess – 5:40 to 5:48 p.m.

Mr. Messano states there is freedom of speech and unrestricted free speech. People are interested in the truth that he tells. He states when he dies, he wants his conscious and God. He states to President Decker that he has no courage to be the Mayor. He states without the Mayor having courage he is not a man and without courage the Mayor is a woman and states that the Mayor needs to wear a dress.

Mrs. Tonya Yorgensen states Mr. Messano speaks about freedom of speech. She does not agree with his views and they are hateful and dangerous. She states these comments from Mr. Messano are not helping the City in any way. She states there is a point in time when you ignore something long enough you become complacent. She is asking the Commission to now allow Mr. Messano to speak at any other meetings and our community does not need this and we are better than this.

10. COMMISSION COMMENTS
A. None

11. ADJOURNMENT

MOTION BY: Jason Fridrich

SECONDED BY: Robert Baer

Adjournment of the meeting was at 6:05 P.M.

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

OFFICIAL MINUTES PREPARED BY:

Rita Binstock, Assistant to City Administrator

APPROVED BY:

Dustin Dassinger, City Administrator

Scott Decker, President

Board of City Commissioners

Date: February 20, 2025



Commerce Bank
Member FDIC

Challenge Accepted.

Section 2. Item B.

Visa Purchasing

Billing Period: 01/28/2025 - 02/11/2025
Account Number: XXXX-XXXX-XXXX

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Account Summary

Previous Balance	\$28,247.22
Purchases & Other Charges	\$38,945.76
Cash Advances	\$0.00
Cash Advance Fees	\$0.00
Late Charges	\$0.00
Finance Charges	\$0.00
Credits	\$227.06
Payments	\$28,247.22
New Balance	\$38,718.70
Credit Limit	\$120,000.00
Cash Limit	\$120,000.00
Available Credit	\$81,281.30
Disputed Amount	\$0.00
Statement Closing Date	February 11, 2025
Days in Billing Cycle	15

Payment Information

New Balance	\$38,718.70
Minimum Payment Due	\$38,718.70
Payment Due Date	February 18, 2025

Contact Us

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

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

Important Messages

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

Corporate Account Activity

Tran Date	Post Date	Reference Number	Transaction Description	Amount
02/03	02/03		AUTO PAYMENT - THANK YOU!	\$28,247.22 CR

PLEASE DETACH COUPON AND RETURN WITH YOUR PAYMENT.

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

Account ID:
Account Number: XXXX-XXXX-XXXX
Payment Due Date: February 18, 2025
New Balance: \$38,718.70
Minimum Payment Due: \$38,718.70

AMOUNT ENCLOSED

Use enclosed envelope and make check payable to:
COMMERCE BANK

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

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

800000188386IIII 003871870003871870



Cardholder Account Activity

Tran Date	Post Date	Reference Number	Transaction Description	Amount	
LEONARD SCHWINDT XXXX-XXXX-XXXX- Credit Limit: \$3,500.00			Purchases & Other Charges \$70.00	Payments & Other Credits \$0.00	Total Activity \$70.00
02/01	02/03	24692165032106362608987	INT'L CODE COUNCIL INC 888-422-7233 IL		\$70.00
FIRE DEPARTMENT XXXX-XXXX-XXXX- Credit Limit: \$10,000.00			Purchases & Other Charges \$1,635.44	Payments & Other Credits \$0.00	Total Activity \$1,635.44
01/28	01/29	24000775029500002142522	THE FLAG MAKERS LLC THE-FLAG-MAKECO		\$254.76
02/01	02/03	24755425033160333878790	HAWTHORN SUITES BY WYNDHA701-5773701 ND CHECK IN DATE: 01-26-25 CONFIRMATION #: 26588735		\$594.00
02/05	02/06	24116415036744606255406	BADGEANDWALLET.COM 914-236-1260 NY		\$745.60
02/06	02/07	24445005038400153998158	WM SUPERCENTER #1567 DICKINSON ND		\$41.08
SHELLY NAMENIUK XXXX-XXXX-XXXX- Credit Limit: \$5,000.00			Purchases & Other Charges \$2,727.39	Payments & Other Credits \$0.00	Total Activity \$2,727.39
01/30	02/03	24445005031500563696016	DOMINO'S 1876 307-752-2115 ND		\$46.19
02/02	02/04	24121575034510137496637	W2,1099,1095 EFILING 616-5744360 MI		\$938.91
02/04	02/05	24116415035718451210527	JOBTARGET 860-440-0635 CT		\$424.00
02/05	02/06	24011345037500008529390	ENROLLEASE, INC. SECURE.EASE.CCA		\$1,315.00
02/05	02/07	24121575037510138437421	W2,1099,1095 EFILING 616-5744360 MI		\$3.29
FINANCE DEPARTMENT XXXX-XXXX-XXXX Credit Limit: \$25,000.00			Purchases & Other Charges \$3,088.55	Payments & Other Credits \$0.00	Total Activity \$3,088.55
01/29	01/30	24143555029227486377093	GREENSHADES SOFTWARE 888-255-3815 FL		\$2,786.00
02/03	02/04	24027625034878659401741	PAYFLOW/PAYPAL 888-883-9770 NE		\$302.55
JADE PRAUS XXXX-XXXX-XXXX- Credit Limit: \$3,000.00			Purchases & Other Charges \$652.24	Payments & Other Credits \$0.00	Total Activity \$652.24
01/27	01/28	24022685027900019909078	COLLABORATIVE SUMMER LIBR833-5544700 KS		\$228.80
01/31	02/03	24445005031200157668907	WALMART.COM 8009256278 800-966-6546 AR		\$153.91
02/01	02/03	24011345032500038234271	AMAZON RETA* ZC1G35MC1 WWW.AMAZON.COWA		\$106.65
02/01	02/03	24692165032106218195213	AMAZON MKTPL*Z78FR8UB2 Amzn.com/billWA		\$49.36
02/01	02/03	24692165032106213609382	AMAZON MKTPL*ZC2BD4MM1 Amzn.com/billWA		\$9.99
02/03	02/04	24692165034108339746500	AMAZON MKTPL*ZC13M1I91 Amzn.com/billWA		\$94.18
02/06	02/07	24137465038001430367966	USPS PO 3724000905 DICKINSON ND		\$9.35
JAYLENE KOVASH XXXX-XXXX-XXXX- Credit Limit: \$1,000.00			Purchases & Other Charges \$542.84	Payments & Other Credits \$0.00	Total Activity \$542.84
02/05	02/05	24692165036109546785644	ULINE *SHIP SUPPLIES 800-295-5510 WI		\$469.49
02/05	02/06	24011345036500088381150	AMAZON RETA* Z78S24QJ0 WWW.AMAZON.COWA		\$73.35
GRANT CARLSON XXXX-XXXX-XXXX- Credit Limit: \$3,000.00			Purchases & Other Charges \$1,452.69	Payments & Other Credits \$40.94	Total Activity \$1,411.75
01/28	01/28	24011345028000012827832	AMAZON RETA* Z72304AC2 WWW.AMAZON.COWA		\$26.00
01/31	02/03	24011345031000015897852	AMAZON RETA* Z717Q9KJ2 WWW.AMAZON.COWA		\$49.29
02/01	02/03	24011345032000013291487	AMAZON RETA* ZC3LN4551 WWW.AMAZON.COWA		\$24.79
02/01	02/03	24011345032500075456548	AMAZON RETA* ZC4T095K1 WWW.AMAZON.COWA		\$36.99
02/02	02/03	24011345033000013707416	AMAZON RETA* Z74RH4Z00 WWW.AMAZON.COWA		\$412.01
02/03	02/04	24011345034500057164084	AMAZON RETA* Z70307A70 WWW.AMAZON.COWA		\$46.54
02/05	02/06	24011345036000011064304	AMAZON RETA* Z792J1BB0 WWW.AMAZON.COWA		\$15.26
02/06	02/07	24011345037500085319897	AMAZON RETA* Z70MV4K90 WWW.AMAZON.COWA		\$55.32
02/06	02/07	24011345037000012539139	AMAZON RETA* Z74RH4Z00 WWW.AMAZON.COWA		\$27.12 CR
02/06	02/07	24011345037000012570902	AMAZON RETA* Z74RH4Z00 WWW.AMAZON.COWA		\$13.82 CR
02/06	02/06	24011345037500005895844	AMAZON RETA* Z76IL1EP1 WWW.AMAZON.COWA		\$365.51
02/07	02/10	24011345038500065976046	AMAZON RETA* Z74S88HL1 WWW.AMAZON.COWA		\$23.50
02/10	02/11	24011345041500070276387	AMAZON RETA* 519J74GL3 WWW.AMAZON.COWA		\$397.48

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount	
POLICE DEPARTMENT TRAVEL					
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$274.53	Payments & Other Credits \$0.00	Total Activity \$274.53
02/06	02/10	24034545038001361481789	ARCO RED TRAIL MANDAN ND		\$75.34
02/06	02/10	24943005039145848089733	CENEX-FARMERS UNION OIL ALEXANDRIA MN		\$77.78
02/06	02/07	24755425038730382027690	HAMPTON INNS ALEXANDRIA MN CHECK IN DATE: 02-05-25 CONFIRMATION #: 81402577		\$121.41
JOSEPH CIANNI					
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$220.00	Payments & Other Credits \$17.08	Total Activity \$202.92
01/31	02/03	74036295031744782690171	ZAZZLE INC 8888929953 CA		\$17.08 CR
02/04	02/05	24801975036234226200894	IACP 703-836-6767 VA		\$220.00
LINDA CARLSON					
XXXX-XXXX-XXXX- Credit Limit: \$5,000.00			Purchases & Other Charges \$33.44	Payments & Other Credits \$0.00	Total Activity \$33.44
01/30	01/31	24445005031400154403387	WM SUPERCENTER #1567 DICKINSON ND		\$33.44
MICHAEL HANEL					
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$191.90	Payments & Other Credits \$0.00	Total Activity \$191.90
01/27	01/28	24275395027900014041018	EPOLICESUPPLY.COM 800-7890000 MA		\$49.95
01/28	01/29	24055235029226732305879	RUNNINGS OF DICKINSON DICKINSON ND		\$7.08
02/04	02/04	24011345035500042618664	BUZZSPROUT* INVOICE 72 BUZZSPROUT.COFL		\$12.00
02/10	02/11	24116415041718411089484	QUALAROO PROPROFS 855-776-7763 CA		\$122.87
TRAVIS HOLDING EAGLE					
XXXX-XXXX-XXXX- Credit Limit: \$5,000.00			Purchases & Other Charges \$1,555.61	Payments & Other Credits \$0.00	Total Activity \$1,555.61
02/05	02/07	24639235037900016300310	SIRCHIE ACQUISITION COMPA919-5542244 NC		\$1,555.61
ANIMAL SHELTER					
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$173.97	Payments & Other Credits \$0.00	Total Activity \$173.97
01/30	01/31	24692165030104877251379	EXXON JAMESTOWN I-94 JAMESTOWN ND		\$29.97
02/01	02/03	24226385033006469194253	WAL-MART #1567 DICKINSON ND		\$144.00
MUSEUM					
XXXX-XXXX-XXXX- Credit Limit: \$8,000.00			Purchases & Other Charges \$467.89	Payments & Other Credits \$0.00	Total Activity \$467.89
02/04	02/05	24000775035500016259645	SHIPPO.COM GOSHIPPO.COM CA		\$4.71
02/04	02/05	24000775035500016645306	SHIPPO.COM GOSHIPPO.COM CA		\$4.52
02/04	02/05	24000775035500017071593	SHIPPO.COM GOSHIPPO.COM CA		\$8.78
02/04	02/05	24000775035500017654885	SHIPPO.COM GOSHIPPO.COM CA		\$6.22
02/04	02/05	24000775035500017896023	SHIPPO.COM GOSHIPPO.COM CA		\$7.96
02/06	02/07	24000775038500001063322	SHIPPO.COM GOSHIPPO.COM CA		\$4.52
02/06	02/07	24000775038500001236092	SHIPPO.COM GOSHIPPO.COM CA		\$4.57
02/07	02/10	24445005038300564140111	VSP*GAYLORD ARCHIVAL 315-634-8000 NY		\$426.61
ROBERT FUHRMAN					
XXXX-XXXX-XXXX- Credit Limit: \$5,000.00			Purchases & Other Charges \$570.32	Payments & Other Credits \$0.00	Total Activity \$570.32
01/29	01/30	24011345030500006341761	COLUMN PUBLIC NOTICE COLUMN.US DC		\$11.40
01/30	01/31	24204295030002265095034	eBay O*01-12658-39237 San Jose CA		\$177.86
02/01	02/03	240113450325000050692315	SHOIFY* 325494396 SHOIFY.COM IL		\$89.00
02/01	02/03	24692165032106363815391	AMAZON MKTPL*ZC49R7581 Amzn.com/billWA		\$72.37
02/03	02/04	24906415034221048567363	ANC*Fold3.com 18006130181800-6130181 UT		\$49.95
02/05	02/05	24011345036000006333755	AMAZON RETA* Z76QS8HT0 WWW.AMAZON.COWA		\$153.88
02/05	02/06	24231685036747002972183	CONSOLIDATED TELCOM EBILL.CTCTEL.ND		\$5.87
02/10	02/11	24692165041104142542401	AMZN Mktpl US*DK6K92OR3 Amzn.com/billWA		\$9.99

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
PURCHASING DEPARTMENT				
XXXX-XXXX-XXXX- Credit Limit: \$10,000.00			Purchases & Other Charges \$346.07	Payments & Other Credits \$0.00
				Total Activity \$346.07
01/27	01/28	24055235027225298983527	WALMART.COM 800-925-6278 AR	\$82.24
01/31	02/03	24692165031105689086647	AMZN Mktp US*ZC7K40UU0 Amzn.com/billWA	\$49.50
02/01	02/03	24692165032106418720570	Amazon.com*Z78M32IJ2 Amzn.com/billWA	\$2.99
02/01	02/03	24692165032106153536488	AMZN Mktp US*Z79CG3UV2 Amzn.com/billWA	\$75.00
02/01	02/03	24692165032106418728789	Amazon.com*ZC9QM9YZ0 Amzn.com/billWA	\$50.99
02/01	02/03	24692165032106426814522	AMAZON MKTPL*Z77FI6IV2 Amzn.com/billWA	\$7.86
02/03	02/04	24055235034232519450790	WALMART.COM 800-925-6278 AR	\$54.19
02/04	02/04	24692165035108817806460	AMAZON MKTPL*401IS7PM3 Amzn.com/billWA	\$5.29
02/07	02/10	24692165038101772108755	AMAZON MKTPL*WK92V41P3 Amzn.com/billWA	\$12.99
02/08	02/10	24692165039102327784685	AMAZON MKTPL*Z718U0DD1 Amzn.com/billWA	\$5.02
DUANE ZASTOUIP				
XXXX-XXXX-XXXX- Credit Limit: \$5,000.00			Purchases & Other Charges \$29.81	Payments & Other Credits \$0.00
				Total Activity \$29.81
01/29	01/30	24231685030227940008362	HARBOR FREIGHT TOOLS3555 DICKINSON ND	\$29.81
MATT HANSON				
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$1,450.00	Payments & Other Credits \$0.00
				Total Activity \$1,450.00
02/05	02/06	24492165036500022933249	B2G, LLC* O #107509 BLUETOOGOLD.COWA	\$700.00
02/06	02/07	24692165037100907956972	SQ *NATIONAL TACTICAL OFFgosq.com CO	\$750.00
TRAVIS LEINTZ				
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$2,026.00	Payments & Other Credits \$0.00
				Total Activity \$2,026.00
01/28	01/29	24692165028103242839508	SQ *NATIONAL TACTICAL OFFgosq.com CO	\$966.00
01/29	01/30	24906415029220639214721	PY *PM2 LLC 701-3719322 ND	\$97.00
01/29	01/30	24906415029220639260161	PY *PM2 LLC 701-3719322 ND	\$85.00
01/31	02/03	24492165032500009510584	B2G, LLC* O #106758 BLUETOOGOLD.COWA	\$700.00
02/03	02/04	24492155035079690166707	TLO TRANSUNION 561-988-4200 FL	\$178.00
LEE SKABO				
XXXX-XXXX-XXXX- Credit Limit: \$2,500.00			Purchases & Other Charges \$412.00	Payments & Other Credits \$0.00
				Total Activity \$412.00
02/05	02/06	24055225036234644265290	ND WEED CONTROL ASSOCIAT 7012207908 ND	\$412.00
POLICE DEPARTMENT				
XXXX-XXXX-XXXX- Credit Limit: \$30,000.00			Purchases & Other Charges \$1,241.96	Payments & Other Credits \$0.00
				Total Activity \$1,241.96
01/27	01/28	24692165027102592109463	IN *ND POST 701-3285500 ND	\$25.75
01/29	01/30	24692165029104230220965	IN *ND POST 701-3285500 ND	\$25.75
01/29	01/30	24692165029104237357992	SQ *KRYSTAL KESTER PHOTOgosq.com ND	\$275.00
01/30	01/31	24445005031400154410218	WM SUPERCENTER #1567 DICKINSON ND	\$457.12
01/30	01/31	24692165030105062629154	IN *ND POST 701-3285500 ND	\$25.75
01/30	01/31	24435655030056235039494	GALLS 859-266-7227 KY	\$122.59
02/05	02/06	24692165036100278912084	IN *GUARDIAN ALLIANCE TEC415-6552240 CA	\$90.00
02/05	02/07	24000975037156701979247	COUNTRY INN & SUITES - BISMARCK ND CHECK IN DATE: 02-04-25 CONFIRMATION #: 0788971085	\$220.00
RACHEL SHUMAKER				
XXXX-XXXX-XXXX- Credit Limit: \$7,500.00			Purchases & Other Charges \$605.74	Payments & Other Credits \$169.04
				Total Activity \$436.70
01/28	01/30	24801975029227135232841	WINGATE INN BISMARCK BISMARCK ND CHECK IN DATE: 01-28-25 CONFIRMATION #: 15759761 NUMBER OF NIGHTS: 1	\$287.76
01/28	01/30	24801975029227135232932	WINGATE INN BISMARCK BISMARCK ND CHECK IN DATE: 01-28-25 CONFIRMATION #: 15759762 NUMBER OF NIGHTS: 1	\$287.76
01/30	02/03	24801975031229209364654	WINGATE INN BISMARCK BISMARCK ND	\$30.22

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
			CHECK IN DATE: 01-28-25 CONFIRMATION #: 15759761	NUMBER OF NIGHTS: 2
01/30	02/03	74801975031229209364907	WINGATE INN BISMARCK BISMARCK ND	\$66.98 CR
01/30	02/03	74801975031229209364915	WINGATE INN BISMARCK BISMARCK ND	\$102.06 CR
DENVER FOWLER XXXX-XXXX-XXXX- Credit Limit: \$3,000.00			Purchases & Other Charges \$2,138.17	Payments & Other Credits \$0.00
				Total Activity \$2,138.17
01/30	02/03	74198815031504039547262	PAYPAL *CULTS 0650313523	\$151.22
02/03	02/03	74198815031504039547262	INTERNATIONAL SERVICE FEE	\$1.51
02/10	02/11	24492165042500004646621	SP EPAX 3D EPAX3D.COM NC	\$1,259.94
02/10	02/11	24226385041006728001711	WAL-MART #1567 DICKINSON ND	\$466.30
02/10	02/11	24445005042400164435137	WM SUPERCENTER #1567 DICKINSON ND	\$259.20
JOSHUA SKLUZACEK XXXX-XXXX-XXXX- Credit Limit: \$3,000.00			Purchases & Other Charges \$92.55	Payments & Other Credits \$0.00
				Total Activity \$92.55
02/03	02/04	24692165034108473811185	SQ *ANIMA CUCINA Bismarck ND	\$51.15
02/04	02/05	24000975035148002615697	THE GRUB TUB DICKINSON ND	\$41.40
CHRISTOPHER KIMMERLE XXXX-XXXX-XXXX- Credit Limit: \$5,000.00			Purchases & Other Charges \$675.29	Payments & Other Credits \$0.00
				Total Activity \$675.29
01/27	01/28	24011345028500017533558	SP ULTRA BRIGHT LI ULTRABRIGHTLINY	\$675.29
RACHEL WALDO XXXX-XXXX-XXXX- Credit Limit: \$3,000.00			Purchases & Other Charges \$363.42	Payments & Other Credits \$0.00
				Total Activity \$363.42
01/27	01/28	24692165027102610387398	AMAZON MKTPL*Z70C84T92 Amzn.com/billWA	\$9.99
01/27	01/28	24692165027102282295812	AMAZON MKTPL*Z71RG0NK2 Amzn.com/billWA	\$123.13
01/28	01/30	24445005029500515068433	PAPA JOHN'S #4905 701-483-7200 ND	\$115.15
01/28	01/30	24445005029500515068508	PAPA JOHN'S #4905 701-483-7200 ND	\$115.15
AARON MEYER XXXX-XXXX-XXXX- Credit Limit: \$40,000.00			Purchases & Other Charges \$12,522.22	Payments & Other Credits \$0.00
				Total Activity \$12,522.22
01/28	01/29	24692165028102909512960	AMAZON MKTPL*Z77B33E22 Amzn.com/billWA	\$79.95
01/28	01/29	24692165028103163260601	Amazon.com*Z79M490K2 Amzn.com/billWA	\$3,515.00
02/01	02/03	24011345032500081728385	UBIQUITI INC. UI.COM NY	\$29.00
02/01	02/03	24692165032106531317064	AMAZON MKTPL*Z78Q39I82 Amzn.com/billWA	\$1,139.98
02/02	02/03	24164075033105441184431	Staples Inc staples.com MA	\$224.95
02/02	02/03	24164075033105441184449	Staples Inc staples.com MA	\$61.49
02/02	02/03	24011345033500028122592	WASABI TECHNOLOGIES WASABI.COM MA	\$961.60
02/04	02/05	24011345035500087146712	WWW.UI.COM WWW.UI.COM NY	\$512.30
02/05	02/06	24011345036500067839061	WWW.UI.COM WWW.UI.COM NY	\$242.30
02/05	02/06	24116415036234827128129	NEWEGG MARKETPLACE 800-390-1119 CA	\$939.95
02/06	02/07	24116415037235541789665	NEWEGG MARKETPLACE 800-390-1119 CA	\$3,093.95
02/07	02/10	24692165038101772307829	AMAZON MKTPL*PY84C7RM3 Amzn.com/billWA	\$266.85
02/07	02/10	24692165038101764486037	AMAZON MKTPL*Z75M2ZRV0 Amzn.com/billWA	\$1,319.96
02/09	02/10	24164075040105441188698	Staples Inc staples.com MA	\$34.95
02/10	02/10	24492165041000001601720	RING STANDARD PLAN HTTPSRING.COMCA	\$99.99
SCOTT DECKER XXXX-XXXX-XXXX- Credit Limit: \$3,500.00			Purchases & Other Charges \$9.99	Payments & Other Credits \$0.00
				Total Activity \$9.99
01/29	01/30	24431065029139912638249	ALADDIN @ NDCAPITOL (F13 BISMARCK ND	\$9.99
RITA BINSTOCK XXXX-XXXX-XXXX- Credit Limit: \$4,000.00			Purchases & Other Charges \$1,548.48	Payments & Other Credits \$0.00
				Total Activity \$1,548.48
01/28	01/29	24011345029500021126588	COLUMN PUBLIC NOTICE COLUMN.US DC	\$652.84
01/30	01/31	24011345031500007940354	COLUMN PUBLIC NOTICE COLUMN.US DC	\$242.44
02/07	02/10	24011345039500016503005	COLUMN PUBLIC NOTICE COLUMN.US DC	\$432.44
02/07	02/10	24011345039500019605948	COLUMN PUBLIC NOTICE COLUMN.US DC	\$190.76

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
02/10	02/11	24692165041104483840182	NDRIN-ND LAND RECORDS 701-364-1280 ND	\$30.00
CITY LIBRARY XXXX-XXXX-XXXX- Credit Limit: \$10,000.00				
			Purchases & Other Charges \$54.30	Payments & Other Credits \$0.00
				Total Activity \$54.30
02/02	02/03	24692165033107374999827	AMAZON MKTPL*ZC19W4DY1 Amzn.com/billWA	\$54.30
BRANDI AARON XXXX-XXXX-XXXX Credit Limit: \$1,000.00				
			Purchases & Other Charges \$31.65	Payments & Other Credits \$0.00
				Total Activity \$31.65
01/31	02/03	24137465032001499356948	USPS PO 3724000905 DICKINSON ND	\$31.65
BRITNEY FINLAYSON XXXX-XXXX-XXXX- Credit Limit: \$2,000.00				
			Purchases & Other Charges \$49.00	Payments & Other Credits \$0.00
				Total Activity \$49.00
01/31	02/03	24717055032150325677543	TLF*GAFFANEYS FLORAL 701-2256048 ND	\$49.00
SYLVIA MILLER XXXX-XXXX-XXXX- Credit Limit: \$750.00				
			Purchases & Other Charges \$44.08	Payments & Other Credits \$0.00
				Total Activity \$44.08
01/28	01/29	24011345029500021851029	COLUMN PUBLIC NOTICE COLUMN.US DC	\$44.08
FIRE DEPARTMENT EMS XXXX-XXXX-XXXX- Credit Limit: \$10,000.00				
			Purchases & Other Charges \$1,566.14	Payments & Other Credits \$0.00
				Total Activity \$1,566.14
01/29	01/31	24081625030018013541521	BOUND TREE MEDICAL LLC 800-2827904 OH	\$249.00
01/30	02/03	24081625031018014279716	BOUND TREE MEDICAL LLC 800-2827904 OH	\$16.98
01/31	02/03	24240985032600255865652	DEA REGISTRATION 202-307-5604 VA	\$888.00
02/07	02/10	24692165039102608932664	AMWAY GRAND PLAZA HOTE GRAND RAPIDS MI CHECK IN DATE: 02-05-25 CONFIRMATION #: 944795 NUMBER OF NIGHTS: 2	\$412.16
CHAD TORMASCHY XXXX-XXXX-XXXX- Credit Limit: \$10,000.00				
			Purchases & Other Charges \$82.08	Payments & Other Credits \$0.00
				Total Activity \$82.08
01/29	01/31	24035965030140552028517	EBAY O*12-12642-07050 WWW.EBAY.COM CA	\$65.28
02/06	02/07	24204295037002522683039	eBay O*03-12685-50347 800-4563229 CA	\$16.80

Finance Charge Summary

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

Type of Balance	Average Daily Balance	Daily Periodic Rate	Corresponding Annual Percentage Rate	Periodic Finance Charge
PURCHASES	\$0.00	0.0000%	0.00%	\$0.00
CASH ADVANCES	\$0.00	0.0340%	12.40%	\$0.00

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson
 Payables Management

Section 2. Item B.

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: 2/12/2025

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: 9855		Name: 1 BETTER LLC					Class ID: 1099		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	
	020125-080125	INV	1/9/2025	1/9/2025	\$1,352.00	ADVERTISING FOR LIBRARY			\$1,352.00			
							Due					
Voucher(s): 1		Aged Totals:							\$1,352.00	\$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	
	16403	INV	1/16/2025	1/16/2025	\$5,777.67	WORK DONE ON 22 FORD PO		\$5,777.67				
							Due					
Voucher(s): 1		Aged Totals:							\$5,777.67	\$5,777.67	\$0.00	\$0.00

Vendor ID: 4977		Name: ADVANTAGE CREDIT BUREAU					Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	63972	INV	2/3/2025	2/3/2025	\$350.00	CREDIT BUREAU CHECKS		\$350.00				
							Due					
Voucher(s): 1		Aged Totals:							\$350.00	\$350.00	\$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	
	4604201568	CRM	1/28/2025		(\$44.63)	RETURN GLASS CONVEX UPF		(\$44.63)				
	4604202013	CRM	2/6/2025		(\$82.38)	RETURN BELT POLY 8 RIBS		(\$82.38)				
	4604200804	INV	1/23/2025	1/23/2025	\$44.63	GLASS CONVEX UPPER HEAT		\$44.63				
	4604201516	INV	1/29/2025	1/29/2025	\$55.66	2 FILTERS		\$55.66				
	4604201647	INV	1/30/2025	1/30/2025	\$82.38	BELT-POLY 8 RIBS X 2395 PLY		\$82.38				
	4604201887	INV	2/6/2025	2/6/2025	\$415.72	SCREEN BUG RADIATOR		\$415.72				
							Due					
Voucher(s): 6		Aged Totals:							\$471.38	\$471.38	\$0.00	\$0.00

Vendor ID: 9771		Name: AMAZON CAPITAL SERVICES					Class ID:		FED TAX CLAS: C CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	17KXMM6R6LRR	INV	1/27/2025	1/27/2025	\$159.00	HAND TOWELS		\$159.00			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL
 City of Dickinson

Section 2. Item B.

116MFC9RHR3H	INV	1/28/2025	1/28/2025	\$85.00	CPR MASK TRAINING ADAPTC	\$85.00
1KCC3DKR4HFF	INV	1/29/2025	1/29/2025	\$254.81	409 CLEANER, SOAP, LINERS,	\$254.81
1W4W613C131J	INV	1/29/2025	1/29/2025	\$602.85	COMM PROD CAUTION SIGN,1	\$602.85
1DJ7QHX31VVD	INV	1/30/2025	1/30/2025	\$13.29	LOUKIN MAGNETIC & ADHESI'	\$13.29
1JP9J17PGKD9	INV	1/31/2025	1/31/2025	\$6.99	AMAZON BASICS USB-C CHG	\$6.99
1RDR7G4911MN	INV	2/5/2025	2/5/2025	\$57.02	ZEISS PRE MOISTENED LENS	\$57.02
1P1QRQT76QGW	INV	2/6/2025	2/6/2025	\$102.70	LEATHER HOLE PUNCH	\$102.70
19VPJXVDFY4T	INV	2/7/2025	2/7/2025	\$14.98	APPERFIT DOOR STRIKER PIN	\$14.98

Voucher(s): 9	Aged Totals:	Due			
		\$1,296.64	\$1,296.64	\$0.00	\$0.00
				\$0.00	\$0.00

Vendor ID: 4278 **Name:** APEX **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	20567	INV	1/31/2025	1/31/2025	\$3,554.50	ON CALL MODELING TASKS		\$3,554.50			
	20568	INV	1/31/2025	1/31/2025	\$1,077.00	GENERAL PLANNING & MODE		\$1,077.00			
	20569	INV	1/31/2025	1/31/2025	\$612.00	DWR WATER ASSET CAPITAL		\$612.00			
	20570	INV	1/31/2025	1/31/2025	\$9,905.00	202402 2024 WATERMAIN & LE		\$9,905.00			
	20572	INV	1/31/2025	1/31/2025	\$45,189.10	202503 2025 WATERMAIN & LE		\$45,189.10			
	20509	INV	2/1/2025	2/1/2025	\$8,060.00	202416 1ST ST E-SIMS TO 4TH		\$8,060.00			
	20535	INV	2/1/2025	2/1/2025	\$145,500.00	202104 SIMS ST IMPROVEMEN		\$145,500.00			

Voucher(s): 7	Aged Totals:	Due			
		\$213,897.60	\$213,897.60	\$0.00	\$0.00
				\$0.00	\$0.00

Vendor ID: 68 **Name:** B & K ELECTRIC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	200897	INV	1/16/2025	1/16/2025	\$1,020.85	WORK DONE ON UNDERPASE		\$1,020.85			
	200903	INV	1/20/2025	1/20/2025	\$784.67	WORK DONE ON UPSTAIRS B		\$784.67			
	200915	INV	1/21/2025	1/21/2025	\$698.92	STEEL CONDUIT, CONNECTO		\$698.92			
	200919	INV	1/24/2025	1/24/2025	\$179.60	WORK DONE ON UNDERPASE		\$179.60			
	200949	INV	2/7/2025	2/7/2025	\$408.25	WORK DONE SIMS & 1ST		\$408.25			
	200950	INV	2/7/2025	2/7/2025	\$280.00	WORK DONE 3RD & VILLARD		\$280.00			
	200951	INV	2/7/2025	2/7/2025	\$305.50	WORK DONE SIMS & 1ST		\$305.50			
	200952	INV	2/7/2025	2/7/2025	\$355.00	WORK DONE 3RD & 2ND		\$355.00			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

Section 2. Item B.

200953	INV	2/7/2025	2/7/2025	\$300.00	WORK DONE SIMS & 1ST	\$300.00
200954	INV	2/7/2025	2/7/2025	\$150.00	WORK DONE SIMS & 1ST	\$150.00
200955	INV	2/7/2025	2/7/2025	\$150.00	WORK DONE 9TH & 3RD	\$150.00
200956	INV	2/7/2025	2/7/2025	\$417.50	WORK DONE 15TH & 3RD	\$417.50
200957	INV	2/7/2025	2/7/2025	\$337.50	WORK DONE 10TH & VILLARD	\$337.50
200958	INV	2/7/2025	2/7/2025	\$355.00	WORK DONE 23RD & 3RD	\$355.00
200959	INV	2/7/2025	2/7/2025	\$200.00	WORK DONE 30TH & 21ST	\$200.00
200960	INV	2/7/2025	2/7/2025	\$200.00	WORK DONE VILLARD & 3RD	\$200.00
200961	INV	2/7/2025	2/7/2025	\$305.50	WORK DONE SIMS & 1ST	\$305.50
200962	INV	2/7/2025	2/7/2025	\$205.50	WORK DONE 3RD & 3RD	\$205.50
200963	INV	2/7/2025	2/7/2025	\$158.25	WORK DONE 3RD & 3RD WAL	\$158.25
200964	INV	2/7/2025	2/7/2025	\$2,300.00	WORK DONE 40TH & HWY22	\$2,300.00

Voucher(s): 20	Due				
	Aged Totals:	\$9,112.04	\$9,112.04	\$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
	2038831696	INV	1/21/2025	1/21/2025	\$502.24	DIP		\$502.24			
	2038834923	INV	1/21/2025	1/21/2025	\$11.03	BCSD		\$11.03			
	2038831697	INV	1/22/2025	1/22/2025	\$320.46	BC		\$320.46			
	2038841103	INV	1/22/2025	1/22/2025	\$13.42	DIP CH		\$13.42			
	2038841639	INV	1/23/2025	1/23/2025	\$580.03	DIP CH		\$580.03			
	2038854559	INV	1/29/2025	1/29/2025	\$62.44	BC		\$62.44			
	2038854564	INV	1/29/2025	1/29/2025	\$85.41	DIP		\$85.41			
	2038855184	INV	1/30/2025	1/30/2025	\$287.36	BC		\$287.36			
	2038855187	INV	1/30/2025	1/30/2025	\$336.87	DIP		\$336.87			
	2038861897	INV	2/3/2025	2/3/2025	\$110.47	DIP CH		\$110.47			

Voucher(s): 10	Due				
	Aged Totals:	\$2,309.73	\$2,309.73	\$0.00	\$0.00

Vendor ID: 6203 **Name:** BALCO UNIFORM - POLICE ACCOUNT **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	82389-3	INV	1/30/2025	1/30/2025	\$739.50	JAN 2025 EQP		\$739.50			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL
 City of Dickinson

Section 2. Item B.

82389-4	INV	2/3/2025	2/3/2025	\$108.00	JAN 2025 EQP	\$108.00
82509-1	INV	2/3/2025	2/3/2025	\$69.00	MENS PANTS -POLICE DEPT	\$69.00
82389-5	INV	2/5/2025	2/5/2025	\$472.00	JAN 2025 EQP	\$472.00

Voucher(s): 4	Aged Totals:	Due				
		\$1,388.50	\$1,388.50	\$0.00	\$0.00	\$0.00

Vendor ID: 6467 **Name:** BARR ENGINEERING CO. **Class ID:** **FED TAX CLAS:** C CORP

Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Payment No.							Amount				
	34451050.02-11	INV	2/5/2025	2/5/2025	\$10,289.88	202108 EAST BROADWAY DAM		\$10,289.88			

Voucher(s): 1	Aged Totals:	Due				
		\$10,289.88	\$10,289.88	\$0.00	\$0.00	\$0.00

Vendor ID: 6096 **Name:** BARTLETT & WEST, INC **Class ID:** **FED TAX CLAS:** S CORP

Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Payment No.							Amount				
	00730101769	INV	2/7/2025	2/7/2025	\$11,182.90	202215 DICKINSON LIBRARY F		\$11,182.90			

Voucher(s): 1	Aged Totals:	Due				
		\$11,182.90	\$11,182.90	\$0.00	\$0.00	\$0.00

Vendor ID: 817 **Name:** BECKER, DANA **Class ID:** **FED TAX CLAS:** EMPLOYEE

Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Payment No.							Amount				
	HEALTH INS PREMIU	INV	12/10/2024	12/10/2024	\$1,021.26	OPEB HLTH BENEFIT				\$1,021.26	

Voucher(s): 1	Aged Totals:	Due				
		\$1,021.26	\$0.00	\$0.00	\$1,021.26	\$0.00

Vendor ID: 4670 **Name:** BEK CONSULTING **Class ID:** 1099 **FED TAX CLAS:** LLC

Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Payment No.							Amount				
	6854	INV	1/29/2025	1/29/2025	\$5,459.50	EXTRA WORK FORM		\$5,459.50			

Voucher(s): 1	Aged Totals:	Due				
		\$5,459.50	\$5,459.50	\$0.00	\$0.00	\$0.00

Vendor ID: 773 **Name:** BERGER ELECTRIC INC **Class ID:** **FED TAX CLAS:**

Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Payment No.							Amount				
	88426	INV	1/22/2025	1/22/2025	\$246.70	WIRE IN NEW PUMP		\$246.70			
	88427	INV	1/22/2025	1/22/2025	\$723.28	TROUBLESHOOT MOTOR		\$723.28			
	88428	INV	1/22/2025	1/22/2025	\$1,502.30	TROUBLESHOOT OUTSIDE PC		\$1,502.30			
	88429	INV	1/22/2025	1/22/2025	\$880.00	TROUBLESHOOT FAN ON HEA		\$880.00			

Voucher(s): 4	Aged Totals:	Due				
		\$3,352.28	\$3,352.28	\$0.00	\$0.00	\$0.00

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Vendor ID: 5996		Name: BIG HORN TIRE, INC					Class ID:		FED TAX CLAS: S CORP			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	20586	INV	12/13/2024	12/13/2024	\$180.00	ND FLEET SURVEY				\$180.00		
	20712	INV	1/16/2025	1/16/2025	\$180.00	ND FLEET SURVEY		\$180.00				
	20749	INV	1/24/2025	1/24/2025	\$537.20	ND SERVICE CALL		\$537.20				
	20750	INV	1/24/2025	1/24/2025	\$20,632.52	TIRES, LABOR		\$20,632.52				
	20787	INV	2/5/2025	2/5/2025	\$448.80	ND SERVICE CALL, REPAIRED		\$448.80				
							Due					
Voucher(s): 5		Aged Totals:					\$21,978.52	\$21,798.52	\$0.00	\$180.00	\$0.00	
Vendor ID: 9967		Name: BISMARCK HAMPTON INN & SUITES					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	
	1738611461	INV	2/3/2025	2/3/2025	\$477.00	GUEST SERVICES-S DECKER		\$477.00				
	83501657	INV	2/3/2025	2/3/2025	\$99.00	GUEST SERVICES-ROBERT B.		\$99.00				
							Due					
Voucher(s): 2		Aged Totals:					\$576.00	\$576.00	\$0.00	\$0.00	\$0.00	
Vendor ID: 2551		Name: BLACKSTONE AUDIO, INC.					Class ID:		FED TAX CLAS: C CORP			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	2185397	INV	1/27/2025	1/27/2025	\$135.96	DIP AV		\$135.96				
							Due					
Voucher(s): 1		Aged Totals:					\$135.96	\$135.96	\$0.00	\$0.00	\$0.00	
Vendor ID: 9805		Name: BOBCAT OF MANDAN, 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	
	11183	INV	2/3/2025	2/3/2025	\$2,276.66	BRISTLE PO		\$2,276.66				
							Due					
Voucher(s): 1		Aged Totals:					\$2,276.66	\$2,276.66	\$0.00	\$0.00	\$0.00	
Vendor ID: 72		Name: BOESPFLUG TRAILERS & FEED INC					Class ID:		FED TAX CLAS: S CORP			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	106492	INV	1/28/2025	1/28/2025	\$16.02	LED CLR/MRKR THIN LINE AM		\$16.02				
							Due					
Voucher(s): 1		Aged Totals:					\$16.02	\$16.02	\$0.00	\$0.00	\$0.00	
Vendor ID: 951		Name: BORDER STATES ELECTRIC SUPPLY					Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	929731290	INV	1/21/2025	1/21/2025	\$1,204.98	VA UPS 120 VAC TOWER		\$1,204.98				
	929774194	INV	1/29/2025	1/29/2025	\$257.30	LAMP, OSRA		\$257.30				

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929781681 INV 1/30/2025 1/30/2025 \$88.80 OSRA M BPN \$88.80

Voucher(s): 3 **Aged Totals:** Due
 \$1,551.08 \$1,551.08 \$0.00 \$0.00 \$0.00

Vendor ID: 6272 **Name:** BOSS OFFICE PRODUCTS **Class ID:** **FED TAX CLAS:** S CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	679428-0	INV	2/4/2025	2/4/2025	\$103.93	NOTEBOOK, PEN, FOUNTAIN		\$103.93			

Voucher(s): 1 **Aged Totals:** Due
 \$103.93 \$103.93 \$0.00 \$0.00 \$0.00

Vendor ID: 5004 **Name:** BOUND TREE MEDICAL LLC **Class ID:** 1099 **FED TAX CLAS:** LLC-P

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	85650539	INV	2/4/2025	2/4/2025	\$119.98	CURAPLEX ASSURE PRISM O		\$119.98			
	85650540	INV	2/4/2025	2/4/2025	\$32.36	CURAPLEX HOT PACK -SMALL		\$32.36			
	85652496	INV	2/5/2025	2/5/2025	\$2,321.18	MISC ITEMS FOR EMS		\$2,321.18			

Voucher(s): 3 **Aged Totals:** Due
 \$2,473.52 \$2,473.52 \$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
	381025	INV	1/29/2025	1/29/2025	\$62.90	10 24 PK PURD LIFE WATERS		\$62.90			
	37128	INV	1/30/2025	1/30/2025	\$39.80	4 5 GAL SPRING WATERS		\$39.80			
	381434	INV	1/30/2025	1/30/2025	\$214.33	SPOONS, FORKS, KNIFES, BO		\$214.33			

Voucher(s): 3 **Aged Totals:** Due
 \$317.03 \$317.03 \$0.00 \$0.00 \$0.00

Vendor ID: 3527 **Name:** BRAUN INTERTEC CORPORATION **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	B417215	INV	1/30/2025	1/30/2025	\$6,345.00	202320 DICKINSON MUSEUM F		\$6,345.00			

Voucher(s): 1 **Aged Totals:** Due
 \$6,345.00 \$6,345.00 \$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
	17308	INV	1/22/2025	1/22/2025	\$5,612.00	ADD 14 FORD F350 AMBUL, 24		\$5,612.00			
	17334	INV	1/30/2025	1/30/2025	\$1,435.00	ADD TWO 2025 CHEVYS		\$1,435.00			
	17394	INV	2/10/2025	2/10/2025	\$3,197.00	ENDT ADD 2025 FREIGHTLINE		\$3,197.00			

Voucher(s): 3 **Aged Totals:** Due
 \$10,244.00 \$10,244.00 \$0.00 \$0.00 \$0.00

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Vendor ID: 1432		Name: BROWN, DAN					Class ID:		FED TAX CLAS: EMPLOY		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	HEALTH INS PREMIU	INV	1/14/2025	1/14/2025	\$401.37	OPEB HLTH BENEFIT		\$401.37			
							Due				
Voucher(s): 1		Aged Totals:					\$401.37	\$401.37	\$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
	09PS0370498	INV	12/7/2024	12/7/2024	\$126.13	HORN, SWITCH, AS-RO				\$126.13	
	09PS0371547	INV	12/31/2024	12/31/2024	\$1,030.70	BOLT, WASHERS, END BITS			\$1,030.70		
	09SS00003501	INV	12/31/2024	12/31/2024	\$67,375.00	PURCHASE SKIDSTEER			\$67,375.00		
	09PS0372611	INV	1/23/2025	1/23/2025	\$250.52	2 ELEMENT PRIM		\$250.52			
	09PS0372612	INV	1/23/2025	1/23/2025	\$257.05	CABLE AS		\$257.05			
	09PS0372831	INV	1/29/2025	1/29/2025	\$450.50	25 FLUIDBTL		\$450.50			
							Due				
Voucher(s): 6		Aged Totals:					\$69,489.90	\$958.07	\$68,405.70	\$126.13	\$0.00
Vendor ID: 9721		Name: CAPITAL INDUSTRIES LLC/CAP-IT-ALL					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
	0271	INV	1/31/2025	1/31/2025	\$377.00	MENDING FOR POLICE DEPT		\$377.00			
							Due				
Voucher(s): 1		Aged Totals:					\$377.00	\$377.00	\$0.00	\$0.00	\$0.00
Vendor ID: 4093		Name: CAPITAL SCALE 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
	15124	INV	1/27/2025	1/27/2025	\$893.67	SCALE WOULDN'T ZERO OUT		\$893.67			
							Due				
Voucher(s): 1		Aged Totals:					\$893.67	\$893.67	\$0.00	\$0.00	\$0.00
Vendor ID: 3431		Name: CENGAGE LEARNING					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	86505218	INV	1/23/2025	1/23/2025	\$54.73	DIP		\$54.73			
	86505605	INV	1/23/2025	1/23/2025	\$73.47	SLOPE		\$73.47			
	86743076	INV	2/4/2025	2/4/2025	\$200.18	DIP		\$200.18			
							Due				
Voucher(s): 3		Aged Totals:					\$328.38	\$328.38	\$0.00	\$0.00	\$0.00
Vendor ID: 4721		Name: CIVIL SCIENCE INFRASTRUCTURE 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

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17507 INV 1/16/2025 1/16/2025 \$5,090.00 202105 DICKINSON 4TH, 5TH 2 \$5,090.00

Voucher(s): 1		Due			
	Aged Totals:	\$5,090.00	\$5,090.00	\$0.00	\$0.00

Vendor ID: 6424 **Name:** CLYDE ARMORY, 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
	21242	INV	2/7/2025	2/7/2025	\$4,075.53	5.56MM RIFLE W/10" RAIL, SEL		\$4,075.53			

Voucher(s): 1		Due			
	Aged Totals:	\$4,075.53	\$4,075.53	\$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
	257603	INV	1/30/2025	1/30/2025	\$27.00	1 CO2 20#		\$27.00			

Voucher(s): 1		Due			
	Aged Totals:	\$27.00	\$27.00	\$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
	6EA305FD-0004	INV	7/22/2024	7/22/2024	\$97.28	BIDS/PROPOSALS NOTICES					\$97.28
	6EA305FD-0005	INV	8/15/2024	8/15/2024	\$110.96	BIDS/PROPOSALS NOTICE					\$110.96

Voucher(s): 2		Due			
	Aged Totals:	\$208.24	\$0.00	\$0.00	\$208.24

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

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2716800 020125	INV	2/1/2025	2/1/2025	\$4,238.48	MONTHLY PHONE BILLING		\$4,238.48			
	3027600 020125	INV	2/1/2025	2/1/2025	\$59.99	MONTHLY PHONE BILLING		\$59.99			
	423500 020125	INV	2/1/2025	2/1/2025	\$149.52	MONTHLY PHONE BILLING		\$149.52			

Voucher(s): 3		Due			
	Aged Totals:	\$4,447.99	\$4,447.99	\$0.00	\$0.00

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

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	3950	INV	12/31/2024	12/31/2024	\$12.50	LEGAL SERVICES-RYAN COX			\$12.50		
	3951	INV	12/31/2024	12/31/2024	\$437.50	LEGAL SERVICES-TERICA HO			\$437.50		
	3952	INV	12/31/2024	12/31/2024	\$12.50	LEGAL SERVICES-KATIE GRIF			\$12.50		
	3953	INV	12/31/2024	12/31/2024	\$12.50	LEGAL SERVICES-E SALDANA			\$12.50		
	3942	INV	1/26/2025	1/26/2025	\$187.50	LEGAL SERVICES-R REISENA		\$187.50			
	3943	INV	1/26/2025	1/26/2025	\$250.00	LEGAL SERVICES-B DROST		\$250.00			

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3944	INV	1/26/2025	1/26/2025	\$175.00	LEGAL SERVICES-K RAHR	\$175.00
3945	INV	1/28/2025	1/28/2025	\$700.00	LEGAL SERVICES-J JAROSZ	\$700.00

Voucher(s): 8	Aged Totals:	Due				
		\$1,787.50	\$1,312.50	\$475.00	\$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
	1401	INV	1/21/2025	1/21/2025	\$1,957.59	12/20/24 STATEMENTS-FOLD/I		\$1,957.59			
	1402	INV	1/21/2025	1/21/2025	\$1,751.24	11/30/24 STATEMENTS-FOLD/I		\$1,751.24			

Voucher(s): 2	Aged Totals:	Due				
		\$3,708.83	\$3,708.83	\$0.00	\$0.00	\$0.00

Vendor ID: 3938 **Name:** DAKOTA SIGNWERKS **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
	022513	INV	2/5/2025	2/5/2025	\$6,216.50	DICKINSON FIRE RESCUE AM		\$6,216.50			

Voucher(s): 1	Aged Totals:	Due				
		\$6,216.50	\$6,216.50	\$0.00	\$0.00	\$0.00

Vendor ID: 131 **Name:** DICKINSON CONVENTION BUREAU **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	OCCUP TAX-REC 01/	INV	2/3/2025	2/3/2025	\$26,328.74	OCCUPANCY TAX-RECD JAN :		\$26,328.74			

Voucher(s): 1	Aged Totals:	Due				
		\$26,328.74	\$26,328.74	\$0.00	\$0.00	\$0.00

Vendor ID: 175 **Name:** DICKINSON PARKS & REC **Class 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
	RECD JAN	INV	2/3/2025	2/3/2025	\$32,437.63	STATE TREA/STATE AID RECI		\$32,437.63			

Voucher(s): 1	Aged Totals:	Due				
		\$32,437.63	\$32,437.63	\$0.00	\$0.00	\$0.00

Vendor ID: 5166 **Name:** DICKINSON PARKS & REC (MEMBERS) **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
	3190198	INV	2/7/2025	2/7/2025	\$2,409.15	EMPLOYEE MEMBERSHIPS		\$2,409.15			

Voucher(s): 1	Aged Totals:	Due				
		\$2,409.15	\$2,409.15	\$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
	291634	INV	2/5/2025	2/5/2025	\$696.90	10.10 1 3/4" RIVERDALE ROCK		\$696.90			
	291644	INV	2/5/2025	2/5/2025	\$703.46	10.195 TON 1 3/4" RIVERDALE		\$703.46			

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Voucher(s): 2		Aged Totals:	Due	\$1,400.36	\$1,400.36	\$0.00	\$0.00	\$0.00
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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
	056157	INV	1/29/2025	1/29/2025	\$435.60	MISC FILTERS		\$435.60			
	056158	INV	1/29/2025	1/29/2025	\$907.50	MISC FILTERS		\$907.50			

Voucher(s): 2		Aged Totals:	Due	\$1,343.10	\$1,343.10	\$0.00	\$0.00	\$0.00
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Vendor ID: 203	Name: EAST END AUTO (POLICE)	Class ID:	FED TAX CLAS:								
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	18707	INV	1/29/2025	1/29/2025	\$50.00	TOWING 2007 CHEVROLET IM		\$50.00			
	18708	INV	1/29/2025	1/29/2025	\$50.00	TOWING 2002 PONTIAC GRAN		\$50.00			
	18710	INV	1/29/2025	1/29/2025	\$50.00	TOWING 1998 DODGE		\$50.00			
	18711	INV	1/29/2025	1/29/2025	\$50.00	TOWING 2003 JEEP GRAND C		\$50.00			
	18712	INV	1/29/2025	1/29/2025	\$50.00	TOWING 2004 FORD ESCAPE		\$50.00			
	18722	INV	1/31/2025	1/31/2025	\$50.00	TOWING 2000 JEEP		\$50.00			
	18723	INV	1/31/2025	1/31/2025	\$50.00	TOWING 2007 DODGE		\$50.00			

Voucher(s): 7		Aged Totals:	Due	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 5138	Name: EHRESMAN, PEGGY	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 MEETINGS	INV	12/31/2024	12/31/2024	\$200.00	2 CIVIL SERVICE MEETINGS 2			\$200.00		

Voucher(s): 1		Aged Totals:	Due	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00
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Vendor ID: 1039	Name: ELDER CARE	Class ID:	FED TAX CLAS:								
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	6229	INV	1/31/2025	1/31/2025	\$1,300.79	MONTHLY BILLINGS		\$1,300.79			

Voucher(s): 1		Aged Totals:	Due	\$1,300.79	\$1,300.79	\$0.00	\$0.00	\$0.00
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Vendor ID: 2437	Name: ESRI INC	Class ID:	FED TAX CLAS:	CORP							
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	94901896	INV	2/5/2025	2/5/2025	\$13,005.00	ANNUAL CONTRACT		\$13,005.00			

Voucher(s): 1		Aged Totals:	Due	\$13,005.00	\$13,005.00	\$0.00	\$0.00	\$0.00
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AGED TRIAL BALANCE WITH OPTIONS - DETAIL
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Vendor ID: 181		Name: FACTORY MOTOR PARTS					Class ID:		FED TAX CLAS: S CORP			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	1-10437187	INV	1/31/2025	1/31/2025	\$29.14	DEL10-4021 MOTOR OIL		\$29.14				
	1-10448617	INV	2/4/2025	2/4/2025	\$70.32	REAR BRAKE PADS		\$70.32				
	206-023739	INV	2/4/2025	2/4/2025	\$156.00	ROTORASY-BRAKE		\$156.00				
							Due					
Voucher(s): 3		Aged Totals:						\$255.46	\$255.46	\$0.00	\$0.00	\$0.00
Vendor ID: 221		Name: FEDERAL EXPRESS					Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	8-754-01473	INV	1/29/2025	1/29/2025	\$22.01	SHIPPING OF PACKAGE		\$22.01				
							Due					
Voucher(s): 1		Aged Totals:						\$22.01	\$22.01	\$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	
	1301926	INV	1/27/2025	1/27/2025	\$32.33	SINK CONN, BRS BUSH, BRS I		\$32.33				
							Due					
Voucher(s): 1		Aged Totals:						\$32.33	\$32.33	\$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	
	CM046425	CRM	1/13/2025		(\$2,423.96)	RETURN METER		(\$2,423.96)				
	0484337-1	INV	10/29/2024	10/29/2024	\$5,752.78	METERS					\$5,752.78	
	WI008662	INV	2/5/2025	2/5/2025	\$5,338.01	LF 1 PE PJ TEE, GATE		\$5,338.01				
							Due					
Voucher(s): 3		Aged Totals:						\$8,666.83	\$2,914.05	\$0.00	\$0.00	\$5,752.78
Vendor ID: 9991		Name: FINK RYAN					Class ID:		FED TAX CLAS: EMPLOYEE REIMBURSE			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	RF 020525	INV	2/5/2025	2/5/2025	\$31.00	EMPLOYEE EXP-RYAN FINK		\$31.00				
							Due					
Voucher(s): 1		Aged Totals:						\$31.00	\$31.00	\$0.00	\$0.00	\$0.00
Vendor ID: 6165		Name: FITZSIMMONS, AMANDA					Class ID: 1099		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	2024 MEETINGS	INV	12/31/2024	12/31/2024	\$200.00	2 CIVIL SERVICE MEETINGS 2			\$200.00			
							Due					
Voucher(s): 1		Aged Totals:						\$200.00	\$0.00	\$200.00	\$0.00	

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Vendor ID: 5795		Name: FORCE AMERICA DISTRIBUTING LLC					Class ID:		FED TAX CLAS: C CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	IN200-2003091	012025 INV	1/20/2025	1/20/2025	\$23.00	PRECISE DEC 2024		\$23.00			
	IN060-2001904	INV	1/21/2025	1/21/2025	\$11,206.77	AL SUCTION PKG GAS UNITS,		\$11,206.77			
							Due				
Voucher(s): 2		Aged Totals:					\$11,229.77	\$11,229.77	\$0.00	\$0.00	\$0.00
Vendor ID: 5859		Name: FORUM COMMUNICATIONS CO.					Class ID:		FED TAX CLAS: S CORP		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	MP119154	013125 INV	1/31/2025	1/31/2025	\$99.00	ADVERTISING FOR MUSEUM		\$99.00			
	MP148685	013125 INV	1/31/2025	1/31/2025	\$70.00	ADVERTISING-LIBRARY		\$70.00			
							Due				
Voucher(s): 2		Aged Totals:					\$169.00	\$169.00	\$0.00	\$0.00	\$0.00
Vendor ID: 6287		Name: FRIES JOEL/ TRACKER MANAGEMENT					Class ID: 1099		FED TAX CLAS: SOLE PROP/SINGLE LLC		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	18603	INV	1/28/2025	1/28/2025	\$2,437.22	01-22-25 DICKINSON-SHAKOP		\$2,437.22			
	18624	INV	2/4/2025	2/4/2025	\$2,562.52	DICKINSON-SHAKOPEE MN		\$2,562.52			
							Due				
Voucher(s): 2		Aged Totals:					\$4,999.74	\$4,999.74	\$0.00	\$0.00	\$0.00
Vendor ID: 243		Name: GEORGES TIRE SHOP INC					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	188204	INV	1/31/2025	1/31/2025	\$1,472.00	4 315 80R 225 CAP		\$1,472.00			
	188265	INV	2/4/2025	2/4/2025	\$40.00	FIX FLAT		\$40.00			
	188355	INV	2/7/2025	2/7/2025	\$70.00	FIX FLAT, TUBE		\$70.00			
							Due				
Voucher(s): 3		Aged Totals:					\$1,582.00	\$1,582.00	\$0.00	\$0.00	\$0.00
Vendor ID: 5711		Name: GIESE, LISA					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 MEETINGS	INV	12/31/2024	12/31/2024	\$200.00	2 CIVIL SERVICE MEETINGS 2		\$200.00			
							Due				
Voucher(s): 1		Aged Totals:					\$200.00	\$0.00	\$200.00	\$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
	11225744	INV	2/4/2025	2/4/2025	\$443.18	GASKET, SEALS, VALVES, PIS		\$443.18			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL
 City of Dickinson

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							Due					
Voucher(s):	1						Aged Totals:	\$443.18	\$443.18	\$0.00	\$0.00	\$0.00
Vendor ID:	1120	Name: GRAND FORKS PUBLIC LIBRARY				Class ID:		FED TAX CLAS:				
Voucher/						Writeoff						
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	02032025	INV	2/3/2025	2/3/2025	\$5.00	LOST BOOK		\$5.00				
							Due					
Voucher(s):	1						Aged Totals:	\$5.00	\$5.00	\$0.00	\$0.00	\$0.00
Vendor ID:	9747	Name: GREEN LANDON				Class ID:		FED TAX CLAS: EMPLOYEE REIMBURSE				
Voucher/						Writeoff						
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	MILEAGE 01/2025	INV	2/3/2025	2/3/2025	\$121.17	MILEAGE FOR JANUARY 2025		\$121.17				
							Due					
Voucher(s):	1						Aged Totals:	\$121.17	\$121.17	\$0.00	\$0.00	\$0.00
Vendor ID:	9817	Name: GWALTERIUS, LLC				Class ID: 1099		FED TAX CLAS: LLC				
Voucher/						Writeoff						
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	012025	INV	2/3/2025	2/3/2025	\$100.00	GIFT SHOP STOCK		\$100.00				
							Due					
Voucher(s):	1						Aged Totals:	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
Vendor ID:	9596	Name: HENDRIX AMANDA				Class ID:		FED TAX CLAS:				
Voucher/						Writeoff						
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	AH 10292024	INV	10/29/2024	10/29/2024	\$43.92	EMP REIMBU-AMANDA HENDF					\$43.92	
							Due					
Voucher(s):	1						Aged Totals:	\$43.92	\$0.00	\$0.00	\$0.00	\$43.92
Vendor ID:	9981	Name: HO KIMBERYL DAWN				Class ID: 1099		FED TAX CLAS: INDIVIDUAL				
Voucher/						Writeoff						
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	13 @ \$100 EA 2024	INV	12/31/2024	12/31/2024	\$1,300.00	13 LIBRARY MEETINGS FOR 2			\$1,300.00			
							Due					
Voucher(s):	1						Aged Totals:	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00
Vendor ID:	2572	Name: HOTSY EQUIPMENT COMPANY				Class ID:		FED TAX CLAS:				
Voucher/						Writeoff						
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	SI034280	INV	2/3/2025	2/3/2025	\$495.00	SOAP FOR WASH BAY		\$495.00				
							Due					
Voucher(s):	1						Aged Totals:	\$495.00	\$495.00	\$0.00	\$0.00	\$0.00
Vendor ID:	4284	Name: HUTZ'S WELDING SERVICE & REPAIR LLC				Class ID:		FED TAX CLAS: S CORP				
Voucher/						Writeoff						
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	28481	INV	1/30/2025	1/30/2025	\$767.32	CUT TANK SATELS, PLATES		\$767.32				

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							Due					
Voucher(s): 1							Aged Totals:	\$767.32	\$767.32	\$0.00	\$0.00	\$0.00
Vendor ID: 2255		Name: INFORMATION TECHNOLOGY DEPT			Class ID:		FED TAX CLAS:					
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	DP012025.945.0	INV	1/31/2025	1/31/2025	\$711.30	SSL VPN CLIENT, AZURE AD F		\$711.30				
	TC012025.945.0	INV	1/31/2025	1/31/2025	\$16.75	PEXIP VIRTUAL MEETING ROC		\$16.75				
							Due					
Voucher(s): 2							Aged Totals:	\$728.05	\$728.05	\$0.00	\$0.00	\$0.00
Vendor ID: 5922		Name: INFORMATIONAL DATA TECHNOLOGIES			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	
	128241	INV	1/25/2025	1/25/2025	\$300.00	ANNUAL AIRTIME FOR SOAP		\$300.00				
							Due					
Voucher(s): 1							Aged Totals:	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00
Vendor ID: 5788		Name: INNOVATIVE OFFICE SOLUTIONS LLC			Class ID: 1099		FED TAX CLAS: LLC-P					
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	IN4756850	INV	2/3/2025	2/3/2025	\$24.63	PAPER, XERO, DUP		\$24.63				
							Due					
Voucher(s): 1							Aged Totals:	\$24.63	\$24.63	\$0.00	\$0.00	\$0.00
Vendor ID: 9995		Name: JACOBSON KEAGAN			Class ID:		FED TAX CLAS: EMPLOYEE REIMBURSE					
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	KJ 021225	INV	2/12/2025	2/12/2025	\$50.00	EMPLOYEE EXP-KEAGAN JAC		\$50.00				
							Due					
Voucher(s): 1							Aged Totals:	\$50.00	\$50.00	\$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	
	2055862	INV	1/31/2025	1/31/2025	\$12.75	WATER RENTAL		\$12.75				
	2055962	INV	2/4/2025	2/4/2025	\$102.00	10 KANDIYOHI 5 GAL DRINKIN		\$102.00				
							Due					
Voucher(s): 2							Aged Totals:	\$114.75	\$114.75	\$0.00	\$0.00	\$0.00
Vendor ID: 9879		Name: KBJM 1400 AM			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	
	24120064	INV	1/31/2025	1/31/2025	\$611.00	ADVERTISING -LEGACY SQUA		\$611.00				
							Due					
Voucher(s): 1							Aged Totals:	\$611.00	\$611.00	\$0.00	\$0.00	\$0.00

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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
	10217567	INV	11/22/2024	11/22/2024	\$6,099.50	2204-01360-2				\$6,099.50	
	10217735	INV	11/22/2024	11/22/2024	\$1,868.06	202110 STATE AVE HEART RI				\$1,868.06	
	10217736	INV	11/22/2024	11/22/2024	\$22,110.50	202501 2025 ROAD MAINTENA				\$22,110.50	
	10217793	INV	11/22/2024	11/22/2024	\$34,283.50	202401 2024 ROAD MAINTENA				\$34,283.50	
							Due				
Voucher(s): 4		Aged Totals:					\$64,361.56	\$0.00	\$0.00	\$64,361.56	\$0.00
Vendor ID: 9993		Name: KNAPP STEVEN					Class ID:		FED TAX CLAS: EMPLOYEE REIMBURSE		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	SK 021125	INV	2/11/2025	2/11/2025	\$75.00	EMPLOYEE EXP-STEVEN KNA		\$75.00			
							Due				
Voucher(s): 1		Aged Totals:					\$75.00	\$75.00	\$0.00	\$0.00	\$0.00
Vendor ID: 5813		Name: KNOX 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
	INV-KA-374384	INV	2/6/2025	2/6/2025	\$1,746.00	REPAIR TECH LOCK, KEYSEC		\$1,746.00			
							Due				
Voucher(s): 1		Aged Totals:					\$1,746.00	\$1,746.00	\$0.00	\$0.00	\$0.00
Vendor ID: 9987		Name: KOPP BRIAN					Class ID: 1099		FED TAX CLAS: INDIVIDUAL		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	13 @ \$100 EA 2024	INV	12/31/2024	12/31/2024	\$1,300.00	13 MEETING ATTENDED/LIBR/			\$1,300.00		
							Due				
Voucher(s): 1		Aged Totals:					\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00
Vendor ID: 341		Name: LAWSON PRODUCTS INC					Class ID:		FED TAX CLAS:		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	9312187436	INV	1/30/2025	1/30/2025	\$40.39	THICK BUNA O RINGS		\$40.39			
							Due				
Voucher(s): 1		Aged Totals:					\$40.39	\$40.39	\$0.00	\$0.00	\$0.00
Vendor ID: 6132		Name: LIBERTY DOORS, LLC					Class ID: 1099		FED TAX CLAS: LLC		
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	10243	INV	1/14/2025	1/14/2025	\$667.60	SERVICE WORK, 2"ROLLER, C		\$667.60			
							Due				
Voucher(s): 1		Aged Totals:					\$667.60	\$667.60	\$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

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47680986	INV	1/28/2025	1/28/2025	\$19.99	OXYGEN USP AD	\$19.99
47701027	INV	1/29/2025	1/29/2025	\$128.35	STARGOLD	\$128.35
47855052	INV	1/31/2025	1/31/2025	\$19.99	OXYGEN USP AD	\$19.99

Voucher(s):	3	Aged Totals:	Due	\$168.33	\$168.33	\$0.00	\$0.00	\$0.00
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Vendor ID: 9708 **Name:** LINDQUIST MEGAN **Class ID:** 1099 **FED TAX CLAS:** CIVIL SERVICE

Voucher/ Payment 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 MEETINGS	INV	12/31/2024	12/31/2024	\$200.00	2 CIVIL SERVICE MEETINGS 2			\$200.00		

Voucher(s):	1	Aged Totals:	Due	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00
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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
	148570 122324	INV	12/23/2024	12/23/2024	\$17.00	FLIP UP			\$17.00		
	149275	INV	1/23/2025	1/23/2025	\$297.00	CLOTHING ORDERED-B PAZO		\$297.00			
	149350	INV	1/27/2025	1/27/2025	\$205.00	CLOTHING ORDERED-PAYTOI		\$205.00			
	149351	INV	1/27/2025	1/27/2025	\$212.00	CLOTHING ORDERED-E GARC		\$212.00			
	149384	INV	1/28/2025	1/28/2025	\$30.00	SHIRTS ORDERED-PAYTON A		\$30.00			
	149459	INV	1/30/2025	1/30/2025	\$98.00	PULLOVER, FLIP UPS-T MCKE		\$98.00			
	149460	INV	1/30/2025	1/30/2025	\$173.00	CLOTHING ORDERED-K LEGG		\$173.00			
	149486	INV	1/31/2025	1/31/2025	\$258.00	20 FLIP UPS, LOGO/NAME -SO		\$258.00			
	149555	INV	2/4/2025	2/4/2025	\$52.00	COPY STAMP		\$52.00			

Voucher(s):	9	Aged Totals:	Due	\$1,342.00	\$1,325.00	\$17.00	\$0.00	\$0.00
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Vendor ID: 5827 **Name:** LUCKY'S XPRESS **Class ID:** 1099 **FED TAX CLAS:** LLC AS 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
	1012300	INV	1/30/2025	1/30/2025	\$100.00	10 CAR WASHES -POLICE DEF		\$100.00			

Voucher(s):	1	Aged Totals:	Due	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
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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
	14028	INV	1/29/2025	1/29/2025	\$19,859.84	COATS W/TAILS, BUNKER PAI		\$19,859.84			

Voucher(s):	1	Aged Totals:	Due	\$19,859.84	\$19,859.84	\$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	
	825032/D	INV	1/28/2025	1/28/2025	\$119.80	26 IN RUG RUNNER		\$119.80				
							Due					
Voucher(s): 1							Aged Totals:	\$119.80	\$119.80	\$0.00	\$0.00	\$0.00
Vendor ID: 352		Name: MACKOFF KELLOGG LAW FIRM					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	
	55000-000C 013125	INV	1/31/2025	1/31/2025	\$17,000.00	PROSECUTION FOR JAN 2025		\$17,000.00				
	56000-000C 013125	INV	1/31/2025	1/31/2025	\$15,000.00	CITY ATTORNEY CONTRACT-I		\$15,000.00				
							Due					
Voucher(s): 2							Aged Totals:	\$32,000.00	\$32,000.00	\$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	
	10414	INV	12/23/2024	12/23/2024	\$283.50	21 RECOVERED UNITS-BALEF			\$283.50			
	10489	INV	1/13/2025	1/13/2025	\$630.00	42 RECOVERED UNITS/BALEF		\$630.00				
	10579	INV	2/5/2025	2/5/2025	\$748.07	SERVICE WORK ON HEATER		\$748.07				
	10583	INV	2/5/2025	2/5/2025	\$2,815.97	SERVICE WORK BIG BOILER S		\$2,815.97				
	10589	INV	2/6/2025	2/6/2025	\$1,084.60	SERVICE WORK DONE ON FU		\$1,084.60				
							Due					
Voucher(s): 5							Aged Totals:	\$5,562.14	\$5,278.64	\$283.50	\$0.00	\$0.00
Vendor ID: 9982		Name: MASTER MEDICAL EQUIPMENT, LLC					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	
	3086225	INV	1/27/2025	1/27/2025	\$10,522.82	MULTI-THERAPY INFUSION PL		\$10,522.82				
							Due					
Voucher(s): 1							Aged Totals:	\$10,522.82	\$10,522.82	\$0.00	\$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	
	60738	CRM	1/30/2025		(\$12.49)	RETURN 39" OAK BEVELED B		(\$12.49)				
	61051	INV	12/31/2024	12/31/2024	\$153.69	MISC ITEMS FOR PALEO			\$153.69			
	60463	INV	1/23/2025	1/23/2025	\$3.99	RED HEX NIPL		\$3.99				
	61001	INV	1/23/2025	1/23/2025	\$66.47	6" BENCH GRINDER, WHEEL E		\$66.47				
	60635	INV	1/27/2025	1/27/2025	\$15.76	SM WIRE HOOK VALUE PK		\$15.76				
	60664	INV	1/28/2025	1/28/2025	\$135.55	DEEP CLEAN, FILLR LT, CROS		\$135.55				

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60714	INV	1/29/2025	1/29/2025	\$63.07	EXHIBITS-PALEO	\$63.07
60743	INV	1/30/2025	1/30/2025	\$112.63	SHOP SUPPLIES	\$112.63
60919	INV	2/3/2025	2/3/2025	\$171.06	MISC STACKABLE BINS -EMS	\$171.06
60966	INV	2/4/2025	2/4/2025	\$134.70	15 27 GAL TOTES-FIRE DEPT	\$134.70
61064	INV	2/6/2025	2/6/2025	\$68.97	350W CERAMIC HEATER, DEL	\$68.97
61089	INV	2/7/2025	2/7/2025	\$51.01	2 UTILITY PRO CERAMIC HTR:	\$51.01

Voucher(s): 12	Aged Totals:	Due				
		\$964.41	\$810.72	\$153.69	\$0.00	\$0.00

Vendor ID: 6400 **Name:** MIDCONTINENT COMMUNICATIONS **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
	22267580114525	INV	1/27/2025	1/27/2025	\$238.78	BUSINESS INTERNET		\$238.78			

Voucher(s): 1	Aged Totals:	Due				
		\$238.78	\$238.78	\$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
	97546	INV	1/30/2025	1/30/2025	\$160.00	LABOR TO ADJUST DOORS		\$160.00			
	97569	INV	1/31/2025	1/31/2025	\$160.00	LABOR TO REPLACE BOLT, SI		\$160.00			

Voucher(s): 2	Aged Totals:	Due				
		\$320.00	\$320.00	\$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
	506682085	INV	1/30/2025	1/30/2025	\$42.73	DIP AV		\$42.73			
	506682087	INV	1/30/2025	1/30/2025	\$161.94	DIP CH AV		\$161.94			
	506682088	INV	1/30/2025	1/30/2025	\$33.74	DIP AV		\$33.74			
	506682089	INV	1/30/2025	1/30/2025	\$65.22	BC AV		\$65.22			
	506682330	INV	1/30/2025	1/30/2025	\$65.23	BC AV		\$65.23			
	506693002	INV	1/31/2025	1/31/2025	\$3,211.24	DIGIAL AUDIOBOOK, EBOOK, I		\$3,211.24			
	506714580	INV	2/6/2025	2/6/2025	\$20.98	DIP CH AV		\$20.98			
	506714581	INV	2/6/2025	2/6/2025	\$176.95	DIP AV		\$176.95			
	506714583	INV	2/6/2025	2/6/2025	\$41.99	BC AV		\$41.99			
	506714584	INV	2/6/2025	2/6/2025	\$70.47	BC AV		\$70.47			

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Voucher(s): 10	Aged Totals:	Due				
		\$3,890.49	\$3,890.49	\$0.00	\$0.00	\$0.00

Vendor ID: 9994 **Name:** MILLER DEREK **Class ID:** **FED TAX CLAS:** EMPLOYEE REIMBURSE

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	DM 021125	INV	2/11/2025	2/11/2025	\$75.00	EMPLOYEE EXP-DEREK MILLE		\$75.00			

Voucher(s): 1	Aged Totals:	Due				
		\$75.00	\$75.00	\$0.00	\$0.00	\$0.00

Vendor ID: 9988 **Name:** MILWAUKEE PUBLIC LIBRARY **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
	225949815	INV	1/22/2025	1/22/2025	\$5.99	LOST MATERIAL		\$5.99			

Voucher(s): 1	Aged Totals:	Due				
		\$5.99	\$5.99	\$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
	1291137	INV	1/29/2025	1/29/2025	\$244.80	CHEMICALS		\$244.80			
	1291138	INV	1/29/2025	1/29/2025	\$96.30	CHEMICALS		\$96.30			
	1291144	INV	1/29/2025	1/29/2025	\$106.30	CHEMICALS		\$106.30			
	1291294	INV	1/30/2025	1/30/2025	\$49.00	CHEMICALS		\$49.00			
	1292117	INV	2/6/2025	2/6/2025	\$106.30	CHEMICALS		\$106.30			
	1292119	INV	2/6/2025	2/6/2025	\$254.80	CHEMICALS		\$254.80			
	1292122	INV	2/6/2025	2/6/2025	\$106.30	CHEMICALS		\$106.30			
	1292303	INV	2/7/2025	2/7/2025	\$49.00	CHEMICALS		\$49.00			

Voucher(s): 8	Aged Totals:	Due				
		\$1,012.80	\$1,012.80	\$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
	56327	INV	1/8/2025	1/8/2025	\$655.79	INSTALL OH TEMP FEED			\$655.79		
	56345	INV	1/16/2025	1/16/2025	\$597.24	REPAIR STREET LIGHTS		\$597.24			
	56346	INV	1/16/2025	1/16/2025	\$806.38	REPAIR STREET LIGHTS		\$806.38			
	56363	INV	1/27/2025	1/27/2025	\$390.39	REPLACE STREET LIGHT		\$390.39			
	56364	INV	1/27/2025	1/27/2025	\$607.74	REPAIR STREET LIGHT		\$607.74			
	292 122 1000 8	INV	2/4/2025	2/4/2025	\$54.64	W 2ND ST W 3RD AVE		\$54.64			
	351 043 1000 4	INV	2/4/2025	2/4/2025	\$42.54	EMERGENCY MGMT 530 FAIR		\$42.54			

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40432210009	INV	2/4/2025	2/4/2025	\$349.46	W 14TH ST LIFT STATION SIM	\$349.46
41432210007	INV	2/4/2025	2/4/2025	\$61.25	2100 3RD ST W HIGHWAY 22 S	\$61.25
505 122 1000 1	INV	2/4/2025	2/4/2025	\$45.77	W 4TH AVE DICKINSON ALLEY	\$45.77
547 122 1000 1	INV	2/4/2025	2/4/2025	\$101.87	ROCKY BUTTE PK PARK TANP	\$101.87
60522210008	INV	2/4/2025	2/4/2025	\$35.58	W VILLARD ST BLK LIGHTS	\$35.58
64712210000	INV	2/4/2025	2/4/2025	\$5.51	ROCKY BUTTE PK CHRISTMA	\$5.51
83243529704	INV	2/4/2025	2/4/2025	\$60.59	1400 3RD AVE E TRAFFIC SIGI	\$60.59
89112210003 020425	INV	2/4/2025	2/4/2025	\$2,563.08	MONTHLY BILLING	\$2,563.08
993 122 1000 0	INV	2/4/2025	2/4/2025	\$44.61	DICKINSON SIGNAL LITES W S	\$44.61
303 122 1000 5	INV	2/5/2025	2/5/2025	\$34.50	W 3RD AVE STOP LITE BLINK	\$34.50
05295310006	INV	2/6/2025	2/6/2025	\$40.85	1587 GRASSLANDS DR	\$40.85
106 127 1790 9	INV	2/6/2025	2/6/2025	\$2,413.46	2475 STATE AVE N MAIN BUILI	\$2,413.46
15658310006	INV	2/6/2025	2/6/2025	\$57.77	1201 W 3RD AV SPRINKLER S	\$57.77
195 422 1000 0	INV	2/6/2025	2/6/2025	\$39.51	W 20TH ST W 19TH ST SIREN	\$39.51
241 900 7363 5	INV	2/6/2025	2/6/2025	\$306.10	2015 1/2 WAHL ST	\$306.10
42732210002	INV	2/6/2025	2/6/2025	\$3,771.73	989 15TH ST W LIFT 12 STATI	\$3,771.73
49532210009	INV	2/6/2025	2/6/2025	\$134.40	W 13TH ST	\$134.40
53524310009	INV	2/6/2025	2/6/2025	\$147.77	STREET LIGHT CONTROL 133	\$147.77
677 807 9292 4	INV	2/6/2025	2/6/2025	\$190.86	1520 STATE AVE	\$190.86
75612251993	INV	2/6/2025	2/6/2025	\$97.57	2999 W 21ST ST TRAFFIC SIGI	\$97.57
81932210008	INV	2/6/2025	2/6/2025	\$51.01	W 3RD AVE W 15TH ST LIGHT	\$51.01
92800947225	INV	2/6/2025	2/6/2025	\$458.19	2475 STATE AVE N GENERATO	\$458.19
982 386 9285 3	INV	2/6/2025	2/6/2025	\$193.84	2300 W 21ST ST	\$193.84
011 522 1000 9	INV	2/7/2025	2/7/2025	\$1,978.78	615 W BROADWAY ST ST DEF	\$1,978.78
034 433 6592 3	INV	2/7/2025	2/7/2025	\$119.25	38 1/2S STATE A	\$119.25
076 608 6751 1	INV	2/7/2025	2/7/2025	\$215.29	2ND ST SW & STATE AVE FEE	\$215.29
111 522 1000 8	INV	2/7/2025	2/7/2025	\$78.23	635 W BROADWAY WHSE	\$78.23
190 522 1000 2	INV	2/7/2025	2/7/2025	\$159.19	387 S STATE AVE LIFT STATIC	\$159.19
224 153 1000 6	INV	2/7/2025	2/7/2025	\$71.69	2103 W VILLARD ST ST LITES	\$71.69

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253 522 1000 6	INV	2/7/2025	2/7/2025	\$309.75	103 3RD ST SE LIFT STATION	\$309.75
341 522 1000 0	INV	2/7/2025	2/7/2025	\$1,550.31	500 E BROADWAY LIFT STATIO	\$1,550.31
400 523 8047 0	INV	2/7/2025	2/7/2025	\$701.11	140 6TH AVE SE	\$701.11
402 622 1000 4	INV	2/7/2025	2/7/2025	\$991.99	300 5TH ST SW 5 LIFT STATIO	\$991.99
421 622 1000 1	INV	2/7/2025	2/7/2025	\$251.00	S MAIN LIFT STATION	\$251.00
474 349 8466 3	INV	2/7/2025	2/7/2025	\$47.12	122 1ST ST W DECORATIVE LI	\$47.12
499 653 0566 4	INV	2/7/2025	2/7/2025	\$2,556.37	2486 W VILLARD ST	\$2,556.37
511 522 1000 4	INV	2/7/2025	2/7/2025	\$231.96	W BROADWAY #7 SEWER LIF	\$231.96
542 688 9300 2	INV	2/7/2025	2/7/2025	\$5,058.26	811 W BROADWAY BLDG A	\$5,058.26
656 522 1000 9	INV	2/7/2025	2/7/2025	\$162.42	DICKINSON 2ND AV L STA 3 S'	\$162.42
675 522 1000 6	INV	2/7/2025	2/7/2025	\$34.19	DICKINSON SIGNAL LITES SO	\$34.19
711 522 1000 2	INV	2/7/2025	2/7/2025	\$50.92	W 3RD AVE STORM PUMP TM	\$50.92
742 043 1000 2	INV	2/7/2025	2/7/2025	\$149.10	1099 W BROADWAY	\$149.10
842 043 1000 1	INV	2/7/2025	2/7/2025	\$188.53	458 E BROADWAY ST	\$188.53
901 522 1000 2	INV	2/7/2025	2/7/2025	\$231.15	625 W BROADWAY ST	\$231.15

Voucher(s): 51	Aged Totals:	Due			
		\$29,496.61	\$28,840.82	\$655.79	\$0.00
				\$0.00	\$0.00

Vendor ID: 5748 **Name:** MORTON SALT, INC. **Class ID:** **FED TAX CLAS:** C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	5403327441	INV	2/1/2025	2/1/2025	\$8,279.03	22.65 BULK SOLAR WHITE SAI		\$8,279.03			
	5403338670	INV	2/5/2025	2/5/2025	\$8,059.72	22.05 BULK SOLOR WHITE SA		\$8,059.72			
	5403345206	INV	2/8/2025	2/8/2025	\$8,337.52	22.81 BULK SOLAR WHITE SAI		\$8,337.52			

Voucher(s): 3	Aged Totals:	Due			
		\$24,676.27	\$24,676.27	\$0.00	\$0.00
				\$0.00	\$0.00

Vendor ID: 2171 **Name:** MOTT PARK DISTRICT **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	2/4/2025	2/4/2025	\$5,000.00	2024 GRANT FUNDS		\$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: 9930 **Name:** MSA SAFETY SALES, 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

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964510005 INV 1/26/2025 1/26/2025 \$1,024.00 SUB ALTAIR YEARLY, Z PUM Y \$1,024.00

Voucher(s): 1		Aged Totals:	Due	\$1,024.00	\$1,024.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 5620 **Name:** NAYAX, LLC **Class ID:** 1099 **FED TAX CLAS:** LLC-P

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	3382944	INV	1/1/2025	1/1/2025	\$8.95	12/2024 MONTHLY SERVICE F			\$8.95		

Voucher(s): 1		Aged Totals:	Due	\$8.95	\$0.00	\$8.95	\$0.00	\$0.00
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Vendor ID: 424 **Name:** ND LEAGUE OF CITIES **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	13225	INV	12/4/2024	12/4/2024	\$150.00	2024 BIENNIAL WORKSHOP				\$150.00	
	13368	INV	2/3/2025	2/3/2025	\$60.00	LGCC REGISTRATION-S DECK		\$60.00			

Voucher(s): 2		Aged Totals:	Due	\$210.00	\$60.00	\$0.00	\$150.00	\$0.00
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Vendor ID: 2008 **Name:** ND ONE CALL INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	5014130	INV	1/31/2025	1/31/2025	\$55.00	REG & VOICE CALL OUTS		\$55.00			

Voucher(s): 1		Aged Totals:	Due	\$55.00	\$55.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 9980 **Name:** NEFF, DEANNA **Class ID:** 1099 **FED TAX CLAS:** INDIVIDUAL

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	HRS FOR MUSEUM 1:	INV	2/12/2025	2/12/2025	\$1,232.00	56 HR 01-11-25-01-29-25		\$1,232.00			

Voucher(s): 1		Aged Totals:	Due	\$1,232.00	\$1,232.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 5780 **Name:** NELSON AUTO CENTER, INC **Class ID:** **FED TAX CLAS:** S CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	F S129	INV	1/2/2025	1/2/2025	\$45,707.35	PURCHASE 2025 FORD POLIC			\$45,707.35		

Voucher(s): 1		Aged Totals:	Due	\$45,707.35	\$0.00	\$45,707.35	\$0.00	\$0.00
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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
	396845/1	INV	1/21/2025	1/21/2025	\$9.88	PIPE INSULATION 2"X6' & 3/4")		\$9.88			
	397003/1	INV	1/27/2025	1/27/2025	\$2.76	4 FASTENER BY UNIT		\$2.76			
	397305/1	INV	2/10/2025	2/10/2025	\$15.29	WATERWISE TOILET VALVE		\$15.29			
	397306/1	INV	2/10/2025	2/10/2025	\$1.63	FASTENERS BY UNIT		\$1.63			

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Voucher(s): 4		Due			
	Aged Totals:	\$29.56	\$29.56	\$0.00	\$0.00

Vendor ID: 9941	Name: NORTH CENTRAL INTERNATIONAL LLC	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
	R204000253:01	CRM	1/31/2025		(\$3,764.14)	WORK DONE ON UNIT S-80		(\$3,764.14)			
	R204000072:02	INV	12/26/2024	12/26/2024	\$7,945.78	WORK DONE ON 2014 INTERN			\$7,945.78		

Voucher(s): 2		Due			
	Aged Totals:	\$4,181.64	(\$3,764.14)	\$7,945.78	\$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
	19056187	INV	1/23/2025	1/23/2025	\$458.76	NEW TIRES		\$458.76			
	15168204	INV	1/28/2025	1/28/2025	\$278.52	BASIC INSTALL/TRAILER		\$278.52			

Voucher(s): 2		Due			
	Aged Totals:	\$737.28	\$737.28	\$0.00	\$0.00

Vendor ID: 3037	Name: NSC MINERALS	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
	SXP329590	INV	1/27/2025	1/27/2025	\$6,812.92	29.89 & 30.15 TON ROCANVILL		\$6,812.92			
	SCP329791	INV	1/29/2025	1/29/2025	\$3,363.33	29.64 TON ROCANVILLE STAN		\$3,363.33			

Voucher(s): 2		Due			
	Aged Totals:	\$10,176.25	\$10,176.25	\$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
	1865-358212	INV	2/3/2025	2/3/2025	\$45.37	2 STRIKER BOLTS, AUX POWE		\$45.37			

Voucher(s): 1		Due			
	Aged Totals:	\$45.37	\$45.37	\$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
	15340	INV	12/31/2024	12/31/2024	\$170,164.08	NEW WAY 22YD SIDEWINDER			\$170,164.08		

Voucher(s): 1		Due			
	Aged Totals:	\$170,164.08	\$0.00	\$170,164.08	\$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
	1047	INV	2/6/2025	2/6/2025	\$40.00	MENDING FOR FIRE DEPT		\$40.00			

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

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Vendor ID: 2016		Name: OTIS ELEVATOR COMPANY					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	
	CLB15518001	INV	1/28/2025	1/28/2025	\$180.86	REPLACED TWO HALL BUTTC		\$180.86				
							Due					
Voucher(s): 1		Aged Totals:						\$180.86	\$180.86	\$0.00	\$0.00	\$0.00
Vendor ID: 5965		Name: PARADISE DRY CLEANERS, 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	
	202501-BUS45	INV	1/31/2025	1/31/2025	\$29.25	CLEANING FOR POLICE DEPT		\$29.25				
							Due					
Voucher(s): 1		Aged Totals:						\$29.25	\$29.25	\$0.00	\$0.00	\$0.00
Vendor ID: 9778		Name: PELICAN CHEMICALS. 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	
	769812	INV	1/27/2025	1/27/2025	\$14,899.17	HOT SALT BRINE ADDITIVE		\$14,899.17				
							Due					
Voucher(s): 1		Aged Totals:						\$14,899.17	\$14,899.17	\$0.00	\$0.00	\$0.00
Vendor ID: 3491		Name: PRAIRIE AUTO PARTS INC					Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	041810	CRM	12/10/2024		(\$9.02)	RETURN FUEL LINE CONNEC		(\$9.02)				
	044130	CRM	12/30/2024		(\$85.49)	RETURN 13P 1 2 6P SKT ST S		(\$85.49)				
	047551	INV	1/24/2025	1/24/2025	\$231.99	BOOSTER CABLE		\$231.99				
	048007	INV	1/28/2025	1/28/2025	\$141.08	4 NAPA OIL SEAL		\$141.08				
	048353	INV	1/30/2025	1/30/2025	\$26.99	HONE TOOL		\$26.99				
	048518	INV	1/31/2025	1/31/2025	\$173.72	FLEETRUNNER BELTS (2)		\$173.72				
	048526	INV	1/31/2025	1/31/2025	\$129.16	4 PREMIUM CAPSULES		\$129.16				
	048528	INV	1/31/2025	1/31/2025	\$19.98	SHOP SUPPLIES		\$19.98				
	048580	INV	1/31/2025	1/31/2025	\$235.99	BREAKER BAR SOCKET TOOL		\$235.99				
	048982	INV	2/4/2025	2/4/2025	\$46.95	INTERIOR DETAILER, CLEANE		\$46.95				
	048983	INV	2/4/2025	2/4/2025	\$16.49	DIESEL FUEL ADDITIVE S-85		\$16.49				
	049331	INV	2/6/2025	2/6/2025	\$36.35	ENGINE OIL FILTER		\$36.35				
							Due					
Voucher(s): 12		Aged Totals:						\$964.19	\$964.19	\$0.00	\$0.00	\$0.00
Vendor ID: 2596		Name: PRO TINT					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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3253 INV 1/29/2025 1/29/2025 \$525.00 COMPLETE TINT, REMOVE WI \$525.00

Voucher(s): 1		Aged Totals:	Due	\$525.00	\$525.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 466 **Name:** PUMP SYSTEMS LLC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	00413826	INV	1/27/2025	1/27/2025	\$148.91	SHOP & WASHBAY SUPPLIES		\$148.91			
	00413884	INV	1/28/2025	1/28/2025	\$576.36	COIL CLEANER, LABOR		\$576.36			

Voucher(s): 2		Aged Totals:	Due	\$725.27	\$725.27	\$0.00	\$0.00	\$0.00
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Vendor ID: 6012 **Name:** QUADIENT - POSTAGE FUNDING **Class ID:** **FED TAX CLAS:** C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	256131 012825	INV	1/28/2025	1/28/2025	\$2,190.57	POSTAGE-LIBRARY		\$2,190.57			

Voucher(s): 1		Aged Totals:	Due	\$2,190.57	\$2,190.57	\$0.00	\$0.00	\$0.00
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Vendor ID: 469 **Name:** QUALITY QUICK PRINT INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	PC-22572	INV	11/15/2024	11/15/2024	\$110.00	200 OLD FASHIONED CHRISTI				\$110.00	
	PC-23343	INV	1/6/2025	1/6/2025	\$140.00	7 ACCOUNTABILITY TAGS			\$140.00		
	PC-23644	INV	1/27/2025	1/27/2025	\$49.00	250 BUSINESS CARDS-SEAN I		\$49.00			

Voucher(s): 3		Aged Totals:	Due	\$299.00	\$49.00	\$140.00	\$110.00	\$0.00
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Vendor ID: 5444 **Name:** QUALITY XTERMINATORS **Class ID:** 1099 **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	16797	INV	1/29/2025	1/29/2025	\$80.00	MOUSE BAITING		\$80.00			

Voucher(s): 1		Aged Totals:	Due	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 4946 **Name:** QUEST ENGINEERING INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	E77967-001	INV	2/5/2025	2/5/2025	\$542.80	3/4" MALE, JIC SW EL		\$542.80			

Voucher(s): 1		Aged Totals:	Due	\$542.80	\$542.80	\$0.00	\$0.00	\$0.00
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Vendor ID: 3360 **Name:** RAILROAD MANAGEMENT CO III LLC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	519474	INV	1/31/2025	1/31/2025	\$876.58	LICENSE FEES		\$876.58			
	519706	INV	1/31/2025	1/31/2025	\$417.05	LICENSE FEES		\$417.05			

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519707	INV	1/31/2025	1/31/2025	\$417.05	LICENSE FEES	\$417.05
519758	INV	1/31/2025	1/31/2025	\$417.05	LICENSE FEES	\$417.05

				Due					
Voucher(s): 4	Aged Totals:				\$2,127.73	\$2,127.73	\$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
	667105/1	INV	1/21/2025	1/21/2025	\$5,388.83	WORK DONE ON UNIT W-70	\$5,388.83				

				Due					
Voucher(s): 1	Aged Totals:				\$5,388.83	\$5,388.83	\$0.00	\$0.00	\$0.00

Vendor ID: 481 **Name:** REITER WELDING 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
	14704	INV	1/31/2025	1/31/2025	\$8,900.00	REPAIR HD GRABBLE FOR LA	\$8,900.00				

				Due					
Voucher(s): 1	Aged Totals:				\$8,900.00	\$8,900.00	\$0.00	\$0.00	\$0.00

Vendor ID: 5848 **Name:** RHODE, JARED **Class ID:** **FED TAX CLAS:** EMPLOYEE

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	TUITION REM 020725	INV	2/7/2025	2/7/2025	\$1,308.93	TUITION REIMBURSEMENT	\$1,308.93				

				Due					
Voucher(s): 1	Aged Totals:				\$1,308.93	\$1,308.93	\$0.00	\$0.00	\$0.00

Vendor ID: 9635 **Name:** ROBERTS, WINTON **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	MILEAGE JAN. 2025	INV	2/3/2025	2/3/2025	\$105.07	MILEAGE FOR JANUARY 2025	\$105.07				

				Due					
Voucher(s): 1	Aged Totals:				\$105.07	\$105.07	\$0.00	\$0.00	\$0.00

Vendor ID: 497 **Name:** RUDY'S LOCK & KEY 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
	64491	INV	1/28/2025	1/28/2025	\$3.00	6 KEY COVERS	\$3.00				

				Due					
Voucher(s): 1	Aged Totals:				\$3.00	\$3.00	\$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
	8176292	INV	1/27/2025	1/27/2025	\$22.98	MISC GLOVES FOR SOLID WA	\$22.98				
	8176304	INV	1/27/2025	1/27/2025	\$4.98	2 BLEACH	\$4.98				
	8177241	INV	1/29/2025	1/29/2025	\$12.99	40 GAL 40 CT TRASH BAGS	\$12.99				

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8177525	INV	1/29/2025	1/29/2025	\$77.97	FORK MANURE FGH, NUTDRM		\$77.97
8178128	INV	1/30/2025	1/30/2025	\$96.09	MISC CABLE TIES		\$96.09
8181722	INV	2/5/2025	2/5/2025	\$206.22	27 2.5 GAL DIESEL EXHAUST I		\$206.22
8181848	INV	2/5/2025	2/5/2025	\$69.00	SANDER PALM W/KIT		\$69.00
8182404	INV	2/6/2025	2/6/2025	\$19.99	BUCKET ORGANIZER		\$19.99

Voucher(s): 8		Due				
	Aged Totals:	\$510.22	\$510.22	\$0.00	\$0.00	\$0.00

Vendor ID: 986	Name: SAFETY-KLEEN	Class ID:	FED TAX CLAS:								
Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Payment No.							Amount				
	96171015	INV	1/10/2025	1/10/2025	\$284.30	30G PARTS WASHER SOLVEN			\$284.30		

Voucher(s): 1		Due				
	Aged Totals:	\$284.30	\$0.00	\$284.30	\$0.00	\$0.00

Vendor ID: 4512	Name: SANFORD HEALTH OCCUPATIONAL MEDICINE D	Class ID: 1099	FED TAX CLAS: MEDICAL								
Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Payment No.							Amount				
	818627	INV	1/31/2025	1/31/2025	\$3,330.00	DOT EXAMS, DRUG ADM, LIPII		\$3,330.00			

Voucher(s): 1		Due				
	Aged Totals:	\$3,330.00	\$3,330.00	\$0.00	\$0.00	\$0.00

Vendor ID: 517	Name: SERVICE PRINTERS	Class ID:	FED TAX CLAS:								
Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Payment No.							Amount				
	70462	INV	1/31/2025	1/31/2025	\$18.00	100 SHEETS-CARDSTOCK-AW		\$18.00			
	70500	INV	1/31/2025	1/31/2025	\$98.40	250 MAILING LABELS		\$98.40			

Voucher(s): 2		Due				
	Aged Totals:	\$116.40	\$116.40	\$0.00	\$0.00	\$0.00

Vendor ID: 9990	Name: SHAMROCK REPAIR & SERVICE LLC	Class ID: 1099	FED TAX CLAS: LLC								
Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Payment No.							Amount				
	2025008	INV	1/26/2025	1/26/2025	\$200.00	2 BOOK BUS GENERATOR DIA		\$200.00			

Voucher(s): 1		Due				
	Aged Totals:	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00

Vendor ID: 6123	Name: SNYDER INDUSTRIES INC	Class ID:	FED TAX CLAS: C CORP								
Voucher/	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Payment No.							Amount				
	565115	INV	1/24/2025	1/24/2025	\$22,850.00	CAN 300G CNTR BLK, LIDS		\$22,850.00			

Voucher(s): 1		Due				
	Aged Totals:	\$22,850.00	\$22,850.00	\$0.00	\$0.00	\$0.00

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Vendor ID: 9667		Name: SOFTCHOICE CORPORATION					Class ID:		FED TAX CLAS: C CORP/			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	91544716	INV	2/5/2025	2/5/2025	\$61,354.23	CCAL BRIDGE FSA RENEWAL		\$61,354.23				
							Due					
Voucher(s): 1		Aged Totals:						\$61,354.23	\$61,354.23	\$0.00	\$0.00	\$0.00
Vendor ID: 2580		Name: SOUTHWEST GRAIN(BULK)					Class ID:		FED TAX CLAS:			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	SX5-IE6893	INV	1/16/2025	1/16/2025	\$1,583.78	460.40 GAL WINTERMASTER I		\$1,583.78				
	SX5-IE6902	INV	1/24/2025	1/24/2025	\$2,138.36	579.5 GAL WINTERMASTER D'		\$2,138.36				
	SX5-IE6920	INV	1/29/2025	1/29/2025	\$1,492.37	415.7 GALS WINTERMASTER I		\$1,492.37				
							Due					
Voucher(s): 3		Aged Totals:						\$5,214.51	\$5,214.51	\$0.00	\$0.00	\$0.00
Vendor ID: 9779		Name: SOUTHWEST NARCOTICS TASK FORCE					Class ID:		FED TAX CLAS: CITY ENTITY			
Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	SFR Q4 2024	INV	2/3/2025	2/3/2025	\$66,030.66	AG LOTTERY GT CY224401 Q4		\$66,030.66				
							Due					
Voucher(s): 1		Aged Totals:						\$66,030.66	\$66,030.66	\$0.00	\$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	
	00608.00 013125	INV	1/31/2025	1/31/2025	\$74.10	MONTHLY CONSUMPTION		\$74.10				
	04578.00 013125	INV	1/31/2025	1/31/2025	\$74.52	MONTHLY CONSUMPTION		\$74.52				
	INV13969	INV	1/31/2025	1/31/2025	\$408.26	ELECTRICAL COSTS-DEC		\$408.26				
							Due					
Voucher(s): 3		Aged Totals:						\$556.88	\$556.88	\$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	
	1178700	INV	1/25/2025	1/25/2025	\$39.73	WEEKLY SERVICE CHARGE		\$39.73				
							Due					
Voucher(s): 1		Aged Totals:						\$39.73	\$39.73	\$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	
	13839.01-25	INV	1/31/2025	1/31/2025	\$2,301.52	201816 CROOKED CRANE TR/		\$2,301.52				
	17220.01-10	INV	1/31/2025	1/31/2025	\$9,141.59	202418 9TH ST & 5TH AVE W II		\$9,141.59				
	17220.02-11	INV	1/31/2025	1/31/2025	\$27,124.23	202415 10TH AVE E-MUSEUM		\$27,124.23				

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Voucher(s): 3	Aged Totals:	Due			
		\$38,567.34	\$38,567.34	\$0.00	\$0.00

Vendor ID: 2232	Name: STARK COUNTY AUDITOR	Class ID:	FED TAX CLAS:
Voucher/		Writeoff	
Payment No.	Doc Number	Type	Doc Date
	Due Date	Doc Amount	Description
			Current Period
			31 - 60 Days
			61 - 90 Days
			91 and Over
	250011	INV	1/29/2025
			1/29/2025
		\$5,000.00	EMERGENCY SERVICES RELI
			\$5,000.00
	250014	INV	2/5/2025
		\$14,450.77	COUNTY/CITY PLANNER WAG
			\$14,450.77

Voucher(s): 2	Aged Totals:	Due			
		\$19,450.77	\$19,450.77	\$0.00	\$0.00

Vendor ID: 540	Name: STARK DEVELOPMENT CORP	Class ID:	FED TAX CLAS:
Voucher/		Writeoff	
Payment No.	Doc Number	Type	Doc Date
	Due Date	Doc Amount	Description
			Current Period
			31 - 60 Days
			61 - 90 Days
			91 and Over
	2147	INV	1/30/2025
		\$20.00	ANNUAL MEETING LUNCH TIC
			\$20.00

Voucher(s): 1	Aged Totals:	Due			
		\$20.00	\$20.00	\$0.00	\$0.00

Vendor ID: 9989	Name: STEIER, SHELBY	Class ID: 1099	FED TAX CLAS:
Voucher/		Writeoff	
Payment No.	Doc Number	Type	Doc Date
	Due Date	Doc Amount	Description
			Current Period
			31 - 60 Days
			61 - 90 Days
			91 and Over
	SS 020425	INV	2/4/2025
		\$15.50	EMPLOYEE EXP-SHELBY STEI
			\$15.50

Voucher(s): 1	Aged Totals:	Due			
		\$15.50	\$15.50	\$0.00	\$0.00

Vendor ID: 6088	Name: STONERIDGE SOFTWARE, LLC	Class ID:	FED TAX CLAS: LLC-S
Voucher/		Writeoff	
Payment No.	Doc Number	Type	Doc Date
	Due Date	Doc Amount	Description
			Current Period
			31 - 60 Days
			61 - 90 Days
			91 and Over
	PIV-000097262	INV	1/29/2025
		\$1,116.25	GP YE UPDATE, PRINTING INV
			\$1,116.25

Voucher(s): 1	Aged Totals:	Due			
		\$1,116.25	\$1,116.25	\$0.00	\$0.00

Vendor ID: 6338	Name: STRYKER SALES CORPORATION	Class ID:	FED TAX CLAS: C CORP
Voucher/		Writeoff	
Payment No.	Doc Number	Type	Doc Date
	Due Date	Doc Amount	Description
			Current Period
			31 - 60 Days
			61 - 90 Days
			91 and Over
	9208359624	INV	1/29/2025
		\$55,637.53	LP35, EN-US, MAS-SP/CO MEC
			\$55,637.53

Voucher(s): 1	Aged Totals:	Due			
		\$55,637.53	\$55,637.53	\$0.00	\$0.00

Vendor ID: 9992	Name: SUMMIT BODY WORKS LLC	Class ID:	FED TAX CLAS: LLC-S
Voucher/		Writeoff	
Payment No.	Doc Number	Type	Doc Date
	Due Date	Doc Amount	Description
			Current Period
			31 - 60 Days
			61 - 90 Days
			91 and Over
	01-3ALACWFC5SDVU	INV	12/31/2024
		\$506,050.00	2025 MOTHER GOOSE LIBRAF
			\$506,050.00

Voucher(s): 1	Aged Totals:	Due			
		\$506,050.00	\$0.00	\$506,050.00	\$0.00

Vendor ID: 3048	Name: SURE SIGN, ROBINSON, KURT	Class ID: 1099	FED TAX CLAS: SOLE PROP
Voucher/		Writeoff	
Payment No.	Doc Number	Type	Doc Date
	Due Date	Doc Amount	Description
			Current Period
			31 - 60 Days
			61 - 90 Days
			91 and Over
	16430	INV	2/6/2025
		\$480.00	1 LETTER CAR, REFLECTIVE F
			\$480.00

AGED TRIAL BALANCE WITH OPTIONS - DETAIL
 City of Dickinson

Section 2. Item B.

Voucher(s): 1		Due			
	Aged Totals:	\$480.00	\$480.00	\$0.00	\$0.00

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

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	007396	INV	1/8/2025	1/8/2025	\$350.00	WATER ANALYSIS			\$350.00		
	7501	INV	1/28/2025	1/28/2025	\$400.00	WATER ANALYSIS LAB SLIPS		\$400.00			

Voucher(s): 2		Due			
	Aged Totals:	\$750.00	\$400.00	\$350.00	\$0.00

Vendor ID: 1884 **Name:** SW VICTIM WITNESS PROGRAM **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
	DEC 2024	INV	12/31/2024	12/31/2024	\$580.00	VICTIM WITNESS FEE-DEC 20			\$580.00		
	JAN 2025	INV	2/4/2025	2/4/2025	\$566.01	VICTIM WITNESS FEE-JAN 202		\$566.01			

Voucher(s): 2		Due			
	Aged Totals:	\$1,146.01	\$566.01	\$580.00	\$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
	12/31/2024	INV	12/31/2024	12/31/2024	\$9,000.02	PRISONER HOUSING -DEC 20			\$9,000.02		

Voucher(s): 1		Due			
	Aged Totals:	\$9,000.02	\$0.00	\$9,000.02	\$0.00

Vendor ID: 3940 **Name:** TITAN MACHINERY **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	SO0150114-7	INV	12/31/2024	12/31/2024	\$112.20	REPLACE CAB AIR FILTER			\$112.20		

Voucher(s): 1		Due			
	Aged Totals:	\$112.20	\$0.00	\$112.20	\$0.00

Vendor ID: 9986 **Name:** TITCOMB OLIVIA **Class ID:** 1099 **FED TAX CLAS:** INDIVIDUAL

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2 MEETINGS 2024	INV	12/31/2024	12/31/2024	\$200.00	2 MEETINGS @ \$100 EA -LIBR.			\$200.00		

Voucher(s): 1		Due			
	Aged Totals:	\$200.00	\$0.00	\$200.00	\$0.00

Vendor ID: 9983 **Name:** TOMCHUK FAMILY TRUST **Class ID:** 1099 **FED TAX CLAS:** TRUST

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	REFUND OF OVERPY	INV	1/31/2025	1/31/2025	\$1,693.44	OVERPAYMENT ON SPECIAL		\$1,693.44			

Voucher(s): 1		Due			
	Aged Totals:	\$1,693.44	\$1,693.44	\$0.00	\$0.00

AGED TRIAL BALANCE WITH OPTIONS - DETAIL
 City of Dickinson

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Vendor ID: 3978		Name: TOTAL SAFETY US INC					Class ID:		FED TAX CLAS:			
Voucher/							Writeoff					
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	7135884-0001	INV	1/28/2025	1/28/2025	\$48.41	HARDHAT, GLOVES		\$48.41				
							Due					
Voucher(s): 1							Aged Totals:	\$48.41	\$48.41	\$0.00	\$0.00	\$0.00

Vendor ID: 3532		Name: USABLUBOOK					Class ID:		FED TAX CLAS: C CORP			
Voucher/							Writeoff					
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	INV00595306	INV	1/16/2025	1/16/2025	\$581.93	STENNER UMP		\$581.93				
	INV00604486	INV	1/27/2025	1/27/2025	\$1,786.11	SUBMERS CAGED LEVEL TRA		\$1,786.11				
							Due					
Voucher(s): 2							Aged Totals:	\$2,368.04	\$2,368.04	\$0.00	\$0.00	\$0.00

Vendor ID: 4418		Name: VESTIS					Class ID:		FED TAX CLAS: C CORP			
Voucher/							Writeoff					
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over	
	2550427452	INV	1/15/2025	1/15/2025	\$50.63	MATS		\$50.63				
	2550427552	INV	1/15/2025	1/15/2025	\$71.92	MATS		\$71.92				
	2550430785	INV	1/22/2025	1/22/2025	\$74.97	UNIFORM CLEANING		\$74.97				
	2550433654	INV	1/29/2025	1/29/2025	\$50.63	MATS		\$50.63				
	2550433673	INV	1/29/2025	1/29/2025	\$34.56	MATS		\$34.56				
	2550433686	INV	1/29/2025	1/29/2025	\$26.91	MATS		\$26.91				
	2550433689	INV	1/29/2025	1/29/2025	\$71.92	MATS		\$71.92				
	2550433690	INV	1/29/2025	1/29/2025	\$74.97	UNIFORM CLEANING		\$74.97				
	2550433691	INV	1/29/2025	1/29/2025	\$99.68	MATS		\$99.68				
	2550433692	INV	1/29/2025	1/29/2025	\$39.93	MATS		\$39.93				
	2550436672	INV	2/5/2025	2/5/2025	\$26.91	MATS		\$26.91				
	2550436676	INV	2/5/2025	2/5/2025	\$74.97	UNIFORM CLEANING		\$74.97				
	2550436677	INV	2/5/2025	2/5/2025	\$155.13	MATS		\$155.13				
	2550436678	INV	2/5/2025	2/5/2025	\$39.93	MATS		\$39.93				
							Due					
Voucher(s): 14							Aged Totals:	\$893.06	\$893.06	\$0.00	\$0.00	\$0.00

Vendor ID: 588		Name: VIKING GLASS OF ND INC					Class ID:		FED TAX CLAS:		
Voucher/							Writeoff				
Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	23882	INV	2/6/2025	2/6/2025	\$285.00	BOTTOM PANIC LATCH		\$285.00			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

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23883 INV 2/6/2025 2/6/2025 \$210.00 BOTTOM PAINC LATCH W/O C \$210.00

Voucher(s): 2		Aged Totals:	Due	\$495.00	\$495.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 5933 **Name:** VISION WEST ND **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
	2933	INV	1/30/2025	1/30/2025	\$1,600.00	ANNUAL MEMBERSHIP DUES-		\$1,600.00			

Voucher(s): 1		Aged Totals:	Due	\$1,600.00	\$1,600.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 9815 **Name:** WAGeworks, 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
	0125-TR116172	INV	1/31/2025	1/31/2025	\$132.00	COBRA /DIRECT BILL		\$132.00			

Voucher(s): 1		Aged Totals:	Due	\$132.00	\$132.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 6059 **Name:** WASTEQUIP, LLC **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
	20INV000683664	INV	1/30/2025	1/30/2025	\$249.00	TOOL FOR M/P WHEEL SNAP		\$249.00			

Voucher(s): 1		Aged Totals:	Due	\$249.00	\$249.00	\$0.00	\$0.00	\$0.00
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Vendor ID: 605 **Name:** WEHNER, DARRYL **Class ID:** **FED TAX CLAS:** EMPLOYEE

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	FEB PREMIUM	INV	2/7/2025	2/7/2025	\$422.47	OPEB INSURANCE PREMIUM		\$422.47			
	JAN PREIUM	INV	2/7/2025	2/7/2025	\$422.47	OPEB INSURANCE PREIUM		\$422.47			
	MARCH PREM.FINAL	INV	2/7/2025	2/7/2025	\$422.47	OPEB INSURANCE PREMIUM		\$422.47			

Voucher(s): 3		Aged Totals:	Due	\$1,267.41	\$1,267.41	\$0.00	\$0.00	\$0.00
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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
	349563	INV	1/29/2025	1/29/2025	\$2,672.00	800 GAL #1 DYED DIESEL FUE		\$2,672.00			
	41370	INV	1/30/2025	1/30/2025	\$153.00	6 PROPANE BOTTLES 33#		\$153.00			
	349440	INV	2/6/2025	2/6/2025	\$458.00	200 DEF		\$458.00			

Voucher(s): 3		Aged Totals:	Due	\$3,283.00	\$3,283.00	\$0.00	\$0.00	\$0.00
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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
	627806	INV	1/23/2025	1/23/2025	\$87.20	LATCH ASSY		\$87.20			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

Section 2. Item B.

							Due					
Voucher(s):	1						Aged Totals:	\$87.20	\$87.20	\$0.00	\$0.00	\$0.00

Vendor ID: 5051 **Name:** WHITE, MAREN **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 MEETINGS	INV	12/31/2024	12/31/2024	\$300.00	3 CIVIL SERVICE MEETINGS 2			\$300.00		

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

Vendor ID: 3138 **Name:** WITMER PUBLIC SAFETY 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
	INV621676	INV	1/31/2025	1/31/2025	\$124.50	LEATHER FRONTS TYPE 3, DE		\$124.50			
	INV624126	INV	2/4/2025	2/4/2025	\$608.72	STREAMLIGHT SURVIVOR PIV		\$608.72			

							Due					
Voucher(s):	2						Aged Totals:	\$733.22	\$733.22	\$0.00	\$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
	51391 020425	INV	2/4/2025	2/4/2025	\$250.00	ASSESSMENT		\$250.00			

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

Vendor ID: 9588 **Name:** XTREME INSTALLATIONS/DAVID RODRIGUEZ **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
	1386	INV	2/1/2025	2/1/2025	\$499.99	INSALL INTERIOR LIGHTS, VIS		\$499.99			

							Due					
Voucher(s):	1						Aged Totals:	\$499.99	\$499.99	\$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:	165	\$1,804,157.24	\$916,617.99	\$815,585.36	\$65,948.95	\$6,004.94

Please approve the following checks on 02-18-25			
CK#130247	DICKINSON CVB GRANT	50000	
CK#130331	IMAGINATION LIBRARY	10000	
CK#130340	UNITED WAY	5770	
CK#130327	SUNRISE YOUTH BUREAU	22000	
CK#129989	BEK CONSULTING	791864.9	
WD#000078379	ND TAX COMMISSIONER	511.76	
CK#130323	SW WATER AUTHORITY	315889.29	
CK#129990	CENTRAL DAKOTA FORENSIC NURSE	10148.4	
CK#130278	RLK ENTERPRISE	3349.4	
CK#129992	QUADIENT FINANCE USA	2000	
CK#129993	BEK CONSULTING	981795.56	
CK#129994	FLORIDA STATE DISBURSEMENT	161.54	
CK#129995	JOB SERVICE NORTH DAKOTA	374.56	
CK#129996	WASHINGTON STATE SUPPORT REGIS	258.44	
CK#129997	WI SCTF	244	
CK#129998	CENTRAL DAKOTA FORENSIC NURSE	6513.06	
CK#129999	DOMESTIC VIOLENCE & RAPE CENTER	8866.38	
CB02182025	COMMERCE BANK CREDIT CARD	38718.7	

February 20, 2025

Commissioners,

I am recommending approval of guidelines to be implemented to promote respectful and productive discussions during commission meetings. I understand and appreciate the importance of public's cooperation and engagement in city affairs. I also believe we need to maintain the integrity and professionalism of commission meetings.

To ensure professional, and orderly public engagement in City of Dickinson Commission meetings, I am proposing the following rules and expectations to be adopted by the commission.

These are the RULES:

- Members of the public who wish to speak during this public comment period must sign-up no later than 12 p.m. the day prior to the commission meeting they wish to attend.
 - The public comment sign-up form will be available on the City of Dickinson Website.
 - No late or in-person signups immediately before or during the commission meeting will be accepted.
- A public comment from a citizen during a commission meeting shall be limited to 5 minutes.
 - A commissioner may make a request to extend the time
- Comments shall pertain to matters that are within the scope of municipality business.
- May not interfere with the orderly conduct of the regular meeting.
- Must be limited in frequency to one comment per individual per meeting.
- Presentations and videos will not be allowed during the comment period.

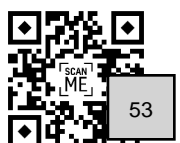
These are the expectations of the public when making public comments:

- The comments made are not to be personal in nature toward the commission nor any city employee.
- The comments shall not be defamatory, abusive, harassing or unlawful.

I am looking for a motion to approve these changes

Thank You,

Dustin Dassinger
City Administrator





CITY COMMISSION MEETING

February 20, 2025

www.DickinsonGov.com

ADMINISTRATION & FINANCE



Public Comments (Not on the Agenda) Recommendation

Presented by: City Administrator Dassinger and City Attorney Wenko

Consideration to Approve



Legal Precedent and Guidelines

- The right to access a public meeting does not include the right to address the governing body during the meeting unless a specific statute requires a public hearing
- Procedures to be followed are left to public entity's discretion
 - May take steps to control decorum of the meeting
 - Authorized to adopt reasonable rules and policies to ensure meetings are conducted in an orderly manner
 - If specific policies or procedures have not been adopted by ordinance, resolution, or bylaws, generally accepted rules of parliamentary procedure govern, i.e. Robert's Rules of Order

Legal Precedent and Guidelines, cont.

- Permitted actions to promote orderly conduct
 - Limiting comments/questions/behavior that is tumultuous, argumentative, irrelevant and overly time consuming
 - Can adopt viewpoint neutral “time, place and manner” restrictions
 - Can limit public comment section to certain topics (agenda items) and timeframes so long as the restrictions are not unreasonable, and restriction is not based on disagreement with speaker’s viewpoint
 - Ejected for interrupting Chairman repeatedly
 - Nazi salute not in itself disruptive, but approaching the podium and arguing with council
 - Words like “god damn” are not unlawful – use of profanity intertwined with political speech is protected under First Amendment
 - Imposing time limits equitably for those that support or oppose

What Other Cities Are Doing

Bismarck:

- No designated time slot for citizens to speak on a topic unless a Commissioner requests it to be on the agenda
- Time for open comment – 5 minutes
- Required to be related to City business – public comment must be related to an item on the regular or consent agenda

Mandan:

- Does not reserve time for public comments at meetings unless there is a scheduled public hearing for a topic

Grand Forks:

- Has a public comment and public meeting decorum policy
- Two Citizen Comment Sections – “Citizen Comments – Action Items” and “Citizen Comments – General”
- Five minutes to speak



Public Comments (Not on the Agenda) Rules

- Members of the public who wish to speak during this public comment period must sign-up no later than 12 p.m. the day prior to the commission meeting they wish to attend.
 - The public comment sign-up form will be available on the City of Dickinson Website.
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Public Comments (Not on the Agenda) Rules

- A public comment from a citizen during a commission meeting shall be limited to 5 minutes.
 - A commissioner may make a request to extend the time
- Comments shall pertain to matters that are within the scope of municipality business.
- May not interfere with the orderly conduct of the regular meeting
- Must be limited in frequency to one comment per individual per meeting.
- Presentations and videos will not be allowed during the comment period.



Public Comments (Not on the Agenda) Expectations

These are the expectations of the public when making public comments:

- The comments made are not to be personal in nature toward the commission nor any city employee.
- The comments shall not be defamatory, abusive, harassing or unlawful.



Recall Election Officers

Presented by: DCA Linda Carlson

Consideration to Approve



Recall Election Officers

Judges: The judges initial and deliver ballots to the voters and the judges perform other responsibilities assigned by the Inspector.

Susan Westfall and **Joan Heckaman** – Are both city residents and have verbally accepted the position and will be paid \$21/hour.

Poll Clerks: Clerks manage the pollbooks, verify voters' identification, update incorrect pollbook information, and other administrative duties assigned by the inspector.

Ron Keller, Les Dykema, JoAnn Heiser and **Peggy Meduna** – All are city residents and have verbally accepted the position and will be paid \$21/hour.

Staff is recommending approval of all officers.

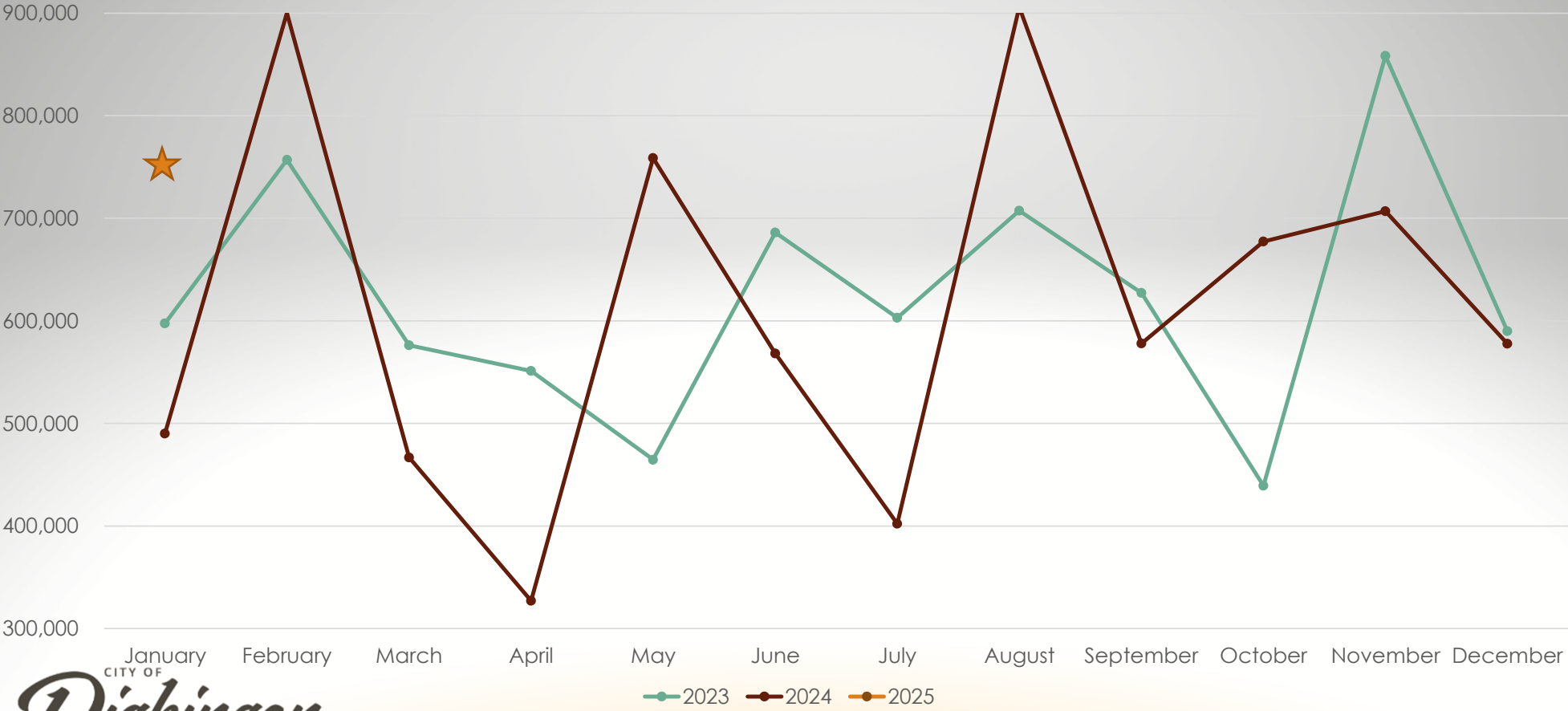


Monthly Financial Report

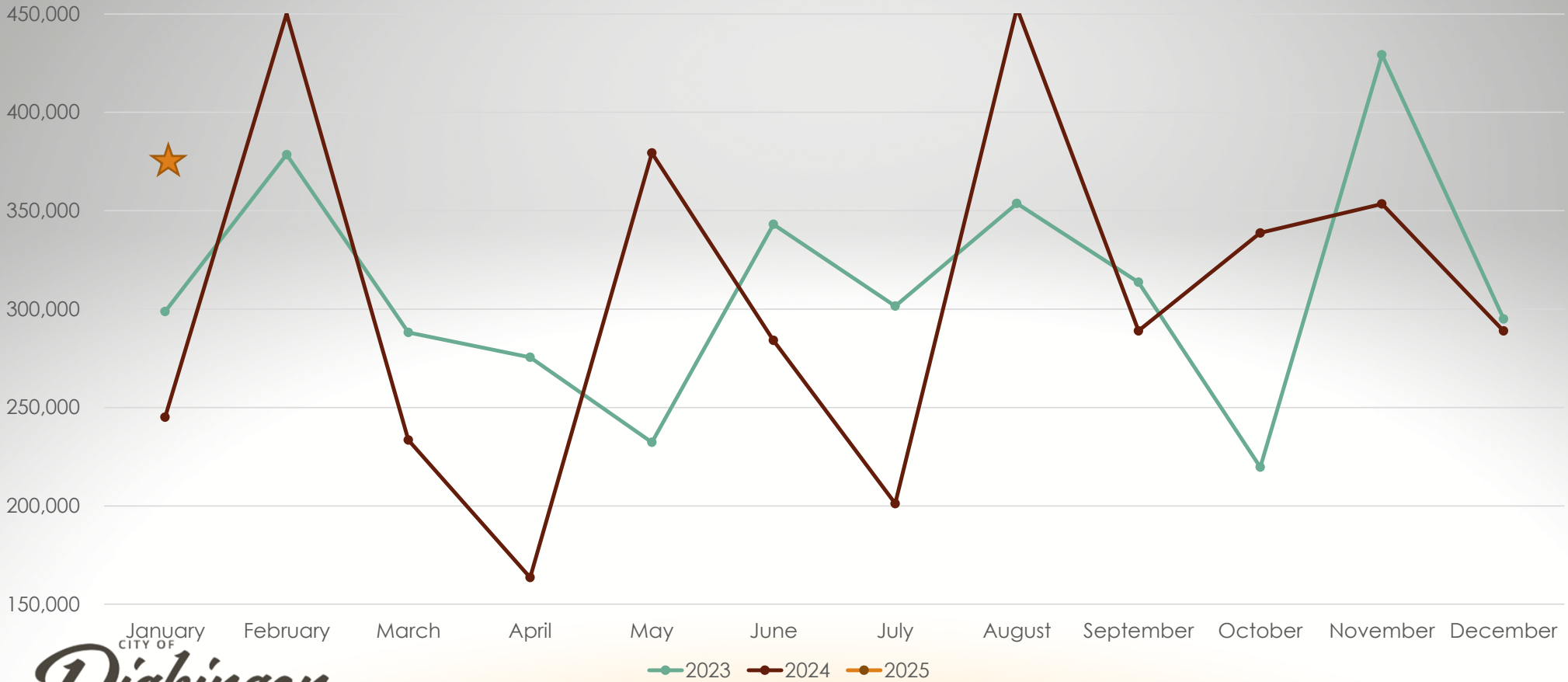
Presented by: Deputy City Administrator Carlson



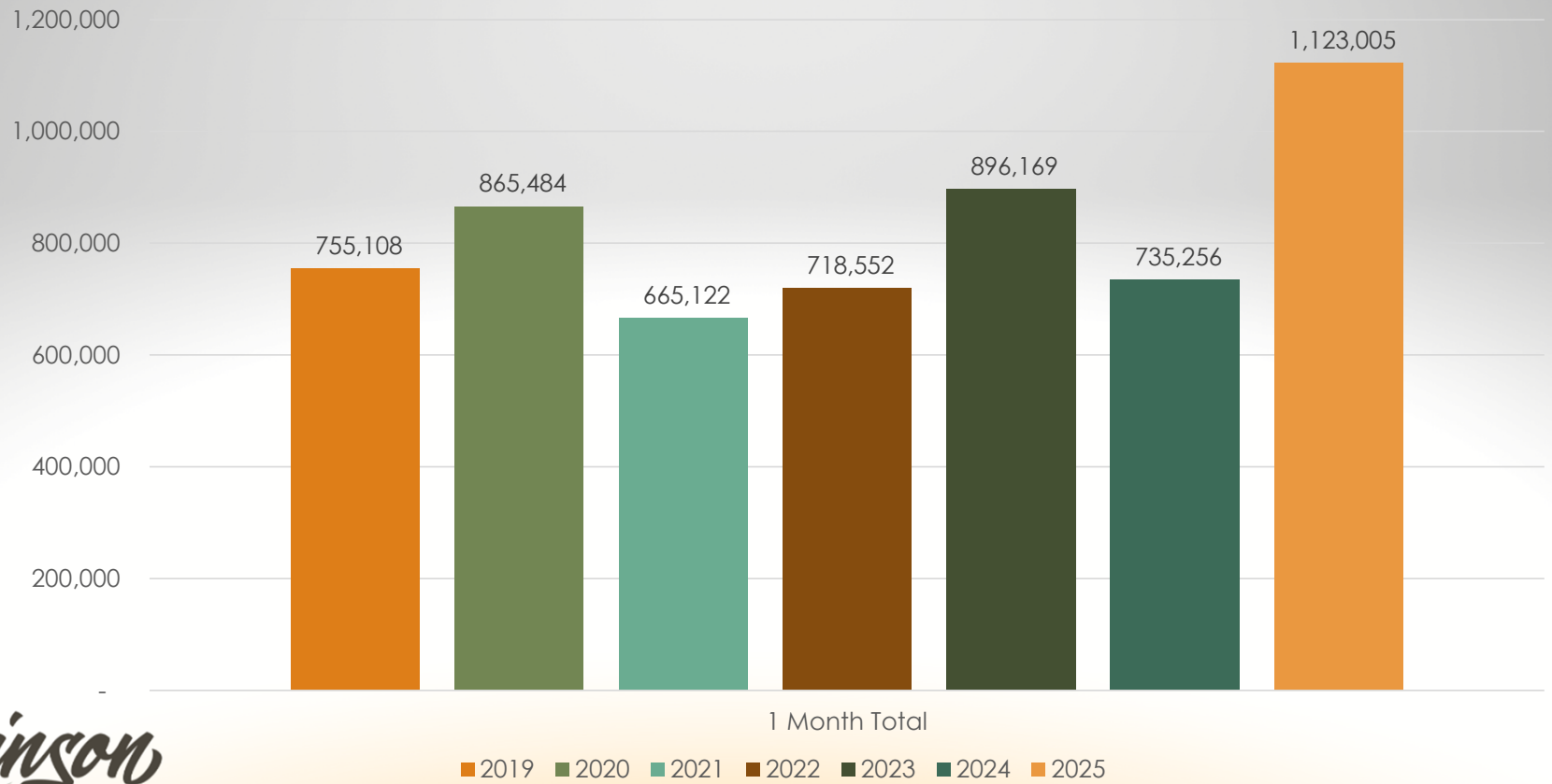
1% Sales Tax Monthly Breakdown



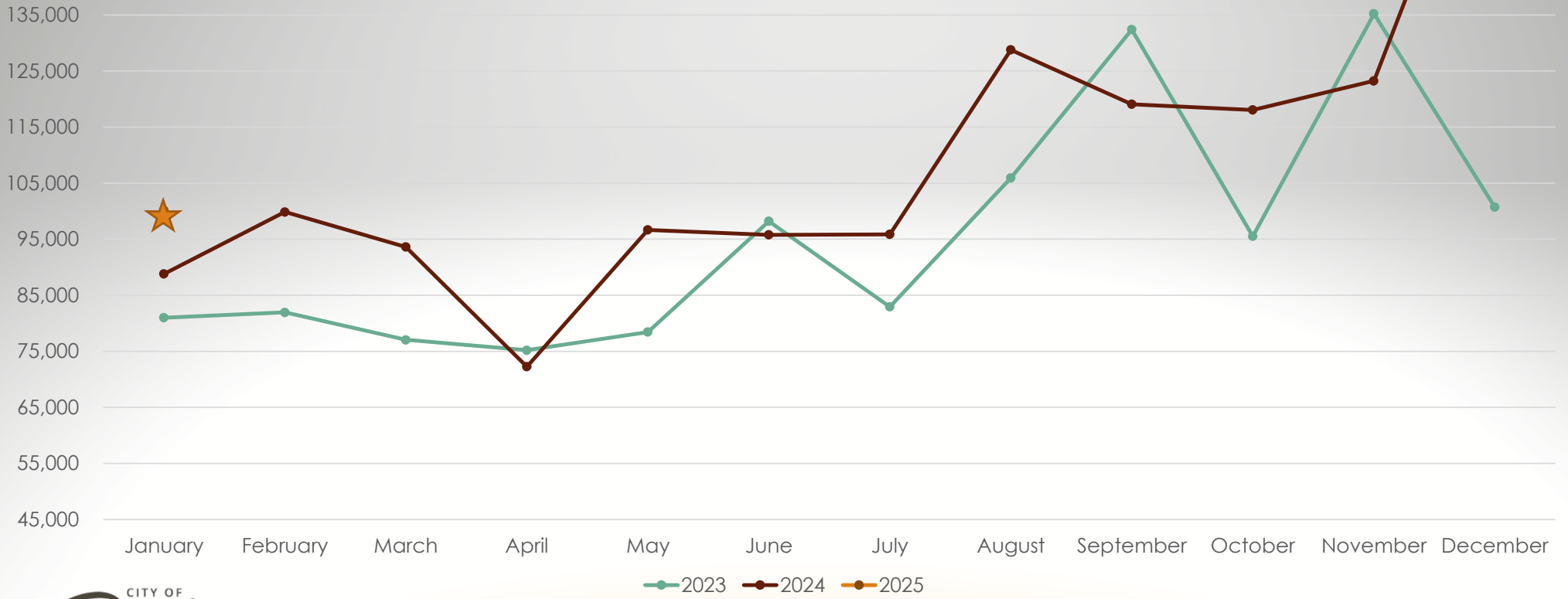
1/2% Sales Tax Monthly Breakdown



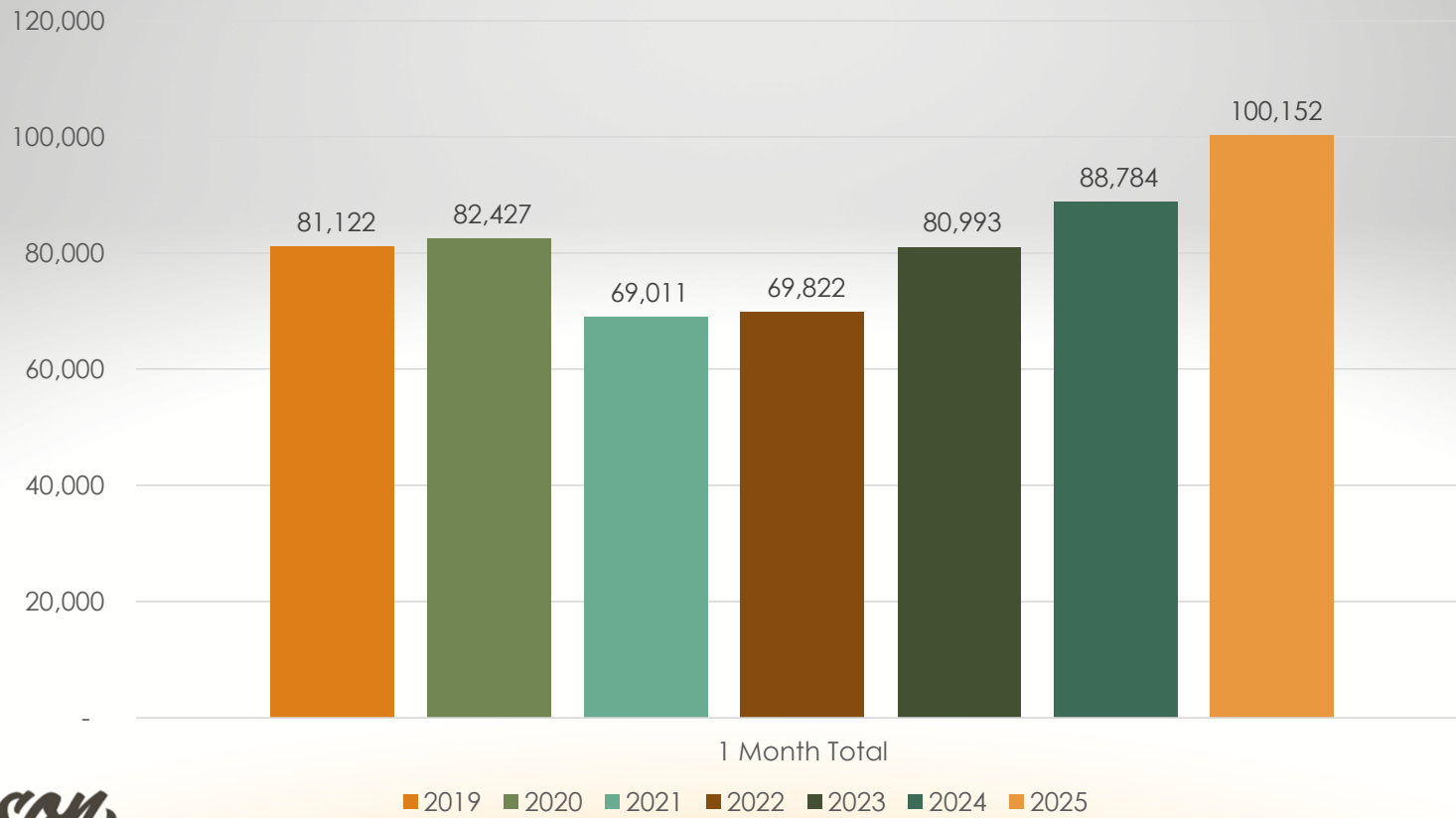
Sales Tax Comparison



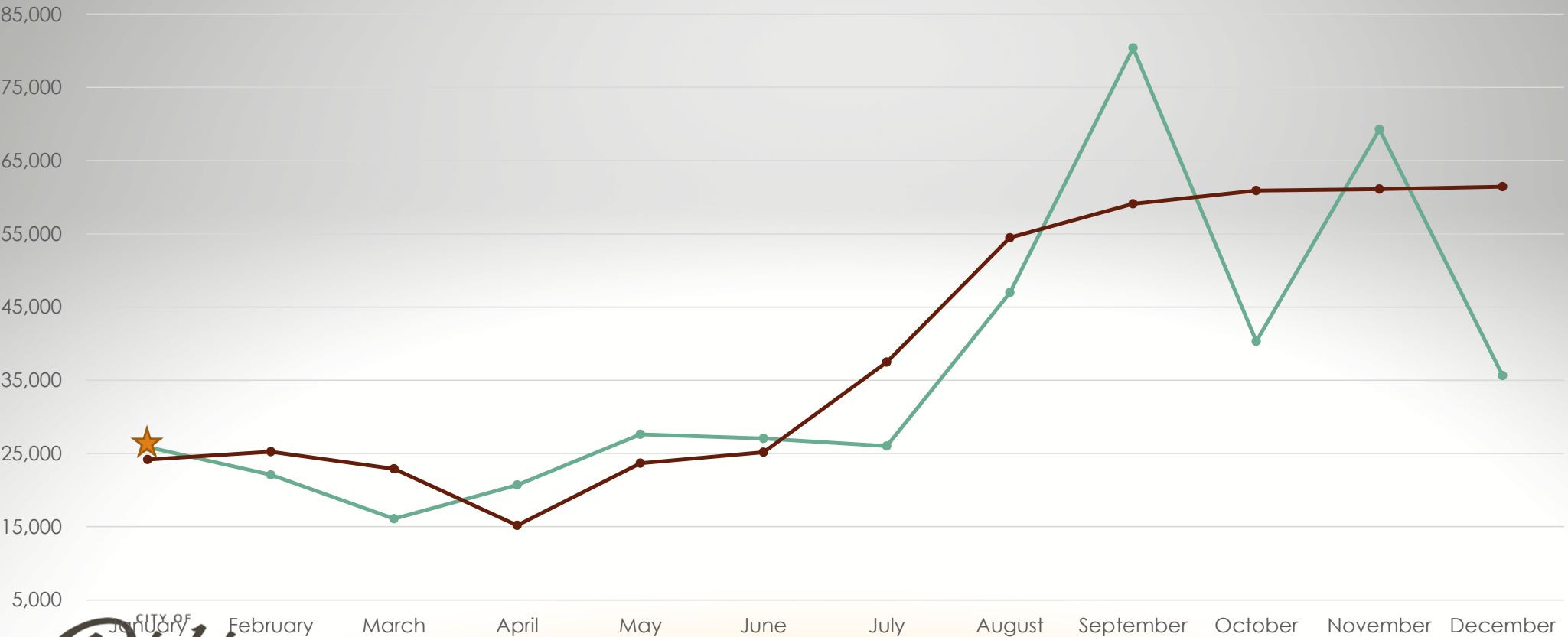
Hospitality Tax Monthly Breakdown



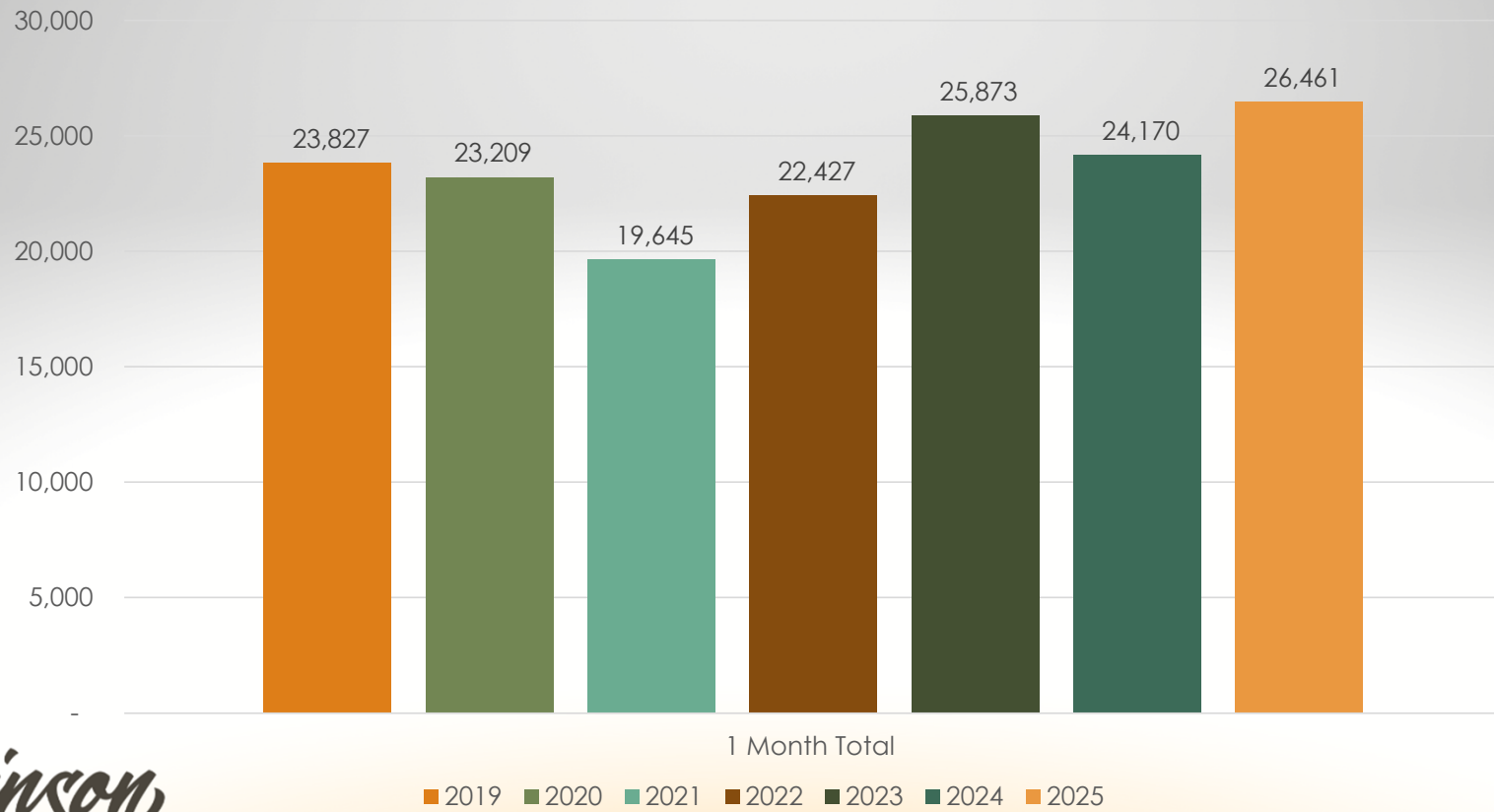
Hospitality Tax Comparison



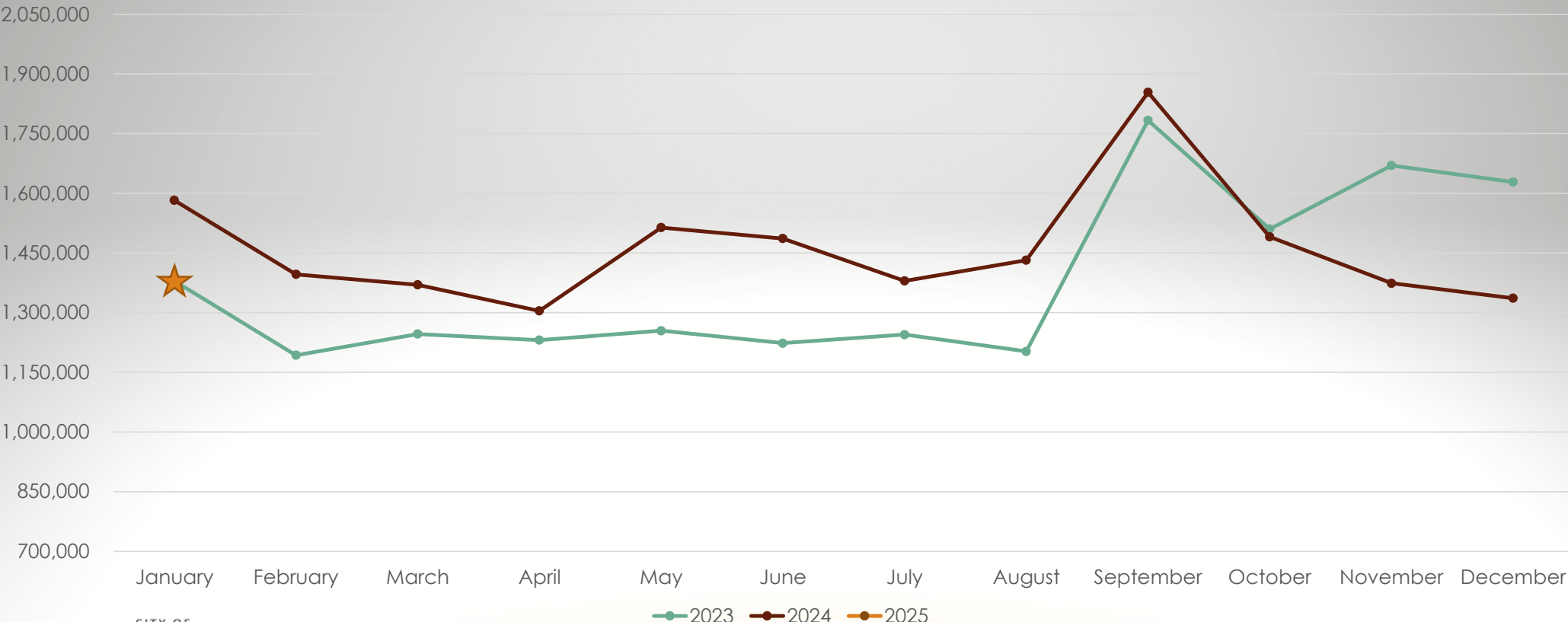
Occupancy Tax Monthly Breakdown



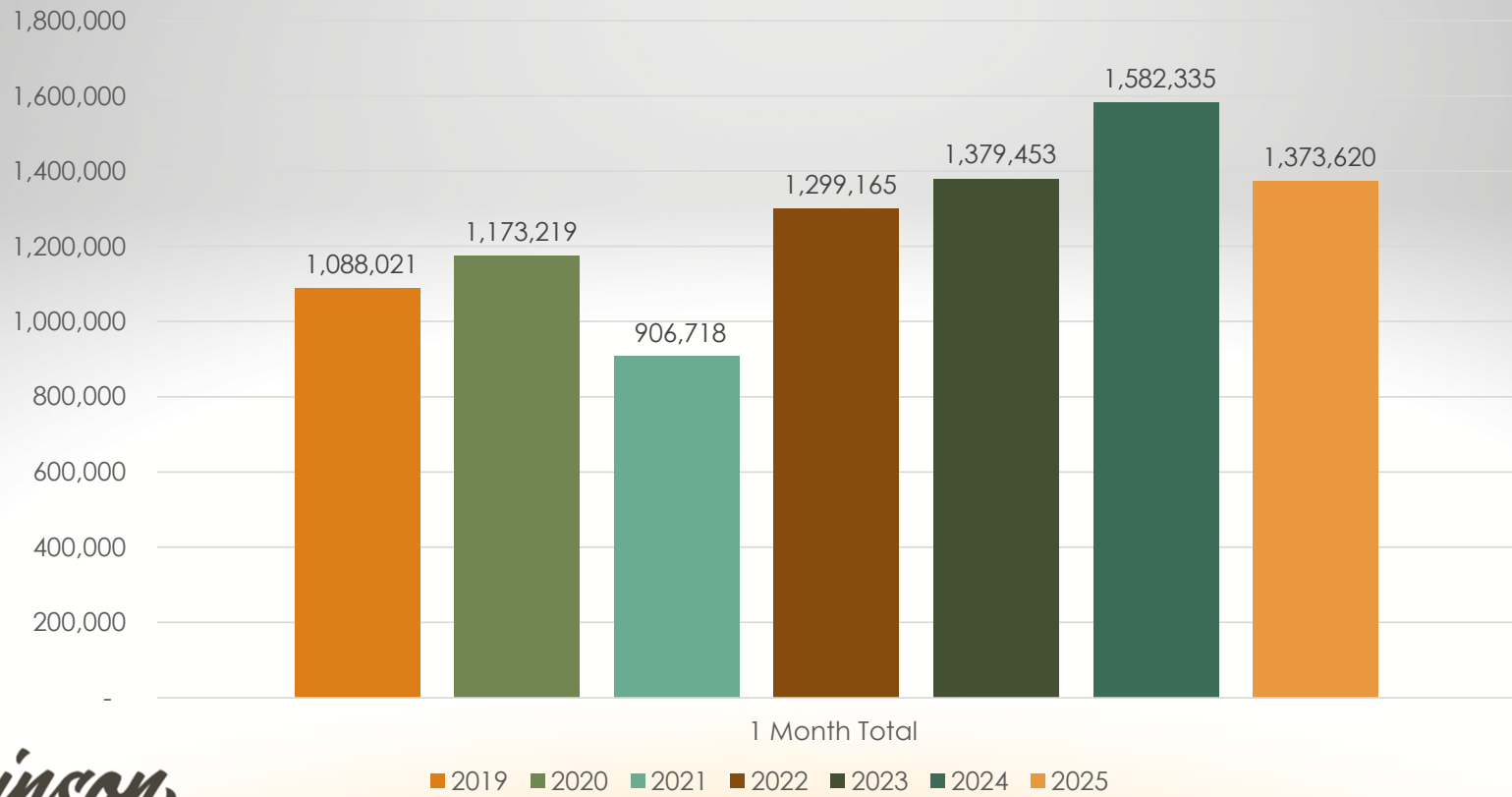
Occupancy Tax Comparison



Oil Impact Revenue Monthly Breakdown



Oil Impact Comparison



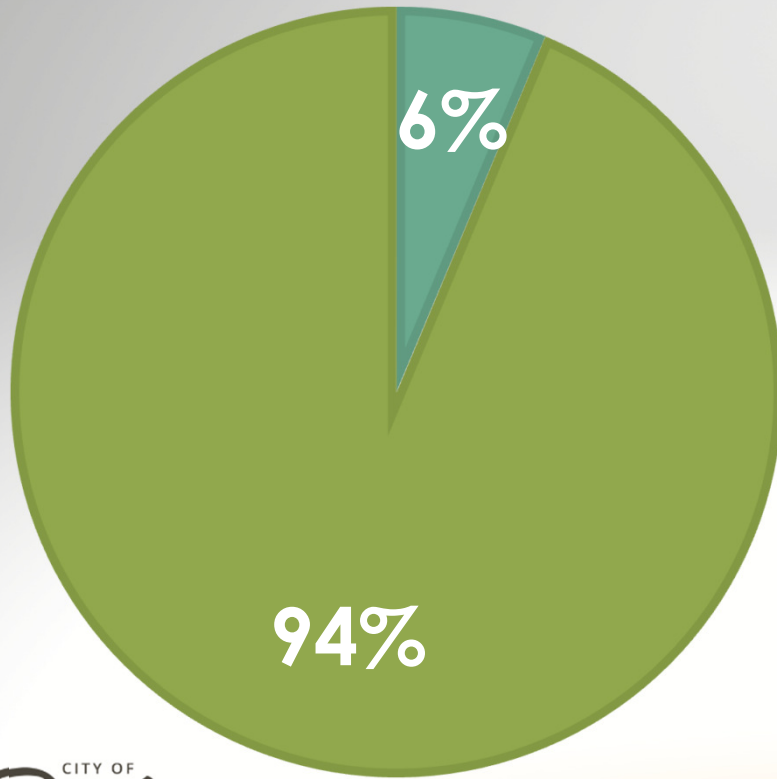
General Fund Statement of Fund Activity

		Revenues			Expenditures	
FUNDS	Fund Balance 1/1/2025	And Other Sources	-Transfer- In	-Transfer- Out	And Other Uses	Fund Balance 1/31/2025
<u>General Fund:</u>	\$ 10,298,776	\$ 1,734,903	\$ -	\$ 1,128,747	\$ 2,160,527	\$ 8,744,404



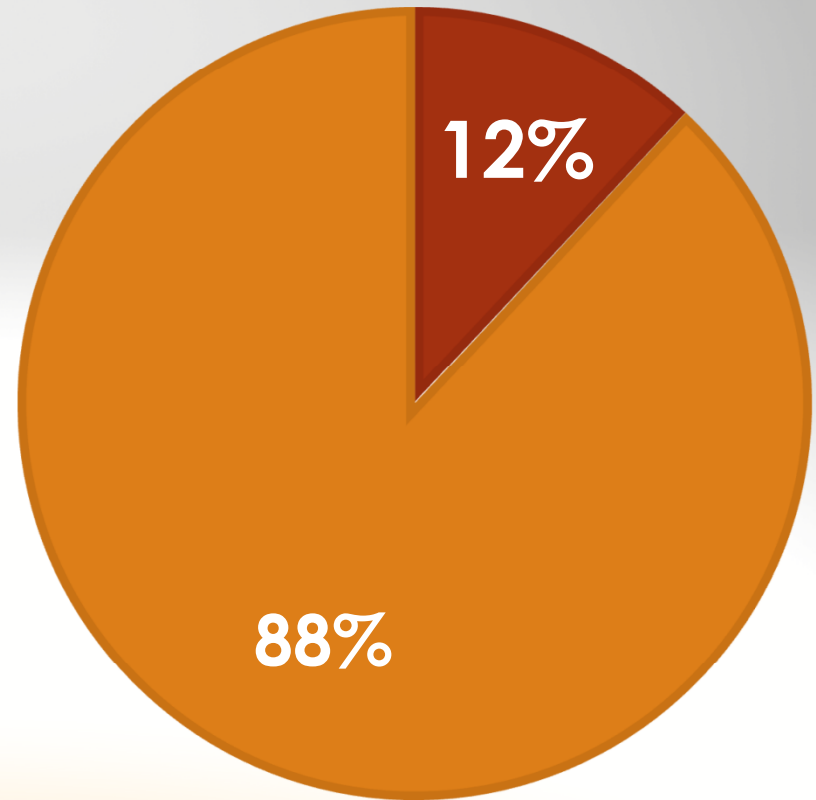
GENERAL FUND REVENUE

■ Collected ■ Remaining



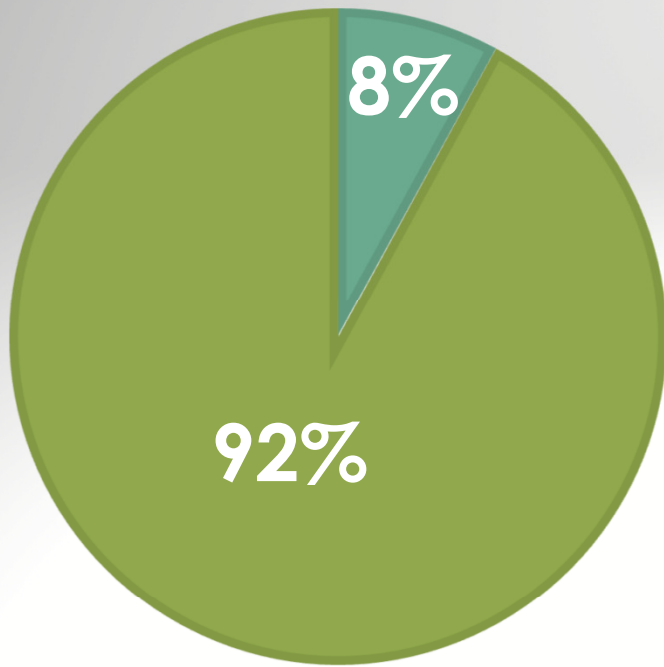
GENERAL FUND EXPENSES

■ Expended ■ Remaining



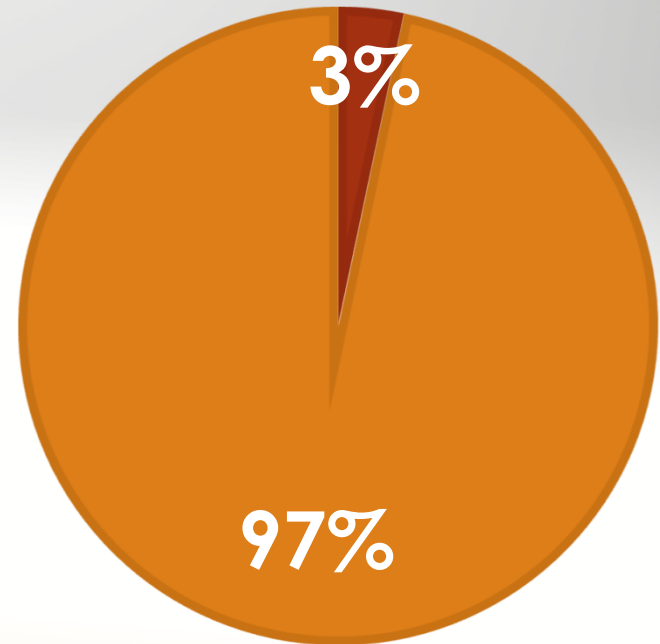
UTILITY REVENUE

■ Collected ■ Remaining



ENTERPRISE FUND EXPENSES

■ Expended ■ Remaining





Financial Report
 For the Period Ending
 January 31st, 2025

From: *Samantha Buzalsky, Finance Specialist*

Budget Summary1
 Statement of Fund Activity.....2
 State Tax/Intergovernmental Revenue by Month.....3
 Aged Report Summary7
 Utility Revenue Summary.....8

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

2025 Budget Recap

1/31/2025

	2025 Budget	2025 Actual	Variance	% Expended
<u>General Fund</u>	\$ 27,556,349	\$ 3,289,274	\$ 24,267,075	11.94%
<u>Special Revenue Funds</u>				
1% Sales Tax	\$ 8,895,770	\$ 340,926	\$ 8,554,844	3.83%
1/2% Sales Tax	\$ 3,350,000	\$ 212,500	\$ 3,137,500	6.34%
Legacy Square Fund	\$ 474,390	\$ 5,771	\$ 468,619	1.22%
Cemetery Fund	\$ 90,500	\$ -	\$ 90,500	0.00%
Future Fund	\$ 280,000	\$ -	\$ 280,000	0.00%
Oil Impact Fund	\$ 28,000,000	\$ 44,092	\$ 27,955,908	0.16%
Hospitality Tax	\$ 1,084,000	\$ 69,000	\$ 1,015,000	6.37%
Highway Tax	\$ 1,486,000	\$ -	\$ 1,486,000	0.00%
Urban Forestry/Downtown Streetscape	\$ 50,000	\$ -	\$ 50,000	0.00%
Ambulance	\$ 3,383,633	\$ 260,241		
Library	\$ 1,378,145	\$ 96,862	\$ 1,281,283	7.03%
Interest Revenue Fund	\$ 3,235,000	\$ -	\$ 3,235,000	0.00%
<u>Debt Service Funds</u>				
WRCC Revenue Bond	\$ 2,080,600	\$ -	\$ 2,080,600	0.00%
General Capital Lease Fund	\$ 485,000	\$ 35,869	\$ 449,131	7.40%
<u>Enterprise/Proprietary Funds</u>				
Water	\$ 8,341,758	\$ 362,589	\$ 7,979,169	4.35%
Sewer	\$ 9,713,700	\$ 144,232	\$ 9,569,468	1.48%
Solid Waste	\$ 5,329,631	\$ 254,210	\$ 5,075,421	4.77%
Storm Water	\$ 227,315	\$ 61	\$ 227,254	0.03%
Wastewater Plant	\$ 1,189,545	\$ 56,398	\$ 1,133,147	4.74%
Fleet (Internal Service)	\$ 915,958	\$ 84,452	\$ 831,506	9.22%
<u>Totals</u>	107,547,294	5,256,476	99,167,426	4.89%

City of Dickinson, North Dakota
 Schedule of Fund Activity
 As of January 31st, 2025

FUNDS	Fund Balance 1/1/2025	Revenues And Other Sources	-Transfer- In	-Transfer- Out	Expenditures And Other Uses	Fund Balance 1/31/2025
General Fund:	\$ 10,298,776	\$ 1,734,903	\$ -	\$ 1,128,747	\$ 2,160,527	\$ 8,744,404
Special Revenue Funds:						
1% City Sales Tax	\$ 13,181,259	\$ 748,670	\$ -	\$ -	\$ 340,926	\$ 13,589,003
1/2% City Sales Tax	\$ 848,244	\$ 374,335	\$ -	\$ -	\$ 212,500	\$ 1,010,079
Legacy Square Fund	\$ 324,072	\$ -	\$ -	\$ -	\$ 5,771	\$ 318,302
Cemetery	\$ 40,220	\$ 33,935	\$ -	\$ -	\$ -	\$ 74,155
Youth Commission	\$ 1,097	\$ -	\$ -	\$ -	\$ -	\$ 1,097
Future Fund	\$ 6,550,982	\$ -	\$ -	\$ -	\$ -	\$ 6,550,982
Oil & Gas Production	\$ 10,434,403	\$ 1,373,620	\$ -	\$ -	\$ 44,092	\$ 11,763,930
Hospitality Tax	\$ 1,255,181	\$ 100,152	\$ -	\$ -	\$ 69,000	\$ 1,286,333
Highway Tax	\$ (167,764)	\$ 136,267	\$ -	\$ -	\$ -	\$ (31,497)
Downtown Streetscape	\$ 106,228	\$ -	\$ -	\$ -	\$ -	\$ 106,228
PD Special Revenue/Grant Fund	\$ 390,164	\$ 4,624	\$ -	\$ -	\$ 40,000	\$ 354,789
Federal Grants - ARPA	\$ 941,217	\$ -	\$ -	\$ -	\$ 155,000	\$ 786,217
Fire Special Revenue	\$ 616,035	\$ 4,582	\$ -	\$ -	\$ 19,860	\$ 600,757
Ambulance Special Revenue	\$ 2,108,098	\$ -	\$ -	\$ -	\$ 260,241	\$ 1,847,857
Museum Special Revenue	\$ 16,096	\$ -	\$ -	\$ -	\$ 1,164	\$ 14,931
Library	\$ (56,956)	\$ 259,423	\$ -	\$ -	\$ 96,862	\$ 105,605
Total Special Revenue Funds	\$ 36,588,576	\$ 3,035,608	\$ -	\$ -	\$ 1,245,416	\$ 38,378,768
Debt Service Funds:						
Community Center Revenue Bond	\$ 2,269,280	\$ -	\$ -	\$ -	\$ -	\$ 2,269,280
General Capital Leases	\$ (36,272)	\$ -	\$ -	\$ -	\$ 35,869	\$ (72,141)
Total Debt Service Funds	\$ 2,354,624	\$ -	\$ -	\$ -	\$ 35,869	\$ 2,197,139
Capital Projects Funds:						
Building Construction	\$ 1,870	\$ -	\$ -	\$ -	\$ -	\$ 1,870
Impact Fee Capital Projects	\$ 357,996	\$ 16,808	\$ -	\$ -	\$ -	\$ 374,804
Sidewalk Construction	\$ 222,074	\$ 4,813	\$ -	\$ -	\$ -	\$ 226,887
Trails Construction	\$ 1,585,292	\$ -	\$ -	\$ -	\$ 2,302	\$ 1,582,990
Annual Street Projects	\$ 3,850,994	\$ 147,913	\$ -	\$ -	\$ 22,688	\$ 3,976,218
Total Capital Projects	\$ 4,303,069	\$ 169,533	\$ -	\$ -	\$ 24,990	\$ 6,162,770
Internal Service Fund:						
Fleet	\$ 494,278	\$ 28,064	\$ -	\$ -	\$ 84,452	\$ 437,890
Enterprise Funds:						
Water Distribution	\$ 33,925,190	\$ 510,583	\$ -	\$ -	\$ 362,589	\$ 34,073,183
Wastewater	\$ 7,900,797	\$ 377,969	\$ -	\$ -	\$ 144,232	\$ 8,134,534
Solid Waste Utility	\$ 3,991,710	\$ 471,737	\$ -	\$ 99,457	\$ 254,210	\$ 4,109,780
Storm Water	\$ 1,999,629	\$ 26,891	\$ -	\$ -	\$ 61	\$ 2,026,459
Wastewater Treatment Plant	\$ 38,082,801	\$ 21,304	\$ -	\$ -	\$ 56,398	\$ 38,047,707
Total Enterprise Funds	\$ 74,193,761	\$ 1,408,483	\$ -	\$ 99,457	\$ 817,490	\$ 86,391,663
Trust and Agency Funds:						
Pension Trust:						
City Pension	\$ 7,574,936	\$ -	\$ -	\$ -	\$ -	\$ 7,574,936
Police Pension	\$ 7,667,798	\$ -	\$ -	\$ -	\$ -	\$ 7,667,798
Volunteer Fire Dept.	\$ 427,613	\$ -	\$ -	\$ -	\$ -	\$ 427,613
OPEB	\$ 695,761	\$ -	\$ -	\$ -	\$ 2,845	\$ 692,916
Total Pension Trust Funds	\$ 15,365,990	\$ -	\$ -	\$ -	\$ 2,845	\$ 16,363,263
Agency:						
NSF Checks-Recovery	\$ (1,085)	\$ -	\$ -	\$ -	\$ -	\$ (1,085)
Suspense	\$ -	\$ -	\$ -	\$ -	\$ 434,567	\$ (434,567)
General Transit	\$ 84,441	\$ 282,112	\$ -	\$ -	\$ 164,958	\$ 201,595
Interest Revenue	\$ 2,540,387	\$ 46,584	\$ -	\$ -	\$ -	\$ 2,586,971
Occupancy Tax	\$ 81	\$ 26,329	\$ -	\$ -	\$ -	\$ 26,410
Emergency Shelter Grant	\$ -	\$ 30,055	\$ -	\$ -	\$ 19,906	\$ 10,148
SWNTF Transit	\$ (1,549)	\$ 1,996	\$ -	\$ -	\$ 380	\$ 67
Total Agency Funds	\$ 632,771	\$ 387,076	\$ -	\$ -	\$ 619,811	\$ 2,389,540
Total Trust and Agency Funds	\$ 15,998,761	\$ 387,076	\$ -	\$ -	\$ 622,657	\$ 18,752,803
Total All Funds	\$ 156,265,709	\$ 6,763,667	\$ -	\$ 1,228,204	\$ 4,991,400	\$ 161,065,438

City of Dickinson

1/31/2025	Occupancy Tax Total Collections (Paid to CVB)		Sales Tax Revenue Monthly Breakdown					
	Occupancy Tax		1% Sales Tax		1/2% Sales Tax		Hospitality Tax	
	2024	2025	2024	2025	2024	2025	2024	2025
January	24,170	26,461	597,446	490,171	298,723	245,085	88,784	100,152
February	25,243	-	757,033	900,175	378,517	450,088	99,849	-
March	22,895	-	576,217	466,764	288,109	233,382	93,600	-
April	15,177	-	551,078	327,069	275,539	163,534	72,256	-
May	23,675	-	464,675	758,666	232,338	379,333	96,639	-
June	25,171	-	686,093	568,198	343,047	284,099	95,785	-
July	37,477	-	602,935	402,293	301,468	201,147	95,858	-
August	54,476	-	707,353	905,929	353,676	452,964	128,769	-
September	59,112	-	627,308	577,910	313,654	288,955	119,075	-
October	60,919	-	439,305	677,393	219,652	338,696	118,060	-
November	61,116	-	858,479	706,865	429,239	353,433	123,234	-
December	61,436	-	589,994	577,793	294,997	288,897	178,963	-
Total	470,867	26,461	7,457,917	7,359,227	3,728,959	3,679,613	1,310,871	100,152

	Intergovernmental Revenues							
	State Aid Distribution		Highway Distribution Tax		Oil Impact Revenue		Other Misc. Revenue Intergovernmental	
	2024	2025	2024	2025	2024	2025	2024	2025
January	173,974	235,055	120,921	136,267	1,582,335	1,373,620	-	-
February	262,961	-	108,532	-	1,396,215	-	-	-
March	181,844	-	93,317	-	1,369,677	-	-	-
April	127,143	-	94,096	-	1,304,302	-	-	-
May	245,132	-	97,576	-	1,513,616	-	-	-
June	205,687	-	93,719	-	1,486,384	-	19,030	-
July	164,498	-	116,419	-	1,379,645	-	-	-
August	266,684	-	88,616	-	1,431,833	-	-	-
September	213,864	-	95,845	-	1,853,803	-	-	-
October	224,734	-	110,575	-	1,490,675	-	-	-
November	243,573	-	105,424	-	1,373,758	-	-	-
December	193,019	-	133,713	-	1,336,125	-	22,058	22,058
Total	2,503,113	235,055	1,258,752	136,267	17,518,368	1,373,620	41,088	22,058

Hospitality Tax

1/31/2025

	2019	2020	2021	2022	2023	2024	2025	Increase (Decrease) over prior year
January	81,122	82,427	69,011	69,822	80,993	88,784	100,152	11,368
February	80,320	84,166	49,803	87,549	81,937	99,849		(99,849)
March	71,329	63,859	60,667	67,154	77,037	93,600		(93,600)
April	59,212	78,972	70,912	67,428	75,191	72,256		(72,256)
May	92,634	63,745	72,352	52,278	78,429	96,639		(96,639)
June	76,960	41,043	52,463	93,769	98,201	95,785		(95,785)
July	70,675	82,172	96,721	84,616	82,918	95,858		(95,858)
August	104,979	88,496	86,150	83,828	105,902	128,769		(128,769)
September	91,084	77,004	110,621	116,475	132,380	119,075		(119,075)
October	106,436	92,454	91,040	110,248	95,499	118,060		(118,060)
November	99,662	76,605	72,803	68,209	135,220	123,234		(123,234)
December	72,367	82,554	92,104	90,254	100,718	178,963		(178,963)
Totals	1,006,781	913,497	924,646	991,630	1,144,425	1,310,871	100,152	(1,210,719)

Occupancy Tax

	2019	2020	2021	2022	2023	2024	2025	Increase (Decrease) over prior year
January	23,827	23,209	19,645	22,427	25,873	24,170	26,461	2,291
February	19,796	22,931	14,115	20,959	22,081	25,243		(25,243)
March	20,971	11,847	9,806	14,433	16,097	22,895		(22,895)
April	24,396	22,041	14,038	18,074	20,706	15,177		(15,177)
May	23,073	19,237	16,205	17,314	27,617	23,675		(23,675)
June	25,315	12,864	12,547	21,977	27,036	25,171		(25,171)
July	37,101	12,496	26,474	26,169	26,015	37,477		(37,477)
August	37,844	27,268	50,105	44,182	46,969	54,476		(54,476)
September	44,207	28,500	43,337	49,032	80,411	59,112		(59,112)
October	63,262	33,627	37,659	61,186	40,325	60,919		(60,919)
November	47,438	29,306	52,810	41,071	69,271	61,116		(61,116)
December	24,498	22,353	27,311	31,290	35,647	61,436		(61,436)
Totals	391,727	265,679	324,053	368,116	438,047	470,867	26,461	(444,406)

1% Sales Tax

1/31/2025	2019	2020	2021	2022	2023	2024	2025	Increase (Decrease) over prior year
January	503,405	576,989	443,415	479,035	597,446	490,171	748,670	258,499
February	590,900	615,580	393,184	675,922	757,033	900,175		(900,175)
March	417,702	345,175	449,633	433,558	576,217	466,764		(466,764)
April	394,368	505,251	485,343	419,590	551,078	327,069		(327,069)
May	543,423	505,989	514,562	428,195	464,675	758,666		(758,666)
June	487,623	324,748	353,963	583,886	686,093	568,198		(568,198)
July	425,959	584,979	607,274	581,266	602,935	402,293		(402,293)
August	765,145	527,075	568,420	569,164	707,353	905,929		(905,929)
September	517,822	494,819	523,865	751,171	627,308	577,910		(577,910)
October	568,820	490,122	512,572	677,176	439,305	677,393		(677,393)
November	600,086	472,033	447,706	553,059	858,479	706,865		(706,865)
December	438,099	491,566	634,101	597,838	589,994	577,793		(577,793)
Totals	6,253,353	5,934,326	5,934,039	6,749,860	7,457,917	7,359,227	748,670	(6,610,557)

1/2% Sales Tax

	2019	2020	2021	2022	2023	2024	2025	Increase (Decrease) over prior year
January	251,703	288,495	221,707	239,517	298,723	245,085	374,335	129,250
February	295,450	307,790	196,592	337,961	378,517	450,088		(450,088)
March	208,851	172,588	224,817	216,779	288,109	233,382		(233,382)
April	197,184	252,626	242,671	209,795	275,539	163,534		(163,534)
May	271,711	252,994	257,281	214,097	232,338	379,333		(379,333)
June	243,812	162,374	176,981	291,943	343,047	284,099		(284,099)
July	212,980	292,490	303,637	290,633	301,468	201,147		(201,147)
August	382,573	263,538	284,210	284,582	353,676	452,964		(452,964)
September	258,911	247,409	261,933	375,585	313,654	288,955		(288,955)
October	284,410	245,061	256,286	338,588	219,652	338,696		(338,696)
November	300,043	236,016	223,853	276,530	429,239	353,433		(353,433)
December	219,050	245,783	317,051	298,919	294,997	288,897		(288,897)
Totals	3,126,677	2,967,163	2,967,019	3,374,930	3,728,959	3,679,613	374,335	(3,305,278)

Total 1.5% Sales Tax

	2019	2020	2021	2022	2023	2024	2025	Increase (Decrease) over prior year
January	755,108	865,484	665,122	718,552	896,169	735,256	1,123,005	387,749
February	886,350	923,369	589,775	1,013,883	1,135,550	1,350,263		(1,350,263)
March	626,552	517,763	674,450	650,337	864,326	700,146		(700,146)
April	591,552	757,877	728,014	629,384	826,618	490,603		(490,603)
May	815,134	758,983	771,843	642,292	697,013	1,138,000		(1,138,000)
June	731,435	487,122	530,944	875,829	1,029,140	852,297		(852,297)
July	638,939	877,469	910,911	871,899	904,403	603,440		(603,440)
August	1,147,718	790,613	852,630	853,747	1,061,029	1,358,893		(1,358,893)
September	776,733	742,228	785,798	1,126,756	940,962	866,865		(866,865)
October	853,230	735,183	768,859	1,015,764	658,957	1,016,089		(1,016,089)
November	900,130	708,049	671,559	829,589	1,287,718	1,060,298		(1,060,298)
December	657,149	737,349	951,152	896,757	884,991	866,690		(866,690)
Totals	9,380,030	8,901,489	8,901,058	10,124,790	11,186,876	11,038,840	1,123,005	(9,915,835)

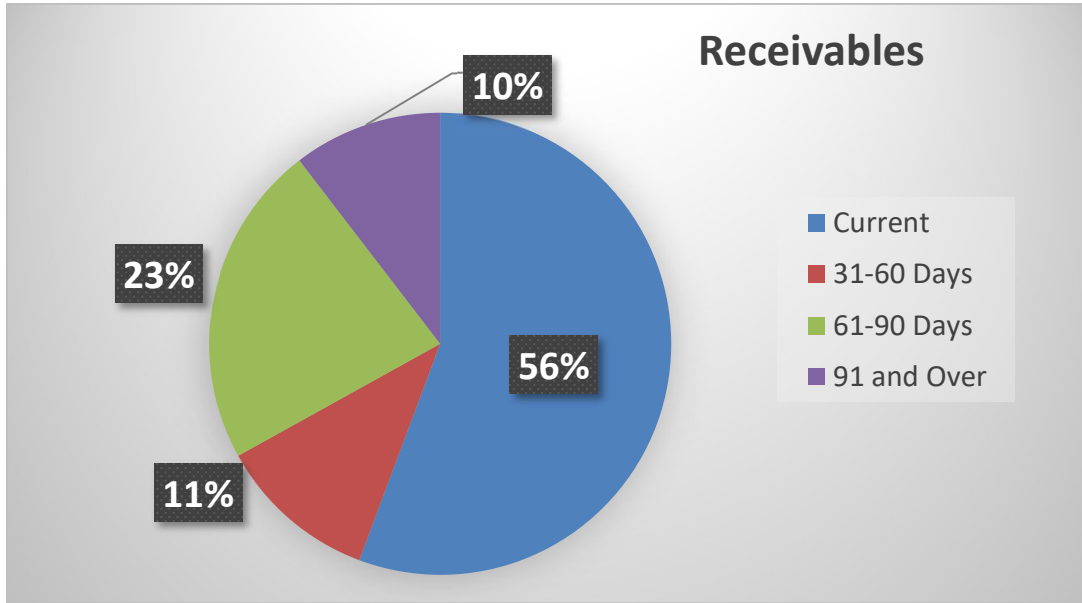
Oil Impact Fund Revenue

1/31/2025								Increase (Decrease) over prior year
	2019	2020	2021	2022	2023	2024	2025	
January	1,088,021	1,173,219	906,718	1,299,165	1,379,453	1,582,335	1,373,620	(208,715)
February	938,136	1,221,034	974,729	1,181,038	1,192,840	1,396,215		(1,396,215)
March	1,061,228	1,143,847	999,254	1,314,748	1,246,296	1,369,677		(1,369,677)
April	1,047,392	1,016,645	991,918	1,290,101	1,230,965	1,304,302		(1,304,302)
May	1,120,384	792,116	1,086,395	1,582,042	1,254,441	1,513,616		(1,513,616)
June	1,212,734	622,710	1,071,391	1,321,182	1,223,107	1,486,384		(1,486,384)
July	1,182,092	623,428	1,106,206	1,423,884	1,244,544	1,379,645		(1,379,645)
August	1,112,773	739,585	1,119,185	1,648,644	1,202,366	1,431,833		(1,431,833)
September	1,559,227	1,219,797	1,590,051	1,932,473	1,783,432	1,853,803		(1,853,803)
October	1,191,095	907,805	1,174,502	1,498,774	1,509,862	1,490,675		(1,490,675)
November	1,152,480	896,826	1,205,340	1,407,431	1,669,712	1,373,758		(1,373,758)
December	1,168,313	890,316	1,291,108	1,403,773	1,628,239	1,336,125		(1,336,125)
Totals	13,833,874	11,247,328	13,516,796	17,303,256	16,565,258	17,518,368	1,373,620	(16,144,748)

Aged Trial Balance Summary 1/31/2025

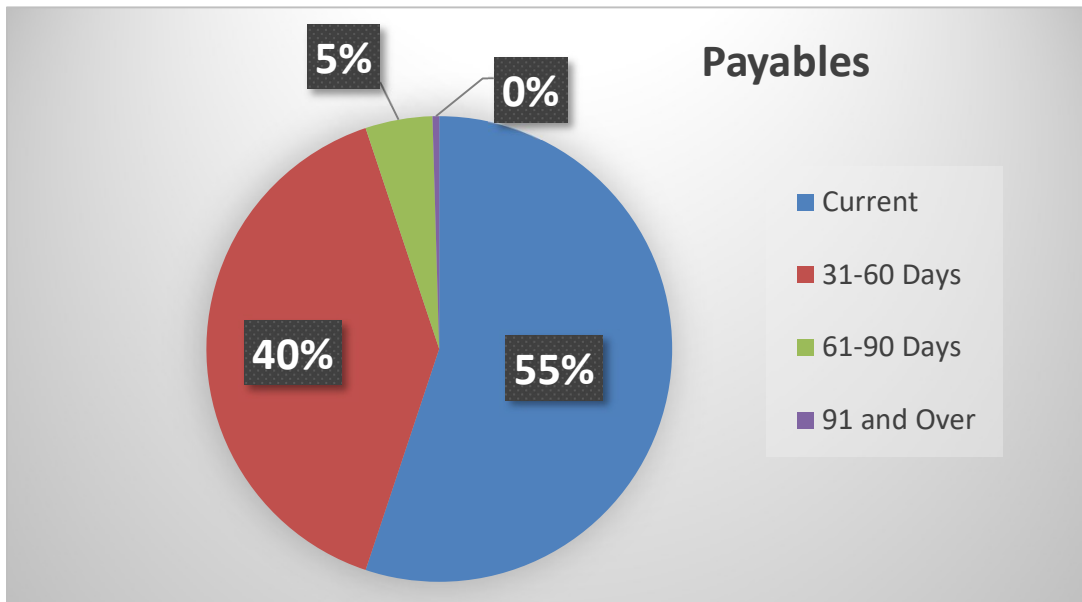
Accounts Receivable Aged Report Summary

Current	31-60 Days	61-90 Days	91 and Over	Total
\$279,558	\$56,384	\$113,559	\$52,312	\$501,813



Accounts Payable Aged Report Summary

Current	31-60 Days	61-90 Days	91 and Over	Total
\$777,464	\$560,702	\$65,958	\$6,411	\$1,410,535



Utility Revenue Summary

1/31/2025

	2021	2022	2023	2024	2025	Increase (Decrease) over prior year
Water						
Consumption	\$ 6,082,613	\$ 5,357,972	\$ 5,346,827	\$ 5,994,452	\$ 391,366	\$ (5,603,086)
Meter Charges	\$ 1,146,953	\$ 1,154,095	\$ 1,142,569	\$ 1,149,669	\$ 107,322	\$ (1,042,347)
Flat Rate Wells	\$ 1,141	\$ 1,080	\$ 1,070	\$ 1,055	\$ 88	\$ (967)
Labor Sales & Service	\$ 360	\$ 360	\$ 510	\$ 645	\$ 164	\$ (481)
Connection Fees	\$ 172,079	\$ 158,153	\$ 187,700	\$ 197,750	\$ 2,125	\$ (195,625)
Bad Debts Recovered	\$ -	\$ 9,078	\$ 18,333	\$ 14,570	\$ 5,653	\$ (8,917)
Water Vendor	\$ -	\$ 30,621	\$ 23,386	\$ 23,750	\$ 967	\$ (22,783)
Other Misc Reveue	\$ -	\$ 41,581	\$ 26,855	\$ 26,049	\$ 2,898	\$ (23,151)
Sewer						
Consumption	\$ 1,433,404	\$ 1,348,383	\$ 1,329,525	\$ 1,462,799	\$ 150,483	\$ (1,312,316)
Meter Charges	\$ 1,534,287	\$ 1,543,413	\$ 1,527,970	\$ 1,537,038	\$ 143,697	\$ (1,393,341)
Flat Rate Wells	\$ 5,400	\$ 5,400	\$ 5,352	\$ 5,277	\$ 440	\$ (4,837)
Septage Receiving Station	\$ -	\$ 31,992	\$ 64,116	\$ 68,045	\$ 5,654	\$ (62,391)
Connection Fees	\$ 91,550	\$ 81,800	\$ 236,750	\$ 94,387	\$ -	\$ (94,387)
Other Misc Reveue	\$ -	\$ 836,442	\$ 827,031	\$ 889,464	\$ 77,695	\$ (811,769)
Solid Waste						
Utility Billing	\$ 1,569,909	\$ 1,576,222	\$ 1,585,175	\$ 1,916,324	\$ 163,166	\$ (1,753,158)
Commercial Landfill	\$ 812,800	\$ 1,007,974	\$ 848,730	\$ 922,888	\$ 67,739	\$ (855,149)
Gate Receipts	\$ 448,321	\$ 539,687	\$ 684,955	\$ 687,096	\$ 32,597	\$ (654,499)
UB Commercial Service	\$ 1,462,181	\$ 1,484,111	\$ 1,646,760	\$ 2,021,679	\$ 167,009	\$ (1,854,670)
Commercial Container Rent	\$ 220,795	\$ 177,291	\$ 220,416	\$ 217,578	\$ 21,471	\$ (196,107)
Recycle Income	\$ -	\$ 136,052	\$ 71,322	\$ 97,828	\$ 6,417	\$ (91,411)
Other Misc Reveue	\$ -	\$ 175,707	\$ 175,758	\$ 182,341	\$ 13,337	\$ (169,004)
General Fund						
Street Light Utility	\$ 391,843	\$ 394,167	\$ 389,410	\$ 391,558	\$ 33,276	\$ (358,282)
Storm Water						
Utility Billing	\$ 316,190	\$ 317,917	\$ 314,553	\$ 316,618	\$ 26,891	\$ (289,727)
Other Misc Reveue			\$ 14,154	\$ 9,998	\$ -	\$ (9,998)
Waste Water Treatment Plant						
Wastewater Reuse	\$ 305,141	\$ 257,474	\$ 240,795	\$ 467,436	\$ 21,304	\$ (446,132)
Total	\$ 15,689,825	\$ 16,409,499	\$ 16,689,227	\$ 18,228,858	\$ 1,420,455	\$ (16,808,403)

Note: A portion of January billing gets moved back to December of prior year based on audit requirements

2/3 of consumption and 1/3 of base charges billed on January 20th get moved back to prior year

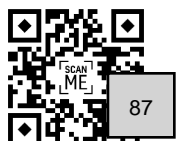
2/3 of consumption, but none of the base charges billed on January 30th get moved back to prior year

September 20, 2025

I have attached a proposal for your review and approval. On the recommendation of Attorney Vukelic, the Commission has asked us to look into updating our HR policies and determining what content is more appropriate for an Employee Handbook and what should stay in Code. Michelle Kommer from HighRoad Partners has provided us with a proposal to review our Chapter 42 to determine which content should be removed from Code and relocated to a handbook. They will make a final draft of the handbook for approval. They will also determine which content should remain in code and will make recommendations for those changes as well. Michelle Kommer, founder of HighRoad Partners served as ND Labor Commissioner and Commerce Commissioner. She also spent 20+ years in executive level HR, Legal and Operational leadership roles and is licensed to practice law in ND and MN. The proposal is between \$3,500-\$4,750. They offer an annual maintenance subscription for \$350 and will work with us to update the handbook yearly. They are available to begin the work outlined upon approval of this proposal. City Staff recommends approval.

Thank you,

HR Director Shelly Nameniuk





February 2025

Employee Handbook Proposal

Prepared by:
Michelle Kommer

www.highroadpartners.com
mkommer@highroadpartners.com
701-371-6278



DELIVERED VIA EMAIL TO SHELLY.NAMENIUK@DICKINSONGOV.COM

February 10, 2025

Ms. Shelly Nameniuk
Human Resources Director
City of Dickinson
38 1st St. W
Dickinson, ND 58601

Dear Ms. Nameniuk & Members of the City Commission,

We are so pleased to provide you with a proposal to draft your Employee Handbook as a stand-alone document outside of Municipal Code, and optionally, to propose the reformation of Chapter 42 of the Code, following the relocation of content to be included in the Employee Handbook.

We look forward to an opportunity to discuss any questions you may have about the information that follows.

Best,

Michelle Kommer

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Background

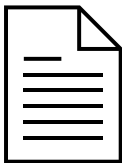
Client, a municipality, currently includes HR policies and procedures within Chapter 42 of its Municipal Code (“Code”). Client is presently working directly with outside counsel to update its Harassment and Non-discrimination policy, as well as its policy relating to grievance procedures. Client’s goal is to remove HR policies and procedures from Code and create a stand-alone Employee Handbook. The audience for the Employee Handbook is Municipal employees. The Employee Handbook requires approval of the City Commission, and annual certification by employees (or more often if changes are made).

Scope

HighRoad Partners will review Chapter 42 to determine which content should be removed from the Code and relocated to the Employee Handbook. Specifically, HighRoad Partners will:

- Review Chapter 42 and produce a red-line version illustrating content that should be removed and relocated to the handbook
- Meet with HR leadership to thoroughly review current policies, and discuss/recommend best practices
- Produce Handbook Draft #1 for consideration
- Make edits to Draft #1 as requested
- Produce final draft handbook for approval

Deliverable

	<u>Final draft of handbook for approval</u>
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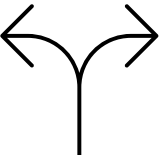
Optional Scope

After the relocation of handbook-appropriate content, Chapter 42 of the Code will require review and update to ensure that the remaining content is appropriate and readable.

HighRoad Partners will review Chapter 42 to determine which content is appropriate to remain, or should be repealed or relocated, for example to a safety policy. Specifically, HighRoad Partners will:

- Review remaining contents of Chapter 42 and recommend revisions to ensure remaining contents are appropriate for inclusion in Code and organized and presented sensibly, given the relocation of significant content.
- Produce draft #1 of the revised Chapter 42
- Meet with HR leadership to discuss recommendations
- Make edits to Draft #1 as requested
- Produce final draft of Chapter 42 for approval

Optional Deliverable

	<p><u>Final draft of Ch.42 for approval</u></p>
---	---

Your Team

Michelle Kommer

Michelle has a passion for building great teams and the “people systems” that support them. Prior to founding HighRoad Partners in 2020, Michelle served as North Dakota’s Labor Commissioner and Commerce Commissioner, which provided inspiration to connect this passion to her daily work. Before her public service, she spent more than 20 years in the private sector, serving in executive Human Resource, Legal and Operational leadership roles in a variety of industries including financial services, manufacturing, heavy construction, energy, and health insurance. She is licensed to practice law in North Dakota and Minnesota, experienced in labor and employment matters, as well as corporate governance and contracts. Michelle has enjoyed her service as a director working with several public, private and non-profit boards.



Timeline

HighRoad Partners is available to begin the work outlined above upon approval of the engagement. The completion date for the project is driven by leadership’s availability to review HighRoad Partners’ work in a timely manner. A timeline will be agreed to with leadership upon commencement of the engagement.

Estimated Cost

- Deliverable \$2,500-\$3,250
- Optional Deliverable \$1,000-\$1,500

We accept payment for 50% of the estimated midpoint of the range upon commencement of the engagement and the remaining payment upon submission of the deliverable(s).

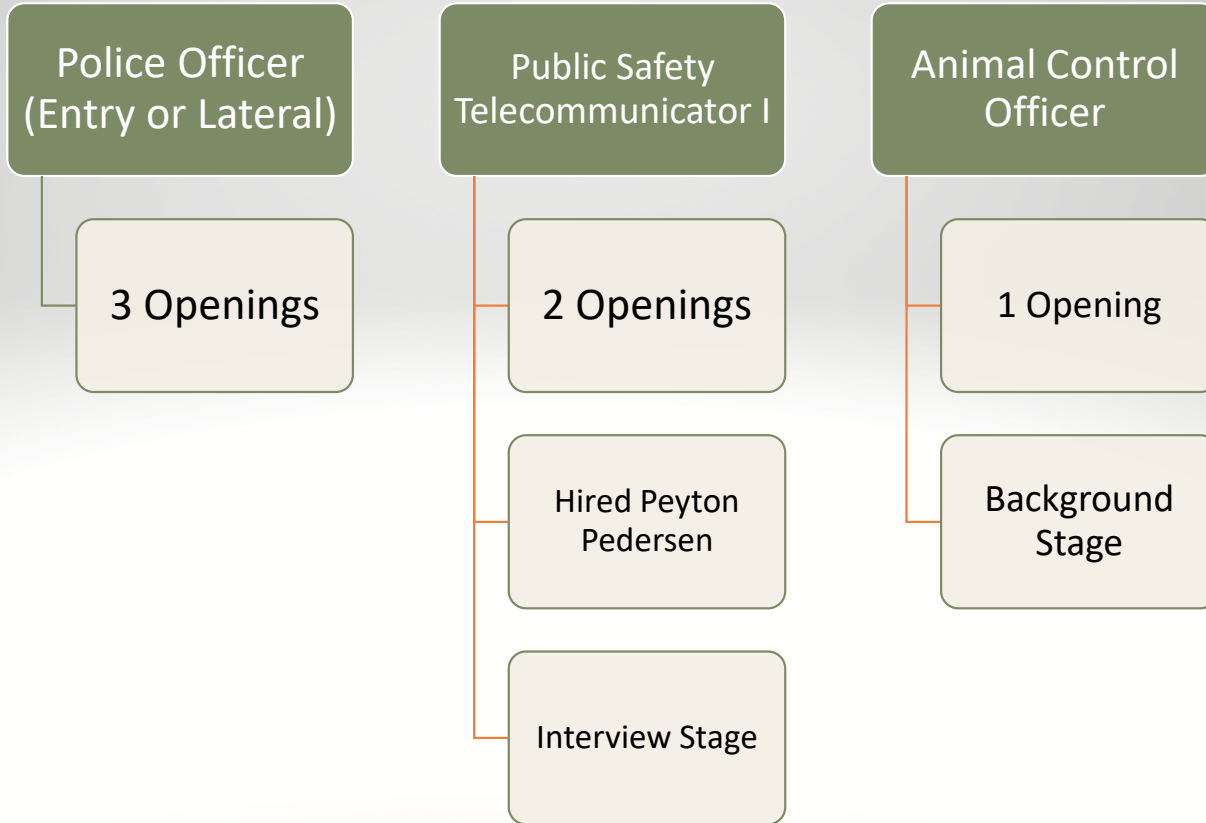
Human Resources

Hiring Journal

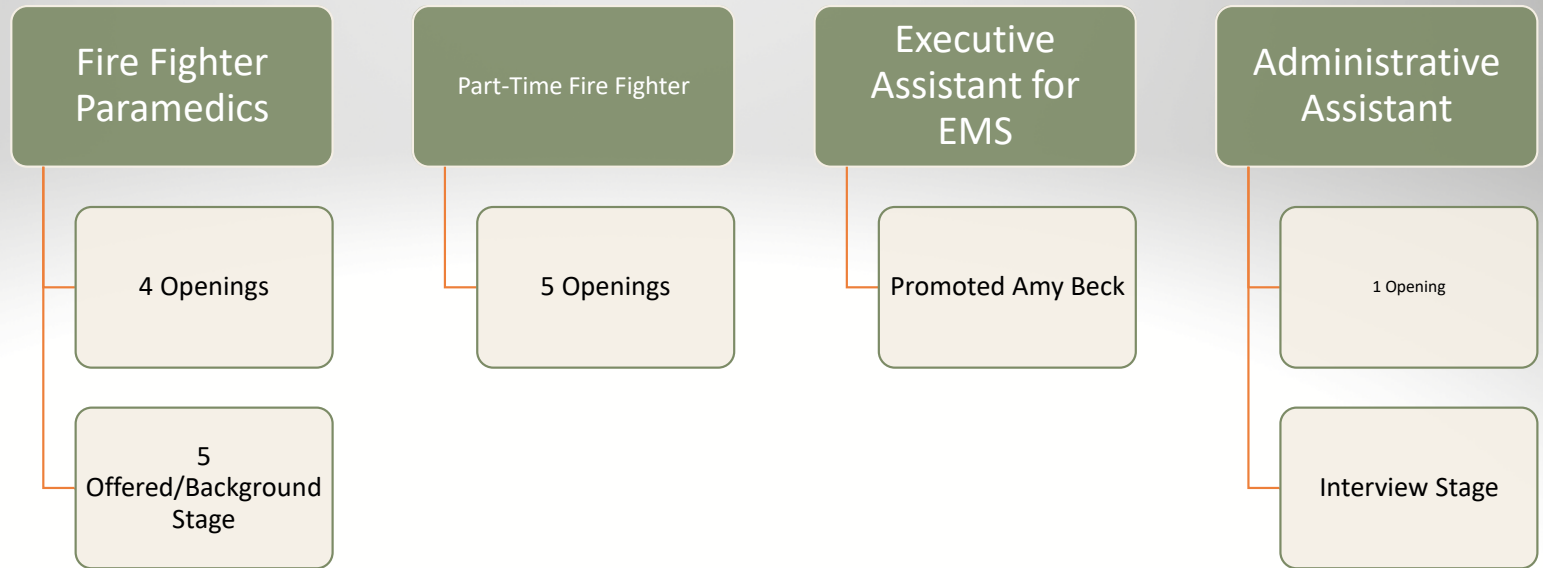
Presented by: HR Director



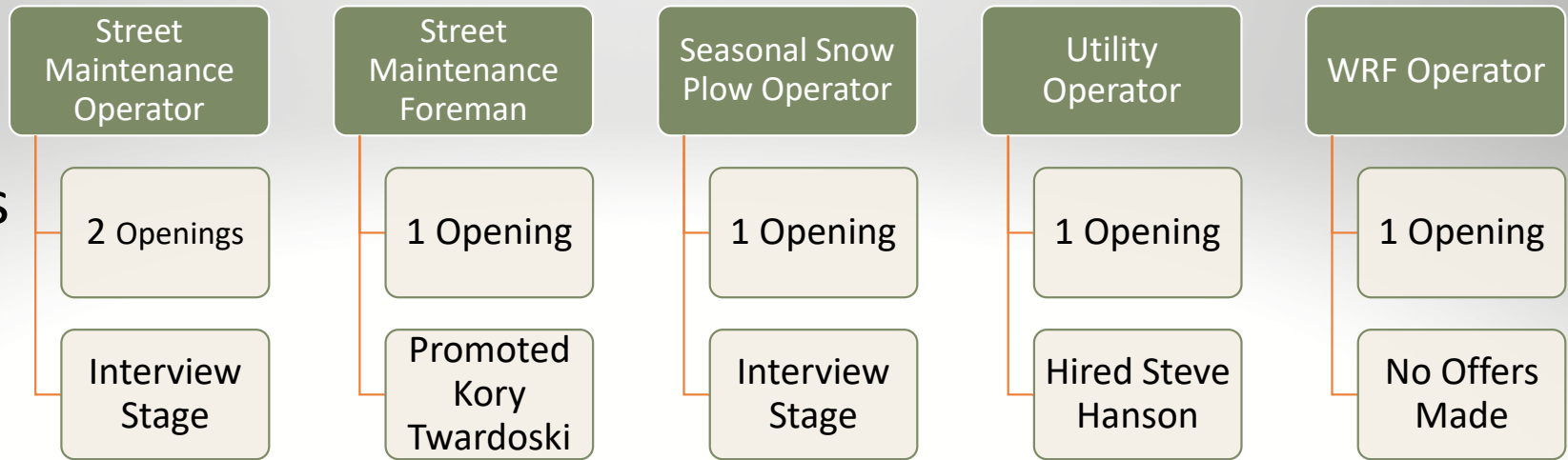
Police Department



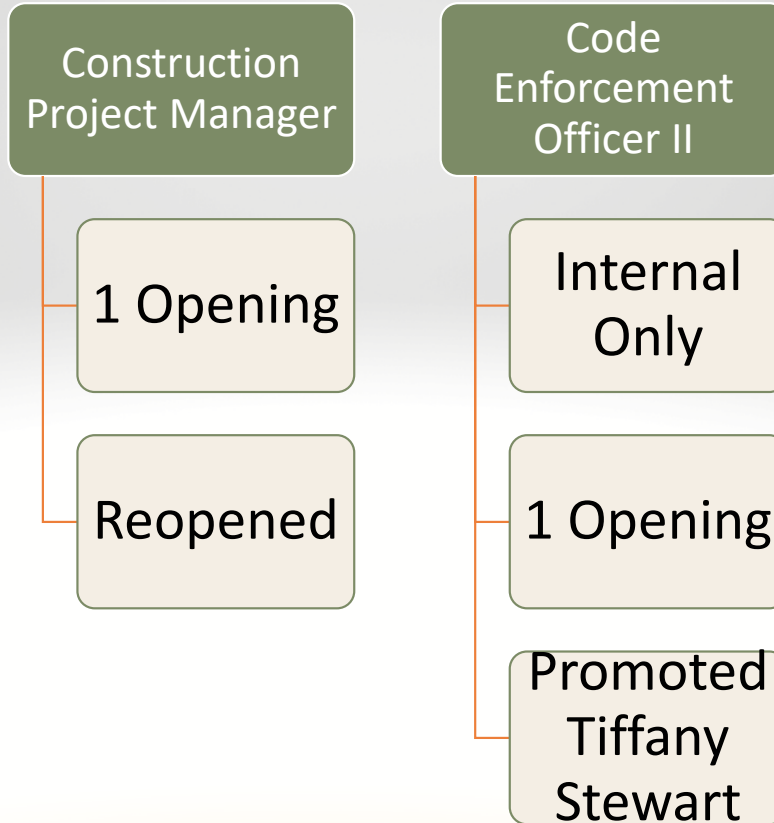
Fire Department



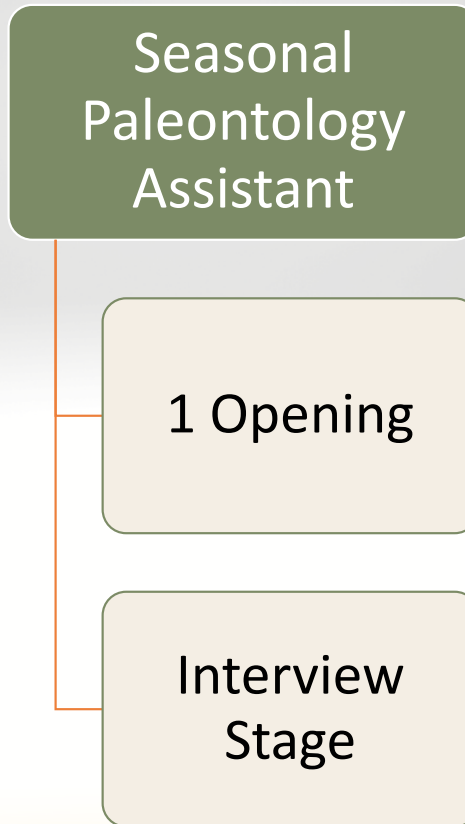
Public Works



Community Development /Engineering & Building and Codes



Museum



Planning &
Zoning
Commissioner

1 Opening

Planning &
Zoning
Commission

Questions?

Req #	Hiring Journal - February											Updated on 2/11/2025
	Position	Date opened:	Date closed:	# of days position is/was open	total applicants:	# of disqualified apps:	# withdrawn apps:	# of interviews:	# of declined offers:	Hired:		Section 3. Item E.
422	Police Officer (3 Openings)	12/11/2024	1/4/2025	24	6	3	2	1		No Offers Made		
433	Police Officer (Lateral or Entry Level)	2/4/2025	Until Filled		3	0						
418	Public Safety Telecommunicator I (2 Openings)	11/20/2024	12/4/2024	14	9	2				Hired Peyton Pederson (2/10)		
426	Public Safety Telecommunicator I (2 Openings)	1/7/2025	1/21/2025	14	20	7	5	8		Interview Stage		
428	Animal Control Officer	1/9/2025	1/23/2025	14						Background Stage		
419	Utility Operator	12/2/2024	1/17/2025		2	0	0	2	0	Hired Steve Hanson		
423	Water Reclamation Facility Operator	1/7/2025	1/28/2025	21	4	1	0	3	0	No Offers Made- reopening position		
347	Museum Center Volunteer - GENERAL	1/29/2024	Until Filled		2							
346	Museum Center Volunteer - HISTORY	1/29/2024	Until Filled		2		1	1				
360	Museum Center Volunteer - Paleo Collections	3/20/2024	Until Filled		4	1		2				
429	Seasonal Paleontology Assistant	1/13/2025	2/10/2025	28	45	3		10		Interview Stage		
404	Fire Figher Paramedic (9 Openings)	9/10/2024	1/22/2025	134	6	2	1	3	1	5 in background pending July start date		
430	Fire Fighter/Paramedic (4 Openings)	1/22/2025	Until Filled		4	3		1		1 interview Stage -		
439	Part-Time Fire Fighter (5 Openings)	2/10/2025	Until Filled									
427	Executive Assistant for EMS (INTERNAL ONLY)	1/9/2025	1/14/2025	5	2	0	0	2	0	Promoted Amy Beck		
431	Administrative Assistant - Fire Department	2/3/2025	2/10/2025	7	28	16		13		Interview Stage		
414	Construction Project Manager	11/8/2024	12/8/2024	30	16	9				No Offers Made		
437	Construction Project Manager	2/11/2025	Until Filled									
436	Code Enforcement Officer II (INTERNAL ONLY)	2/6/2025	2/11/2025	5	1	0	0	1		Promoted Tiffany Stewart		
434	Street Maintenance Operator (2 Openings)	2/6/2025	Until Filled		6							
425	Street Maintenance Foreman (2 Openings)	12/27/2024	1/17/2025	21	3	0	1	2		Promoted Kory Twardowski		
424	Seasonal Snow Plow Operator	1/7/2025	2/11/2025	35	3	2	0	1		Interview Stage		
435	Planning and Zoning Commissioner	2/6/2025	Until Filled									

February 20, 2025

RE: Hazardous Tree Removal Improvement District

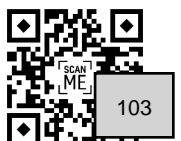
This resolution allows citizens to remove trees deemed hazardous by the City Forester and special assess the costs against the improved parcel. These voluntary special assessments are over a 10-year period. The City Forester may assist homeowners with the hazardous tree removal and services as requested.

Attorney Wenko and Public Works staff has reviewed the resolution and staff recommends approval.

Thank you,



Aaron L. Praus
Public Works Director



RESOLUTION NO. 2025

A RESOLUTION CREATING HAZARDOUS TREE REMOVAL IMPROVEMENT DISTRICT 2025-01 OF THE CITY OF DICKINSON AND AUTHORIZING THE IMPROVEMENTS AND ASSESSMENTS

BE IT RESOLVED by the governing body of the City of Dickinson, North Dakota (the "City"), as follows:

WHEREAS, the City of Dickinson has established a mechanism to allow citizens to contract for the removal of privately owned trees deemed hazardous by the City Forester; and

WHEREAS, the City of Dickinson allows citizens to remove said hazardous trees 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 2025 for the purpose of allowing property owners to amortize the cost of hazardous tree removal.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF CITY COMMISSIONERS, as follows:

1. There is hereby created Hazardous Tree Removal Improvement District 2025-01 which shall encompass all property within the corporate limits of the City of Dickinson.

2. The City shall seek bids together with the plans and specifications for said projects as required and approved by the City Forester.

3. Subject to the limitations set forth in paragraph four, all property owners are entitled to voluntarily participate in said district upon completion of the Hazardous Tree Removal Improvement District 20250-01 Petition Form and compliance with all further requirements for said district. No property owner shall be required to participate in said district.

4. The City licenses and approves arborists it deems capable of safely removing hazardous trees. For anticipation in this district, the property owner is required to seek quotes from the approved arborists and accept the low bid.

5. All assessments to properties shall be assessed over a ten-year period.

Dated this ____ day of February 2025.

ATTEST:

Scott Decker, President
Board of City Commissioners

Dustin Dassinger, City Administrator



Engineering Memorandum

February 14, 2025

RE: February 20th Commission Meeting

MASTER SERVICE AGREEMENT WITH CIVIL SCIENCE INFRASTRUCTURE, INC.

For your consideration is a master service agreement (MSA) with Civil Science Infrastructure, Inc. The benefits of having a MSA versus providing individual project contracts are; consistent terms and conditions regardless of the project, clarity to the obligations and rights of both parties which reduces potential conflicts, and reduced review time by staff for future project contracts.

The City Engineering and Public Works staff recommends approval.



This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the specific Agreement between Owner and Engineer, and the controlling Laws and Regulations.

EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition, is published in four parts: (1) the Main Agreement (general provisions governing all Task Orders)(see below); (2) the Exhibits to Main Agreement; (3) the Task Order Form; and (4) the Exhibits to Task Order. The Main Agreement contains a Guidelines for Use section that pertains to all four parts of E-505.

AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 1 OF 4: MAIN AGREEMENT

Prepared by



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AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES—TASK ORDER EDITION

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AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES—TASK ORDER EDITION

MAIN AGREEMENT

This Main Agreement is a part of the Agreement between the *City of Dickinson* (Owner) and *Civil Science Infrastructure, Inc.* (Engineer). Other terms used in the Agreement are defined in Article 7.

From time to time Owner may request that Engineer provide professional services for Specific Projects. Each engagement will be documented by a Task Order. This Main Agreement sets forth the general terms and conditions that apply to all duly executed Task Orders.

Owner and Engineer further agree as follows:

ARTICLE 1—SERVICES OF ENGINEER

1.01 General

- A. Engineer’s services will be detailed in a duly executed Task Order for each Specific Project, or for a portion of a Specific Project.
- B. The Main Agreement is not a commitment by Owner to issue any Task Orders.
- C. Engineer will not be obligated to perform any prospective Task Order unless and until (1) Owner and Engineer agree to the particulars of the assignment, including the scope of Engineer's services, time for performance, Engineer's compensation, and all other appropriate matters, and include such particulars in the Task Order, and (2) Owner and Engineer both sign the Task Order.
- D. Each duly executed Task Order will be subject to the terms and conditions of (a) this Main Agreement; (b) the Main Agreement’s exhibits; (c) any executed written amendments of the Main Agreement (see Exhibit C); (d) the specific Task Order itself; (e) the specific Task Order’s exhibits; and (f) any amendments or modifications of the specific Task Order.

1.02 Task Order Procedure

- A. The general recommended format of a Task Order is presented in the accompanying Task Order Form. Commonly-used Task Order exhibits are presented in the accompanying Exhibits to Task Order document.
- B. Each specific Task Order will indicate:
 1. Project Background Data;
 2. Specific services to be performed by Engineer (“Scope”), including key deliverables;
 3. Additions or Modifications to Owner’s Responsibilities;
 4. Task Order Schedule;
 5. Engineer’s Compensation for Task Order; and
 6. Primary Subconsultants, if any.

Main Agreement.

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- C. With respect to the Engineer's scope of services under a specific Task Order, each specific Task Order will either (1) be accompanied by and incorporate an Exhibit A, "Engineer's Services Under Task Order," and Exhibit B, "Deliverables Schedule," prepared for the specific Task Order, or (2) state a customized scope of services and deliverables schedule in the Task Order document itself or in an attachment.
- D. Upon signature of the Task Order by both parties (but no earlier than the Effective Date of the specific Task Order), Engineer will commence performance and furnish, or cause to be furnished, the services authorized by the Task Order.
- E. Task Orders may be amended as set forth in Paragraph 8.05.B of this Main Agreement.

1.03 Management of Engineering Services

- A. All phases of Engineer's services under each Task Order will include management of Engineer's Specific Project responsibilities, including but not limited to the following management tasks, whether separately tracked and itemized or included as being incidental to other phase and scope task items.
 1. Develop and submit an Engineering Services Schedule. The Engineering Services Schedule will:
 - a. be consistent with and serve as a supplement to the Schedule of Deliverables set forth in Exhibit B to Task Order.
 - b. be updated on a regular basis, and as required to reflect any programmatic decisions by Owner.
 - c. include, but not be limited to, an anticipated sequence of tasks; estimates of task duration; interrelationships among tasks; milestone meetings and submittals; anticipated schedule of construction; and other pertinent Project events.
 2. Develop and submit detailed work plans from Exhibit A to Task Order tasks.
 3. Coordinate services within Engineer's internal team, and with Subconsultants and Engineer's Subcontractors.
 4. Prepare for and participate in meetings with consultants and contractors working on other parts of the Specific Project that may affect, or be affected by, Engineer's services or resulting construction.
 5. Prepare and submit monthly engineering services progress reports to the Owner. Include a summary of services performed in period, expected progress in next period, percent completion of current tasks, and a description of major issues or concerns.
 6. Special Invoicing: In addition to, or as a substitute for, Engineer's standard invoicing, for each invoice provide the specified additional information or documentation, following the invoicing procedures indicated: **City of Dickinson invoicing policy shall be followed.**
 7. Conduct ongoing management tasks, including:
 - a. Maintaining communications records and files pertaining to or arising from Engineer's services;
 - b. With respect to Engineer's services and other directly relevant parts of the Specific Project, prepare for and participate in periodic progress meetings with Owner to

Main Agreement.

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discuss progress, schedule, budget, issues, potential problems and their resolution;
and

- c. Preparing agendas prior to and minutes following all Engineer-led meetings.
- B. Unless a different standard is expressly set forth in a specific Task Order, in all phases of Engineer's services, Engineer shall prepare draft and final Drawings in accordance with **Engineer's CAD standards using Civil 3D or Open Roads software.**
- C. The source documents for the draft and final Specifications in all phases of Engineer's services will be **Owner's standard specifications**, unless a different source document is expressly identified in the specific Task Order.

1.04 Sequencing and Coordination

- A. For each Task Order, the Work to be designed or specified by Engineer, upon which the Engineer's scope has been established, will be performed or furnished under one prime Construction Contract, unless specified otherwise in the Task Order.
- B. If the Work designed or specified by Engineer under a specific Task Order is to be performed or furnished under more than one prime Construction Contract, or if Engineer's services are to be separately sequenced with the work of one or more of Owner's consultants or contractors (such as in the case of fast-tracking), then:
 - 1. the Task Order's Deliverables Schedule will account for the need to sequence and properly coordinate Engineer's services as applicable to the Work under the Construction Contracts; or
 - 2. If the Task Order does not address such sequencing and coordination, then Owner and Engineer will jointly develop a schedule for sequencing and coordination of services prior to commencement of final design services; this schedule is to be prepared and included in or become an amendment to the authorizing Task Order, whether the work under such contracts is to proceed concurrently or sequentially.

ARTICLE 2—OWNER'S RESPONSIBILITIES

2.01 Application of Owner's Responsibilities

- A. The responsibilities of Owner set forth in Article 2 apply to each Specific Project and each specific Task Order. Supplemental responsibilities of Owner applicable only to a specific Task Order may be stated in the specific Task Order.

2.02 Project Information

- A. To the extent Owner has not already provided the following, or has new, additional, or revised information from that previously provided, Owner shall provide Engineer with information and data needed by Engineer in the performance of the Specific Project, including Owner's:
 - 1. design objectives and constraints;
 - 2. space, capacity, and performance requirements;
 - 3. flexibility and expandability needs;

Main Agreement.

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4. design and construction standards;
 5. budgetary limitations; and
 6. any other available information pertinent to the Specific Project including reports and data relative to previous designs, construction, or investigation at or adjacent to the Site.
- B. Following Engineer's assessment of initially-available information and data and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional information and data as is reasonably required to enable Engineer to complete its Basic and Additional Services under the Task Order; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information as Additional Services. Such additional information or data may include the following:
1. Property descriptions.
 2. Zoning, deed, and other land use restrictions.
 3. Surveys, Mapping, and Utility Documentation.
 4. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
 5. Explorations and tests of subsurface conditions at or adjacent to the Site; geotechnical reports and investigations; drawings of physical conditions relating to existing surface or subsurface structures at the Site; hydrographic surveys, laboratory tests and inspections of samples, materials, and equipment; with appropriate professional interpretation of such information or data.
 6. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental, historical, or cultural studies relevant to the Specific Project, the Site, and adjacent areas.
 7. Data or consultations as required for the specific Task Order but not otherwise identified in this Agreement.
- C. Owner shall examine all alternative solutions, studies, reports, sketches, Drawings, Specifications, proposals, and other documents presented by Engineer (including obtaining advice of an attorney, risk manager, insurance counselor, financial/municipal advisor, and other advisors or consultants as Owner deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.
- D. If a specific Task Order requires Engineer to assist Owner in collating the various cost categories that comprise Total Project Costs, Owner shall furnish to Engineer data as to Owner's anticipated costs for services to be provided to Owner by others (including, but not limited to, accounting, bond and financial, independent cost estimating, insurance counseling, and legal advice).
- E. Owner shall advise Engineer if any invention, design, process, product, or device that Owner has requested, required, or recommended for inclusion in the Drawings or Specifications prepared or furnished under a Task Order will be subject to payment (whether by Owner or Contractor) of any license fee or royalty to others, as required by patent rights or copyrights.

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- F. Owner shall inform Engineer as to whether Engineer's assistance is requested with respect to Owner's evaluation of the possible use of Project Strategies, Technologies, and Techniques, as defined in Exhibit A to Task Order.
- G. Owner shall inform Engineer as to whether Engineer's assistance is requested in identifying opportunities for enhancing the sustainability of the Specific Project.

2.03 Owner's Instructions Regarding Bidding and Construction Contract Documents

- A. Owner shall give instructions to Engineer regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable) and Owner's construction contract practices and requirements, and furnish to Engineer (or give specific directions requesting Engineer to use copies already in Engineer's possession) the following:
 1. Owner's standard contract forms, general conditions (if other than the current edition of EJCDC® C-700, Standard General Conditions of the Construction Contract), supplementary conditions, text, and related documents and content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and in draft Construction Contract Documents;
 2. insurance and bonding requirements;
 3. protocols for electronic transmittals during bidding and construction;
 4. Owner's safety and security programs applicable to Contractor and other Constructors;
 5. diversity and other social responsibility requirements;
 6. bidding and contract requirements of funding, financing, or regulatory entities;
 7. other specific conditions applicable to the procurement of construction or contract documents;
 8. any other information necessary for Engineer to assist Owner in preparing, for each Specific Project, bidding-related documents (or requests for proposals or other construction procurement documents) and Construction Contract Documents.
- B. Owner shall have responsibility for the final content of (1) such bidding-related documents (or requests for proposals or other construction procurement documents), and (2) those portions of any Construction Contract other than the design (as set forth in the Drawings, Specifications, or otherwise) and other engineering or technical matters.
 1. Owner shall seek the advice of Owner's legal counsel, risk managers, and insurance advisors with respect to the drafting and content of such documents.
- C. Owner shall place and pay for advertisements for Bids in appropriate publications.

2.04 Owner-Furnished Services

- A. Recognizing and acknowledging that Engineer's services and expertise do not include the following services, Owner shall obtain, as required for each Specific Project:
 1. Accounting, bond and financial advisory services (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by

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the Securities and Exchange Commission), independent cost estimating, and insurance counseling services.

2. Legal services, including attorney review of proposed Construction Contract Documents, legal services required by Owner, legal services needed as a result of issues raised by Contractor, and Project-related legal services reasonably requested by Engineer.
 3. Auditing services, including those needed by Owner to ascertain how or for what purpose Contractor has used money paid to it.
- B. Owner shall provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Construction Contract Documents (other than those required to be furnished or arranged by Contractor), or to evaluate the performance of materials, equipment, and facilities of Owner, prior to their incorporation into the Work with appropriate professional interpretation thereof. Owner shall provide Engineer with the findings and reports generated by testing laboratories, including findings and reports obtained from or through Contractor.
- C. Owner shall acquire or arrange for acquisition of the Site(s) and any temporary or permanent rights of access, easements, or property rights needed for each Specific Project.
- D. With respect to the portions or phases of each Specific Project designed or specified by Engineer, Owner shall provide, obtain, or arrange for:
1. all required reviews, approvals, consents, and permits from governmental authorities having jurisdiction, and
 2. such reviews, approvals, and consents from others as may be necessary for completion of each portion or phase of the Specific Project.
- E. Owner may delegate to a Contractor or others the responsibilities set forth in Paragraphs 2.04.C and D.

2.05 Owner's General Responsibilities

- A. Owner shall inform Engineer of the policies, procedures, and requirements of Owner that are applicable to Engineer's performance of services under this Agreement and under each Task Order.
- B. Owner will provide Engineer with Owner's budget for each Specific Project, including type and source of funding to be used and will promptly inform Engineer if the budget or funding sources change.
- C. Owner shall inform Engineer in writing of any safety or security programs that are applicable to the personnel of Engineer, its Subconsultants, and Engineer's Subcontractors, as they visit the Site or otherwise perform services under this Agreement and under each Task Order.
- D. Owner shall arrange for safe access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under this Agreement and under each Task Order.

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- E. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance of its services.
- F. Owner shall be responsible for all requirements and instructions that it furnishes to Engineer pursuant to this Agreement, and for the accuracy and completeness of all programs, reports, data, and other information furnished by Owner to Engineer pursuant to this Agreement or any Task Order. Engineer may use and rely upon such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement or any Task Order, subject to any express limitations or reservations applicable to the furnished items.
- G. Owner shall give prompt written notice to Engineer whenever Owner observes or otherwise becomes aware of:
1. any development that affects the scope or time of performance of Engineer's services;
 2. the presence at the Site of any Constituent of Concern; or
 3. any relevant, material defect or nonconformance in: (a) Engineer's services, (b) the Work, (c) the performance of any Constructor, or (d) Owner's performance of its responsibilities under this Agreement.
- H. Owner shall advise Engineer of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to a Specific Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructability review.
- I. If Owner designates a construction manager, site representative, or any individual or entity other than, or in addition to, Engineer to represent Owner at the Site, then Owner shall define and set forth, in an exhibit to the governing Task Order, the duties, responsibilities, and limitations of authority of such other party and the relation thereof to the duties, responsibilities, and authority of Engineer.
- J. Owner shall:
1. Attend and participate in the pre-bid conference, bid opening, pre-construction conferences, construction progress and other job-related meetings, and Site visits to determine Substantial Completion and readiness of the completed Work for final payment.
 2. Primarily communicate with Engineer's Subcontractors and Subconsultants through the Engineer.
 - a. Promptly inform Engineer of the substance of any communications between Owner and Engineer's Subcontractors or Subconsultants.
 - b. Refrain from directing the services of Engineer's Subcontractors or Subconsultants.
 3. Authorize Engineer to provide Additional Services as set forth in Part 2 of Exhibit A of each Task Order, as required.
 4. Perform or provide the following:

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- a. All other Owner responsibilities expressly identified in any Task Order, not otherwise set forth in this Agreement.
- b. **Reserved**

2.06 Payment

- A. Owner shall pay Engineer as set forth in each Task Order, pursuant to the applicable terms of Article 4.

ARTICLE 3—TERM AND TIMES FOR RENDERING SERVICES

3.01 Term

- A. This Agreement will be effective and applicable to Task Orders issued hereunder for **five years** from the Effective Date of the Agreement.
- B. The parties may extend or renew this Agreement, with or without changes, by written instrument establishing a new term.

3.02 Commencement

- A. Engineer is authorized to begin rendering services under a Task Order as of the Effective Date of the Task Order.

3.03 Time for Completion

- A. The Effective Date of the Task Order and the times for completing services or providing deliverables will be stated in each Task Order.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's services is impaired, or Engineer's services are delayed or suspended, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, will be adjusted equitably.
- C. If Owner authorizes changes in the scope, extent, or character of a Specific Project, or of Engineer's services, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, will be adjusted equitably.
- D. If the Contract Times to complete the Work under a Construction Contract are extended beyond the period stated in the governing Task Order, Owner will pay Engineer for the additional services during the extension based on the Standard Hourly Rates Method of Payment.
- E. If Engineer fails, for reasons within the control of Engineer, to complete the performance required in a Task Order within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages to the extent, if any, resulting from such failure by Engineer.

ARTICLE 4—INVOICES AND PAYMENTS

4.01 Invoices

- A. Preparation and Submittal of Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices; the terms of any progress reporting and special invoicing

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requirements in Paragraph 1.03, or as otherwise required in Exhibit A to the Task Order; and with the applicable terms of Appendix 1 to Main Agreement, Reimbursable Expenses Schedule, and Appendix 2 to Main Agreement, Standard Hourly Rates Schedule. Engineer shall submit its invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.

4.02 Payments

- A. Application to Interest and Principal: Payment will be credited first to any interest owed to Engineer and then to principal.
- B. Disputed Invoices: If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion, subject to the terms of Article 4. After a disputed item has been resolved, Engineer shall include the agreed-upon amount on a new invoice.
- C. Failure to Pay: If Owner fails to make any undisputed payment due Engineer within 30 days after receipt of Engineer's invoice, then:
 - 1. amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and
 - 2. Engineer may, after giving 7 days' written notice to Owner, suspend services under this Agreement until Owner has paid in full amounts due. Owner waives any and all claims against Engineer for any such suspension.
- D. Sales or Use Taxes: If after the Effective Date of a Task Order any governmental entity takes an action that imposes additional sales or use taxes on Engineer's services or compensation under the Task Order, then Engineer may invoice such additional sales or use taxes for reimbursement by Owner. Owner shall reimburse Engineer for the cost of such invoiced additional sales or use taxes; such reimbursement will be in addition to the compensation to which Engineer is entitled under the terms of this Main Agreement and the specific Task Order.
- E. The bases of compensation (compensation methods) for Basic Services (including if applicable the bases of compensation for individual phases of Basic Services) and for Additional Services must be identified in each specific Task Order (Task Order Form, Paragraph 6). Owner shall pay Engineer for services in accordance with the applicable basis of compensation.
- F. The three following bases of compensation are used for services under Task Orders, as identified in each specific Task Order:
 - 1. Lump Sum (plus any expenses expressly eligible for reimbursement)
 - 2. Standard Hourly Rates (plus any expenses expressly eligible for reimbursement)
 - 3. Direct Labor Costs Times a Factor (plus any expenses expressly eligible for reimbursement)
- G. The terms and conditions applicable to each of the three compensation methods are set forth in Paragraph 4.04.

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4.03 Explanation of Compensation Methods

A. Lump Sum

1. Owner shall pay Engineer a Lump Sum amount for the specified category of services.
2. The Lump Sum will include compensation for Engineer's services and services of Engineer's Subcontractors and Subconsultants, if any. The Lump Sum constitutes full and complete compensation for Engineer's services in the specified category, including labor costs, overhead, profit, expenses (other than those expenses expressly eligible for reimbursement, if any), and Engineer's Subcontractor and Subconsultant charges.
3. In addition to the Lump Sum, Engineer is also entitled to reimbursement from Owner for the following expenses reasonably and necessarily incurred by Engineer in connection with the performing or furnishing of the services in the specified category (see Appendix 1 for rates or charges):
 - a. **None**
4. The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the proportion of the total services completed during the billing period to the Lump Sum.

B. Standard Hourly Rates

1. For the specified category of services, the Owner shall pay Engineer an amount equal to the cumulative hours charged to the Specific Project by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class. Under this method, Engineer shall also be entitled to reimbursement from Owner for the expenses identified in Paragraph 4.05 below, and Appendix 1.
2. Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
3. Engineer's Reimbursable Expenses Schedule and Standard Hourly Rates are attached to this Agreement as Appendices 1 and 2.
4. The total estimated compensation for the specified category of services will be stated in the Task Order. This total estimated compensation will incorporate all labor at Standard Hourly Rates, and reimbursable expenses (including Engineer's Subcontractor and Subconsultant charges, if any).
5. The amounts billed will be based on the cumulative hours charged to the specified category of services on the Specific Project during the billing period by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class, plus reimbursable expenses (including Engineer's Subcontractor and Subconsultant charges, if any).
6. The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually (as of **January 1, 2025**, to reflect equitable changes in the compensation payable to Engineer.

C. Direct Labor Costs Times a Factor: **NOT APPLICABLE**

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4.04 Reimbursable Expenses

- A. Under the Lump Sum method basis of compensation to Engineer, unless expressly indicated otherwise the Lump Sum amount includes the following categories of expenses: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls, mobile phone services, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Specific Project-related items; and Engineer's Subcontractor and Subconsultant charges. These expenses are not reimbursable under the Lump Sum method, unless expressly indicated otherwise in Paragraph 4.04.A.3 above.
- B. Expenses eligible for reimbursement under the Direct Labor Costs Times a Factor and Standard Hourly Rate methods of compensation include the following expenses reasonably and necessarily incurred by Engineer in connection with the performing or furnishing of Basic and Additional Services for the Task Order:
 - 1. Transportation (including mileage), lodging, and subsistence incidental thereto;
 - 2. Providing and maintaining field office facilities including furnishings and utilities;
 - 3. Toll telephone calls, mobile phone services, and courier services; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Specific Project-related items;
 - 4. Consultant charges; and
 - 5. Other expenses identified in Appendix 1.
- C. Reimbursable expenses reasonably and necessarily incurred in connection with services provided under the Direct Labor Costs Times a Factor and Standard Hourly Rate methods must be paid at the rates set forth in Appendix 1, Reimbursable Expenses Schedule, subject to the factors set forth below.
- D. The amounts payable to Engineer for reimbursable expenses will be the Project-specific internal expenses actually incurred or allocated by Engineer, plus all invoiced external reimbursable expenses allocable to the Specific Project, the latter multiplied by a factor of **15%**
- E. Whenever Engineer is entitled to compensation for the charges of its Consultants, those charges will be the amount billed by such Consultants to Engineer times a factor of **15%**.
- F. The external reimbursable expenses and Consultants' factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.

4.05 Other Provisions Concerning Payment

- A. Estimated Compensation Amounts
 - 1. Engineer's estimate of the amounts that will become payable for services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.

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2. When estimated compensation amounts have been stated in a Task Order and it subsequently becomes apparent to Engineer that a compensation amount thus estimated will be exceeded, Engineer shall give Owner written notice thereof, allowing Owner to consider its options, including suspension or termination for Owner's convenience of Engineer's services under the Task Order. Upon notice, Owner and Engineer will promptly review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services under the Task Order for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend the Engineer's services during the negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer will be paid for all services rendered.

ARTICLE 5—OPINIONS OF COST

5.01 Opinions of Probable Construction Cost

- A. Engineer's opinions of probable Construction Cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer. If Owner requires greater assurance as to probable Construction Cost, then Owner agrees to obtain an independent cost estimate.

5.02 Opinions of Total Project Costs

- A. The services, if any, of Engineer with respect to Total Project Costs will be limited to assisting the Owner in tabulating the various categories that comprise Total Project Costs. Engineer assumes no responsibility for the accuracy of any opinions of Total Project Costs.

ARTICLE 6—GENERAL CONSIDERATIONS

6.01 Standards of Performance

- A. **Standard of Care:** The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer.
- B. **Technical Accuracy:** Owner shall not be responsible for discovering deficiencies in the technical accuracy of Engineer's services. Engineer shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.

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- C. **Engineer's Subcontractors and Subconsultants:** Engineer may retain such Engineer's Subcontractors and Subconsultants as Engineer deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by Owner.
- D. **Reliance on Others:** Subject to the standard of care set forth in Paragraph 6.01.A, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- E. **Compliance with Laws and Regulations, and Policies and Procedures**
1. Engineer and Owner shall comply with applicable Laws and Regulations.
 2. Engineer shall comply with the policies, procedures, and instructions of Owner that are applicable to Engineer's performance of services under this Agreement and that Owner provides to Engineer in writing, subject to the standard of care set forth in Paragraph 6.01.A, and to the extent compliance is not inconsistent with professional practice requirements.
 3. This Agreement is based on Laws and Regulations and Owner-provided written policies and procedures as of the Effective Date. The following may be the basis for modifications to Owner's responsibilities or to Engineer's scope of services, times of performance, or compensation:
 - a. changes after the Effective Date of the Task Order to Laws and Regulations,
 - b. the receipt by Engineer after the Effective Date of the Task Order of Owner-provided written policies and procedures, and
 - c. changes after the Effective Date of the Task Order to Owner-provided written policies or procedures.
- F. **General Conditions of Construction Contract:** The general conditions for any construction contract documents prepared hereunder are to be the current edition of EJCDC® C-700, Standard General Conditions of the Construction Contract, prepared by the Engineers Joint Contract Documents Committee, unless expressly indicated otherwise in this Agreement.
- G. **Copies of Drawings and Specifications:** If Engineer is required to prepare or furnish Drawings or Specifications under a specific Task Order, Engineer shall deliver to Owner at least one complete electronic copy of such Drawings and Specifications, signed and sealed according to applicable Laws and Regulations, and one complete printed copy, duly signed and sealed.
- H. Engineer shall not be required to sign any document, no matter by whom requested, that would result in Engineer having to certify, guarantee, or warrant conditions whose existence the Engineer cannot ascertain within the authorized scope of Engineer's services. Owner agrees not to make resolution of any dispute with Engineer or payment of any amount due to Engineer in any way contingent upon Engineer signing any such document.
- I. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety

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at the Site, nor for any failure of a Constructor to comply with Laws and Regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.

- J. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work in accordance with the Construction Contract Documents.
- K. Engineer shall not be responsible for any decision made regarding the Construction Contract Documents, or any application, interpretation, clarification, or modification of the Construction Contract Documents, other than those made by Engineer.
- L. Engineer is not required to provide and does not have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.
- M. Engineer's services do not include providing legal advice or representation.
- N. Engineer's services do not include (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission, or (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances.
- O. While at the Site, Engineer, its Subconsultants, and Engineer's Subcontractors, and their employees and representatives will comply with the applicable requirements of Contractor's and Owner's safety programs of which Engineer has been informed in writing.

6.02 Ownership and Use of Documents

- A. All Documents are instruments of service, and Engineer owns the Documents, including all associated copyrights and the right of reuse at the discretion of the Engineer. Engineer shall continue to own the Documents and all associated rights whether or not the Specific Project is completed.
 - 1. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Specific Project.
 - 2. Engineer grants Owner a limited license to use the Documents on the Specific Project, extensions of the Specific Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all services relating to preparation of the Documents, and subject to the following limitations:
 - a. Owner acknowledges that such Documents are not intended or represented to be suitable for use on the Specific Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Specific Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - b. any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific

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purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and Subconsultants; and

- c. such limited license to Owner shall not create any rights in third parties.
- B. If Engineer, at Owner's request, verifies the suitability of the Documents, completes them, or adapts them for extensions of the Project or for any other purpose, then Owner shall compensate Engineer at rates or in an amount to be agreed upon by Owner and Engineer.
- C. Engineer shall inform Owner if Engineer is aware of any invention, design, process, product, or device specified in the Drawings, Specifications, or other Documents that is subject to payment (whether by Owner or Contractor) of any license fee or royalty to others, as required by patent rights or copyrights. If Engineer's good-faith inclusion in the Drawings, Specifications, or other Documents of new, innovative, or non-standard technologies, for the benefit of Owner and the Project, results in third-party claims of infringement or violation of intellectual property rights, then Owner and Engineer shall share equally the costs of defending against, settling, or paying such claims.
- D. Engineer will obtain Owner's consent, which will not be unreasonably withheld, prior to releasing any publicity, including news and press releases, promotional publications, award and prize competition submittals, and other advertising regarding the subject matter of this Agreement. Nothing herein will limit the Engineer's right to include information in statements of qualifications and proposals to others accurately describing its participation and participation of employees in the Project.

6.03 Electronic Transmittals

- A. To the fullest extent practical, Owner and Engineer agree to transmit, and accept, all correspondence, Documents, text, data, drawings, information, and graphics related to each Specific Project, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with Exhibit F, Electronic Documents Protocol (EDP).
 - 1. Compliance with the EDP by Engineer shall be considered a Basic Service and no direct or separate compensation will be paid to Engineer for such compliance, unless provisions for separate compensation are expressly set forth in the EDP or in a specific Task Order.
 - 2. Engineer's costs directly attributable to changes in Engineer's Electronic Documents obligations, after the effective date of this Agreement, necessitated by revisions to Exhibit F, delayed adoption of Exhibit F, or implementation of other Electronic Documents protocols, will be compensated as Additional Services.
- B. If this Agreement does not include Exhibit F, or a specific Task Order expressly excludes the application of Exhibit F or otherwise does not establish or include protocols for transmittal of Electronic Documents by Electronic Means, then Owner and Engineer may operate without specific protocols or may jointly develop such protocols at a later date.
- C. Except as stated otherwise in Exhibit F (if included in this Agreement), when transmitting Electronic Documents by Electronic Means, the transmitting party makes no representations as to long term compatibility, usability, or readability of the Electronic Documents resulting from the recipient's use of software application packages, operating systems, or computer

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hardware differing from those used in the drafting or transmittal of the Electronic Documents, or from those established in applicable protocols.

- D. This Agreement (including the EDP) is not intended to create obligations for Owner or Engineer with respect to transmittals to or from third parties, except as expressly stated in the EDP.

6.04 Insurance

- A. Engineer shall procure and maintain insurance as set forth in Exhibit G.
- B. Additional Insureds: The Engineer's commercial general liability, automobile liability, and umbrella or excess liability policies, must:
1. include and list as additional insureds Owner, and any individuals or entities identified as additional insureds in Exhibit G;
 2. include coverage for the respective officers, directors, members, partners, and employees of all such additional insureds;
 3. afford primary coverage to these additional insureds for all claims covered thereby (including as applicable those arising from both ongoing and completed operations); and
 4. not seek contribution from insurance maintained by the additional insured.
- C. Owner shall procure and maintain insurance as set forth in Exhibit G.
- D. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and Engineer's interests in the Project. Owner shall require Contractor to cause Engineer, its Subconsultants, and Engineer's Subcontractors to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project. Owner shall give Engineer access to any certificates of insurance and copies of endorsements and policies obtained by Owner from Contractor.
- E. Owner and Engineer shall each deliver to the other certificates of insurance evidencing the coverages indicated in Exhibit G. Such certificates must be furnished prior to commencement of Engineer's services and at renewals thereafter during the life of the Agreement.
1. Upon request by Owner or any other insured, Engineer shall also furnish other evidence of such required insurance, including but not limited to copies of policies, documentation of applicable self-insured retentions (if allowed) and deductibles, full disclosure of all relevant exclusions, and evidence of insurance required to be purchased and maintained by Subconsultants and Engineer's Subcontractors. In any documentation made available for review under this provision, Engineer may redact (a) any confidential premium or pricing information and (b) any wording specific to projects or jurisdictions other than those applicable to this Agreement.
- F. All construction contracts entered into by Owner with respect to a Specific Project must require builder's risk or similar property insurance.
- G. All policies of property insurance relating to a Specific Project, including but not limited to any builder's risk or similar policy, must allow for waiver of subrogation rights and contain

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provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against Engineer, its Subconsultants, or Engineer's Subcontractors. Owner and Engineer waive all rights against each other, Contractor, Engineer's Subcontractors and Subconsultants, and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any such builder's risk or similar policy and any other property insurance relating to the Specific Project. Owner and Engineer shall take appropriate measures in other Specific Project-related contracts to secure waivers of rights consistent with those set forth in this paragraph.

- H. All policies of insurance must contain a provision or endorsement that the coverage afforded will not be canceled, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the primary insured must promptly forward a copy of the notice to the other party to this Agreement and replace the coverage being cancelled or reduced to conform to the requirements of this Agreement.
- I. At any time, Owner may request that Engineer, or Engineer's Subcontractors or Subconsultants, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit G. If so, requested by Owner, and if commercially available, Engineer shall obtain and shall require Engineer's Subcontractors or Subconsultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and Exhibit G will be supplemented to incorporate these requirements.

6.05 Suspension and Termination

A. Suspension

- 1. By Owner: Owner may suspend Engineer's services under a specific Task Order for up to 90 days upon 7 days' written notice to Engineer.
- 2. By Engineer: Engineer may, after giving 7 days' written notice to Owner, suspend services under a Task Order:
 - a. if Owner has failed to pay Engineer for invoiced services and expenses under that Task Order, as set forth in Paragraphs 4.02.B and 4.02.C;
 - b. in response to the presence of Constituents of Concern at the Site, as set forth in Paragraph 6.09.D; or
 - c. if persistent circumstances beyond the control of Engineer have prevented it from performing its obligations under the Task Order.
- 3. A suspension under a specific Task Order, whether by Owner or Engineer, does not affect the duty of the two parties to proceed with their obligations under other Task Orders.

B. Termination for Cause—Task Order

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1. Either party may terminate a Task Order for cause upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement and the specific Task Order, through no fault of the terminating party.
 - a. Notwithstanding the foregoing, the Task Order will not terminate under Paragraph 6.05.B.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
 2. In addition to its termination rights in Paragraph 6.05.B.1, Engineer may terminate a Task Order for cause upon 7 days' written notice:
 - a. if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional;
 - b. if the Engineer's services under the Task Order are delayed or suspended for more than 90 days for reasons beyond Engineer's control; or
 - c. as the result of the presence at or adjacent to the Site of undisclosed Constituents of Concern, as set forth in Paragraph 6.09.E.
 3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.
- C. Termination for Cause—Main Agreement: In the case of a default by Owner in its obligation to pay Engineer for its services under more than one specific Task Order, Engineer may request immediate payment of all amounts invoiced on other Task Orders, and may invoice Owner for continued services on such Task Orders on a two-week billing cycle, with payment due within one week of an invoice. If Owner fails to make such payments, then upon 7 days' notice Engineer may terminate this Main Agreement and all Task Orders.
- D. Termination for Convenience by Owner: Owner may terminate a Task Order or this Main Agreement for Owner's convenience, effective upon Engineer's receipt of notice from Owner.
- E. Effective Date of Termination: If Owner terminates the Main Agreement for cause or convenience, Owner may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble project materials in orderly files. Engineer shall be entitled to compensation for such tasks.
- F. Payments Upon Termination: In the event of any termination under Paragraph 6.05, Engineer will be entitled to invoice Owner and to receive full payment for all services that have been performed or furnished in accordance with this Main Agreement and the specific Task Order, and all reimbursable expenses incurred through the effective date of

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termination. Upon making such payment, Owner will have the limited right to the use of Documents, at Owner's sole risk, subject to the provisions of Paragraph 6.02.A.

1. If Owner has terminated a Task Order for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the Documents will be resolved in accordance with the dispute resolution provisions of this Main Agreement or as otherwise agreed in writing.
2. If Owner has terminated the Main Agreement for convenience, or if Engineer has terminated a Task Order for cause, then Engineer will be entitled, in addition to the payments identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's Subcontractors or Subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in this Main Agreement.

6.06 Successors, Assigns, and Beneficiaries

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 6.06.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Main Agreement and any Task Order issued under this Main Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Main Agreement, or in any Task Order, without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Main Agreement or any Task Order.
- C. Unless expressly provided otherwise in this Main Agreement:
 1. All duties and responsibilities undertaken pursuant to this Main Agreement or any Task Order will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.
 2. Nothing in this Main Agreement or in any Task Order will be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them.
 3. Owner agrees that the substance of the provisions of this Paragraph 6.06.C will appear in all Construction Contracts associated with this Main Agreement and its Task Orders.

6.07 Dispute Resolution

- A. Should any disputes arise regarding this Main Agreement or any Task Order, the parties shall be entitled to pursue any remedies available to them under North Dakota Law.

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6.08 Controlling Law; Venue

- A. This Main Agreement and all Task Orders (unless expressly stated otherwise) are to be governed by the Laws and Regulations of the state in which the principal office of the Owner is located: **North Dakota**.
- B. Venue for any exercise of rights at law will be the state court having jurisdiction at the location of Owner's principal office; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which Owner's principal office is located.

6.09 Environmental Condition of Site

- A. With respect to each specific Task Order, Specific Project, and Site (unless indicated otherwise in a specific Task Order), Owner represents to Engineer that, as of the Effective Date of the Task Order, to the best of Owner's knowledge, no Constituents of Concern, other than those disclosed in writing to Engineer, exist at or adjacent to the Site.
- B. Undisclosed Constituents of Concern. For purposes of this Paragraph 6.09, the presence at or adjacent to the Site of Constituents of Concern that were not disclosed to Engineer pursuant to Paragraph 6.09.A, in such quantities or circumstances that such Constituents of Concern may present a danger to persons or property exposed to them, will be referred to as "undisclosed" Constituents of Concern.
 - 1. The presence at the Site of materials that are necessary for the execution of the Work, or that are to be incorporated in the Work, and that are controlled and contained pursuant to industry practices, Laws and Regulations, and the requirements of this Agreement or the Construction Contract, are not undisclosed Constituents of Concern.
 - 2. Constituents of Concern that are to be located, identified, studied, removed, or remediated as part of the services under a Task Order are not undisclosed Constituents of Concern.
 - 3. Constituents of Concern that are to be located, identified, studied, removed, or remediated as part of the services under another professional services contract for Owner, or as part of the work under a construction or remediation contract, are not undisclosed Constituents of Concern if Engineer has been informed of the general scope of such contract.
- C. If Engineer encounters or learns of an undisclosed Constituent of Concern at the Site, then Engineer shall notify (1) Owner and (2) appropriate authorities having jurisdiction if Engineer reasonably concludes that doing so is required by applicable Laws or Regulations.
- D. It is acknowledged by both parties that for all Task Orders the Engineer's scope of services does not include any services related to undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an undisclosed Constituent of Concern, or if encountered, uncovered, or revealed Constituents of Concern are present in substantially greater quantities or substantially different locations than disclosed or anticipated, or if investigative or remedial action, or other professional services, are necessary or required by applicable Laws and Regulations with respect to such Constituents of Concern, then Engineer may, at its option and without liability for direct, consequential, or any other damages, suspend performance of services on the portion of the Specific Project adversely affected

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thereby until such portion of the Specific Project is no longer so affected; and Owner shall promptly determine whether to retain a qualified expert to evaluate such condition or take any necessary corrective action.

- E. If the presence at a Site of undisclosed Constituents of Concern, or of Constituents of Concern in substantially greater quantities or in substantially different locations than disclosed or anticipated, adversely affects the performance of Engineer's services under a specific Task Order, then:
1. if the adverse effects do not preclude Engineer from completing its Specific Project services in general accordance with the Task Order on unaffected or marginally affected portions of the Specific Project, Engineer may accept an equitable adjustment in its compensation or in the time of completion, or both; and the Task Order will be amended to reflect changes necessitated by the presence of such Constituents of Concern; or
 2. if the adverse effects are of such materiality to the overall performance of Engineer that it cannot complete its Specific Project services without significant changes to the scope of services, time of completion, and compensation, then Engineer may terminate the Task Order for cause on 7 days' written notice.
- F. Owner acknowledges that Engineer is performing professional services for Owner and that Engineer is not and will not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with Engineer's activities under this Agreement.

6.10 Indemnification and Mutual Waiver

- A. Indemnification by Engineer: To the fullest extent permitted by Laws and Regulations, Engineer shall indemnify and hold harmless Owner, and Owner's officers, directors, members, partners, agents, and employees, from losses, damages, and judgments (including reasonable consultants' and attorneys' fees and expenses) arising from third-party claims or actions relating to a Specific Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Engineer or Engineer's officers, directors, members, partners, agents, employees, Subconsultants, or Engineer's Subcontractors. This indemnification provision is subject to and limited by the provisions, if any, agreed to by Owner and Engineer in Exhibit I, "Limitations of Liability."
- B. Environmental Indemnification: Only to the extent permitted under North Dakota law, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, Subconsultants, and Engineer's Subcontractors from all claims, costs, losses, damages, actions, and judgments (including reasonable consultants' and attorney's fees and expenses) caused by, arising out of, relating to, or resulting from a Constituent of Concern at, on, or under a Site, provided that:

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1. any such claim, cost, loss, damages, action, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, and
 2. nothing in this paragraph obligates Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct.
- C. No Defense Obligation: For Professional Liability, the indemnification commitments in this Agreement do not include a defense obligation by the indemnitor unless such obligation is expressly stated.
- D. Percentage Share of Negligence: To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming by, through, or under the other party for any cost, loss, or damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, will not exceed the percentage share that the party's negligence bears to the total negligence of Owner, Engineer, and all other negligent entities and individuals.
- E. Mutual Waiver: To the fullest extent permitted by Laws and Regulations, Owner and Engineer waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, any Task Order, or a Specific Project, from any cause or causes. Such excluded damages include but are not limited to loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; and cost of capital.

6.11 Records Retention

- A. Engineer shall maintain on file in legible form, for a period of five years following completion or termination of its services under a specific Task Order, or such other period as required by Laws and Regulations, all Documents, records (including cost records), and design calculations related to Engineer's services or pertinent to Engineer's performance under the Task Order. Upon Owner's request, Engineer shall provide a copy of any such item to Owner at cost.

6.12 Miscellaneous Provisions

- A. Notices: Any notice required under this Main Agreement or a Task Order will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line. All notices must be effective upon the date of receipt.
- B. Survival: Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Main Agreement or in a Task Order will survive completion or termination for any reason.
- C. Severability: Any provision or part of the Main Agreement or any Task Order held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and Engineer.

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- D. No Waiver: A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.
- E. Accrual of Claims: To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Main Agreement and any Task Order will be deemed to have accrued, and all statutory periods of limitation will commence, no later than the date of Substantial Completion; or, if Engineer's services do not include Construction Phase services, or the Specific Project is not completed, then no later than the date of Owner's last payment to Engineer under the applicable Task Order.

ARTICLE 7—DEFINITIONS

7.01 Defined Terms

- A. Wherever used in this Agreement (as defined herein), terms (including the singular and plural forms) printed with initial capital letters have the meanings indicated in the text above, in the exhibits, or in the following definitions:
 1. Addenda—Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bidding requirements or the proposed Construction Contract Documents.
 2. Additional Services—The services to be performed for or furnished to Owner by Engineer in accordance with Article 2 of Exhibit A of a specific Task Order.
 3. Agreement—This written contract for professional services between Owner and Engineer, including the Main Agreement, all exhibits and appendices to the Main Agreement identified in Paragraphs 8.01 and 8.02, all duly executed amendments, and all Task Orders, including all exhibits and duly executed amendments to such Task Orders.
 - a. Main Agreement—See definition at Paragraph 7.01.A.28 below.
 4. Application for Payment—The form acceptable to Engineer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Construction Contract.
 5. Basic Services—The services to be performed for or furnished to Owner by Engineer in accordance with Part 1 of Exhibit A of a specific Task Order.
 6. Bidding/Proposal Documents—Documents related to the selection of the Contractor, including advertisements or invitations to bid; requests for proposals; instructions to bidders or proposers, including any attachments such as lists of available Site-related documents; bid forms; bids; proposal forms; proposals; bidding requirements; and qualifications documents.
 7. Change Order—A document which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Construction Contract Price or the Construction Contract Times, or other revision to the Construction Contract, issued on or after the effective date of the Construction Contract.

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8. Change Proposal—A written request by Contractor, duly submitted in compliance with the procedural requirements set forth in the Construction Contract, seeking an adjustment in Construction Contract Price or Construction Contract Times, or both; contesting an initial decision by Engineer concerning the requirements of the Construction Contract Documents or the acceptability of Work under the Construction Contract Documents; challenging a set-off against payments due; or seeking other relief with respect to the terms of the Construction Contract.
9. Constituents of Concern—Asbestos, petroleum, radioactive materials, polychlorinated biphenyls (PCBs), lead-based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to Laws and Regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.
10. Construction Contract—The entire and integrated written contract between the Owner and Contractor concerning the Work.
11. Construction Contract Documents—Those items designated as “Contract Documents” in the Construction Contract, and which together comprise the Construction Contract. See also definition of “Front-End Construction Contract Documents” below.
12. Construction Contract Price—The money that Owner has agreed to pay Contractor for completion of the Work in accordance with the Construction Contract Documents.
13. Construction Contract Times—The number of days or the dates by which Contractor must: (a) achieve milestones, if any, in the Construction Contract; (b) achieve Substantial Completion; and (c) complete the Work.
14. Construction Cost—The cost to Owner of the construction of those portions of a Specific Project designed or specified by or for Engineer under a Task Order, including construction labor, services, materials, equipment, insurance, and bonding costs, and allowances for contingencies. Construction Cost does not include costs of services of Engineer or other design professionals and consultants; cost of land or rights-of-way, or compensation for damages to property; Owner’s costs for legal, accounting, insurance counseling, or auditing services; interest or financing charges incurred in connection with the Project; or the cost of other services to be provided by others to Owner. Construction Cost is one of the items comprising Total Project Costs.
15. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, or Subconsultants, or Engineer’s Subcontractors), performing or supporting construction activities relating to a Specific Project, including but not limited to Contractors, Subcontractors, Suppliers, Owner’s work forces, utility companies, other contractors, construction managers, design-builders, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
16. Contractor—The entity or individual with which Owner enters into a Construction Contract.
17. Documents—All documents expressly identified as deliverables in this Main Agreement or in any Task Order, whether in printed or Electronic Document form, required to be provided or furnished by Engineer to Owner. Such specifically required deliverables may

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include, by way of example, Drawings, Specifications, data, reports, building information models, and civil integrated management models.

18. Drawings—That part of the Construction Contract Documents that graphically shows the scope, extent, and character of the Work to be performed by Contractor.
19. Effective Date of the Main Agreement—The date indicated in this Main Agreement on which it becomes effective, but if no such date is indicated, it means the date on which the Main Agreement is signed and delivered by the last of the two parties to sign and deliver.
20. Effective Date of the Task Order—The date indicated in a specific Task Order on which the Task Order becomes effective, but if no such date is indicated, it means the date on which the Task Order is signed and delivered by the last of the two parties to sign and deliver.
21. Electronic Document—Any Specific Project-related correspondence, attachments to correspondence, data, documents, drawings, information, or graphics, including but not limited to Shop Drawings and other Submittals, that are in an electronic or digital format.
22. Electronic Means—Electronic mail (email), upload/download from a secure Specific Project website, or other communications methods that allow: (a) the transmission or communication of Electronic Documents; (b) the documentation of transmissions, including sending and receipt; (c) printing of the transmitted Electronic Document by the recipient; (d) the storage and archiving of the Electronic Document by sender and recipient; and (e) the use by recipient of the Electronic Document for purposes permitted by this Agreement. Electronic Means does not include the use of text messaging, or of Facebook, Twitter, Instagram, or similar social media services for transmission of Electronic Documents.
23. Engineer—The individual or entity named as such in this Main Agreement.
24. Engineer’s Subcontractor—An individual, firm, vendor, or other entity having a contract with Engineer to furnish general services, equipment, or materials with respect to a Specific Project as an independent contractor.
25. Field Order—A written order issued by Engineer which requires minor changes in the Work but does not change the Construction Contract Price or the Construction Contract Times.
26. Front-End Construction Contract Documents—Those Construction Contract Documents whose primary purpose is to establish legal and contractual terms and conditions, typically including the Owner-Contractor agreement, bonds, general conditions, and supplementary conditions. The term excludes the Drawings and Specifications, and any Construction Contract Documents delivered or issued after the effective date of the Construction Contract.
27. Laws and Regulations; Laws or Regulations—Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.

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28. Main Agreement—The portion of the Agreement containing the general terms and conditions of the contract between Owner and Engineer, applicable to all Task Orders, including but not limited to provisions regarding task order procedures, Owner responsibilities, invoice and payment procedures, standard of care, ownership of documents, suspension and termination, and definitions.
29. Owner—The individual or entity named as such in this Main Agreement and for which Engineer's services are to be performed. Unless indicated otherwise, this is the same individual or entity that will enter into any Construction Contracts concerning Specific Projects.
30. Record Drawings—Drawings depicting the completed Specific Project, or a specific portion of the completed Specific Project, prepared by Engineer and based on Contractor's record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, and written interpretations and clarifications, as delivered to Engineer and annotated by Contractor to show changes made during construction.
31. Resident Project Representative—As authorized by a specific Task Order, the representative of Engineer assigned to assist Engineer at the Site during the Construction Phase. As used herein, the term Resident Project Representative (RPR) includes any assistants or field staff of the RPR. The duties and responsibilities of the RPR (if any) will be as set forth in each Task Order.
32. Samples—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and that establish the standards by which such portion of the Work will be judged.
33. Shop Drawings—All drawings, diagrams, illustrations, schedules, and other data or information that are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work. Shop Drawings, whether approved or not, are not Drawings and are not Construction Contract Documents.
34. Site—Lands or areas to be indicated in the Construction Contract Documents for a Specific Project as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements, and such other lands furnished by Owner which are designated for the use of Contractor.
35. Specifications—The part of the Construction Contract Documents that consists of written requirements for materials, equipment, systems, standards, and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable to the Work.
36. Specific Project—A specifically identified and defined total undertaking to be accomplished for Owner by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the services to be performed or furnished by Engineer under a specific Task Order are a part.
37. Subconsultant—An individual, design firm, consultant, or other entity having a contract with Engineer to furnish professional services with respect to a Specific Project as an independent contractor.

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38. Subcontractor—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work.
39. Submittal—A written or graphic document, prepared by or for Contractor, which the Construction Contract Documents require Contractor to submit to Engineer, or that is indicated as a Submittal in the Schedule of Submittals accepted by Engineer. Submittals may include Shop Drawings and Samples; schedules; product data; Owner-delegated designs; sustainable design information; information on special procedures; testing plans; results of tests and evaluations, source quality-control testing and inspections, and field or Site quality-control testing and inspections; warranties and certifications; Suppliers’ instructions and reports; records of delivery of spare parts and tools; operations and maintenance data; Project photographic documentation; record documents; and other such documents required by the Contract Documents. Submittals, whether or not approved or accepted by Engineer, are not Construction Contract Documents. Change Proposals, Change Orders, Claims, notices, Applications for Payment, and requests for interpretation or clarification are not Submittals.
40. Substantial Completion—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Construction Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms “substantially complete” and “substantially completed” as applied to all or part of the Work refer to Substantial Completion thereof.
41. Supplier—A manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or a Subcontractor.
42. Task Order—A document executed under this Main Agreement by Owner and Engineer (including incorporated exhibits and amendments if any), stating the scope of services, Engineer’s compensation, times for performance of services, and other relevant information.
43. Total Project Costs—The total cost of planning, studying, designing, constructing, testing, commissioning, and start-up of the Specific Project, including Construction Cost and all other Specific Project labor, services, materials, equipment, insurance, and bonding costs, allowances for contingencies, and the total costs of services of Engineer or other design professionals and consultants, together with such other project-related costs that Owner furnishes for inclusion, including but not limited to cost of land, rights-of-way, compensation for damages to properties and private utilities (including relocation if not part of Construction Cost), Owner’s costs for legal, accounting, insurance counseling, and auditing services, interest and financing charges incurred in connection with the Specific Project, and the cost of other services to be provided by others to Owner.
44. Underground Facilities—All active or not-in-service underground lines, pipelines, conduits, ducts, encasements, cables, wires, manholes, vaults, tanks, tunnels, or other such facilities or systems at the Site, including but not limited to those facilities or systems that produce, transmit, distribute, or convey telephone or other communications, cable television, fiber optic transmissions, power, electricity, light,

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heat, gases, oil, crude oil products, liquid petroleum products, water, steam, waste, wastewater, storm water, other liquids or chemicals, or traffic or other control systems. An abandoned facility or system is not an Underground Facility.

45. Work—The entire construction or the various separately identifiable parts thereof required to be provided under the Construction Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction; furnishing, installing, and incorporating all materials and equipment into such construction; and may include related services such as testing, start-up, and commissioning, all as required by the Construction Contract Documents.
46. Work Change Directive—A written directive to Contractor issued on or after the effective date of the Construction Contract, signed by Owner and recommended by Engineer, ordering an addition, deletion, or revision in the Work.

B. Terminology

1. The word “day” means a calendar day of 24 hours measured from midnight to the next midnight.

ARTICLE 8—EXHIBITS AND APPENDICES TO MAIN AGREEMENT; TASK ORDER FORM; EXHIBITS TO TASK ORDER; SPECIAL PROVISIONS

8.01 Exhibits to Main Agreement

The following exhibits are incorporated by reference and included as part of this Main Agreement, and as such are applicable to all Task Orders:

- A. Reserved
- B. Reserved
- C. Reserved
- D. Reserved
- E. Reserved
- F. Exhibit F, Electronic Documents Protocol (EDP).
Attachment 1, Software requirements for electronic document exchange
- G. Exhibit G, Insurance.
- H. Reserved
- I. Exhibit I, Limitations of Liability.

8.02 Appendices to Main Agreement

- A. The following appendices are incorporated by reference and made a part of this Main Agreement:
 1. Appendix 1—Reimbursable Expenses Schedule
 2. Appendix 2—Standard Hourly Rates Schedule

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8.03 Resource Documents: Task Order Form and Exhibits to Task Order

- A. The parties acknowledge the accompanying documents, “Part 3 of 4: Task Order Form” and “Part 4 of 4: Exhibits to Task Order.” These documents are a resource for the parties’ use when a specific Task Order is issued. To the extent practical and applicable to a Specific Project, the parties will use the Task Order Form and Exhibits to Task Order as the basis for preparing the specific Task Order and its exhibits. The Task Order Form and Exhibits to Task Order are not a part of this Main Agreement or binding on the parties except to the extent they serve as the basis for a duly executed Task Order and its exhibits.

8.04 Executed Task Orders and Their Exhibits

- A. When a specific Task Order is duly executed by Owner and Engineer, the Task Order and its exhibits become an integral part of the Agreement, governed by the Main Agreement and its exhibits.

8.05 Total Agreement; Amendments to Main Agreement and Task Orders

- A. This Agreement (as defined herein) constitutes the entire contractual agreement between Owner and Engineer and supersedes all prior written or oral understandings.
- B. Amendments:
1. This Main Agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Such written instruments should be based whenever possible on the format of Exhibit C to this Main Agreement.
 2. Amendments and modifications to a Task Order may be made by execution of a new, expressly related Task Order, or by execution of a written amendment to the Task Order.
 3. Nothing in any Task Order will be construed as revising or modifying the terms and conditions of the Main Agreement or its exhibits, except as expressly stated in such Task Order.

8.06 Designated Representatives

- A. With the execution of this Main Agreement, Engineer and Owner shall each designate a specific individual to act as representative under the Main Agreement. Such an individual must have authority to execute Task Orders, transmit instructions, receive information, and render decisions with respect to this Main Agreement, on behalf of the party that the individual represents.
- B. With the execution of each Task Order, Engineer and Owner shall each designate a specific individual to act as representative with respect to the Task Order. Such individual must have authority to transmit instructions, receive information, and render decisions with respect to the specific Task Order, on behalf of the party that the individual represents.

8.07 Engineer's Certifications

- A. Engineer certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement. For the purposes of this Paragraph 8.07:
1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the selection process or in the Agreement execution;

Main Agreement.

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the selection process or the execution of the Agreement to the detriment of Owner, or (b) to deprive Owner of the benefits of free and open competition;
3. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or affect the execution of the Agreement.

8.08 Conflict of Interest

- A. Nothing in this Agreement will be construed to create or impose any duty on the part of Engineer that would be in conflict with Engineer's paramount obligations to the public health, safety, and welfare under the professional practice requirements governing Engineer, its Subconsultants, and all licensed professionals employed by Engineer or its Subconsultants.
- B. If during the term of this Agreement a potential or actual conflict of interest arises or is identified:
 1. Engineer and Owner together will make reasonable, good faith efforts to avoid or eliminate the conflict of interest; to mitigate any adverse consequences of the conflict of interest; and, if necessary and feasible, to modify this Agreement to address the conflict of interest and its consequences, such that progress under the Agreement may continue.
 2. Such efforts will be governed by applicable Laws and Regulations and by any pertinent Owner's policies, procedures, and requirements (including any conflict of interest resolution methodologies) provided to Engineer under Paragraph 2.04.A of this Agreement.

This Main Agreement's Effective Date is **February 18, 2025**.

Owner:
City of Dickinson

(name of organization)

By: _____
(individual's signature)

Date: _____
(date signed)

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Attach evidence of authority to sign.

Attest: _____
(individual's signature)

Title: _____
(typed or printed)

Address for giving notices:

Designated Representative:

Name: Josh Skluzacek
(typed or printed)

Title: Engineer – Community Development
Director
(typed or printed)

Address:
38 1st St W
Dickinson, ND 58601

Phone: 701-456-7744

Email: Joshua.skluzacek@dickinsongov.com

Engineer:
Civil Science Infrastructure, Inc.

(name of organization)

By: _____
(individual's signature)

Date: _____
(date signed)

Name: Brian Craven
(typed or printed)

Title: Vice President
(typed or printed)

Attach evidence of authority to sign.

Attest: _____
(individual's signature)

Title: _____
(typed or printed)

Address for giving notices:
531 W Villard Suite 1
Dickinson, ND 58601

Designated Representative:

Name: Jeremy Easum
(typed or printed)

Title: Area Manager
(typed or printed)

Address:
531 W Villard Suite 1
Dickinson, ND 58601

Phone: 701-219-4511

Email: jeasum@civilscience.com

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the specific Agreement between Owner and Engineer, and the controlling Laws and Regulations.

EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition, is published in four parts: (1) the Main Agreement (general provisions governing all Task Orders); (2) the Exhibits to Main Agreement (see below); (3) the Task Order Form; and (4) the Exhibits to Task Order. The Main Agreement contains a Guidelines for Use section that pertains to all four parts of E-505.

AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 2 OF 4: EXHIBITS TO MAIN AGREEMENT

Prepared by



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EXHIBIT F—ELECTRONIC DOCUMENTS PROTOCOL (EDP)

ARTICLE 1—ELECTRONIC DOCUMENTS PROTOCOL (EDP)

Paragraph 6.03 of the Main Agreement is supplemented by the following Exhibit F Paragraph 1.01 and Exhibit F—Attachment 1: Software Requirements for Electronic Document Exchange:

1.01 Electronic Documents Protocol

A. Electronic Transmittals: The parties shall conform to the following provisions together referred to as the Electronic Documents Protocol ("EDP" or "Protocol") for exchange of electronic transmittals. References to "Project" will mean the Specific Project, or the facilities program or other combination of projects undertaken with Engineer's involvement, as the case may be.

1. Basic Requirements

- a. To the fullest extent practical, the parties agree to and will transmit and accept Electronic Documents by Electronic Means using the procedures described in this Protocol. Use of the Electronic Documents and any information contained therein is subject to the requirements of this Protocol and other provisions of the Agreement.
- b. The contents of the information in any Electronic Document will be the responsibility of the transmitting party.
- c. Electronic Documents as exchanged by this Protocol may be used in the same manner as the printed versions of the same documents that are exchanged using non-electronic format and methods, subject to the same governing requirements, limitations, and restrictions, set forth in the Agreement.
- d. Except as otherwise explicitly stated herein, the terms of this Protocol will be incorporated into any other agreement or subcontract between the Owner and Engineer and any third party for any portion of the Project, or any Project-related services, where that third party is, either directly or indirectly, required to exchange Electronic Documents with Owner, Engineer, or any Contractor or other entity directly contracted with the Owner to furnish Project-related services. Nothing herein will modify the requirements of the Agreement and applicable Construction Contract Documents regarding communications between and among the individual third parties and their respective subcontractors and consultants, except to the extent that any respective subcontractor or consultant exchanges Electronic Documents with the Owner or Engineer.
- e. When transmitting Electronic Documents, the transmitting Party makes no representations as to long term compatibility, usability, or readability of the items resulting from the receiving Party's use of software application packages, operating systems, or computer hardware differing from those established in this Protocol.
- f. Nothing herein negates any obligation (1) in the Agreement to create, provide, or maintain an original printed record version of Drawings and Specifications, signed and sealed according to applicable Laws and Regulations; (2) to comply with any

applicable Law or Regulation governing the signing and sealing of design documents or the signing and electronic transmission of any other documents; or (3) to comply with any notice requirements limiting or otherwise modifying the acceptance of Electronic Documents for such notice.

2. System Infrastructure for Electronic Document Exchange

- a. Each party will provide hardware, operating system(s) software, internet, e-mail, and large file transfer functions ("System Infrastructure") at its own cost and sufficient for complying with the EDP requirements. With the exception of minimum standards set forth in this EDP and any explicit system requirements specified by attachment to this EDP, it will be the obligation of each party to determine, for itself, its own System Infrastructure.
 - 1) The maximum size of an e-mail attachment for exchange of Electronic Documents under this EDP is **20** MB. Attachments larger than that may be exchanged using large file transfer functions or physical media.
 - 2) Each Party assumes full and complete responsibility for any and all of its own costs, delays, deficiencies, and errors associated with converting, translating, updating, verifying, licensing, or otherwise enabling its System Infrastructure, including operating systems and software, for use with respect to this EDP.
- b. Each party is responsible for its own system operations, security, back-up, archiving, audits, printing resources, and other Information Technology ("IT") for maintaining operations of its System Infrastructure during the Project, including coordination with the party's individual(s) or entity responsible for managing its System Infrastructure and capable of addressing routine communications and other IT issues affecting the exchange of Electronic Documents.
- c. Each party will operate and maintain industry-standard, industry-accepted, ISO-standard, commercial-grade security software and systems that are intended to protect the other party from: software viruses and other malicious software like worms, trojans, adware; data breaches; loss of confidentiality; and other threats in the transmission to or storage of information from the other parties, including transmission of Electronic Documents by physical media such as CD/DVD/flash drive/hard drive. To the extent that a party maintains and operates such security software and systems, it will not be liable to the other party for any breach of system security.
- d. In the case of disputes, conflicts, or modifications to the EDP required to address issues affecting System Infrastructure, the parties will cooperatively resolve the issues; but, failing resolution, the Owner is authorized to make and require reasonable and necessary changes to the EDP to effectuate its original intent. If the changes cause additional cost or time to Engineer, not reasonably anticipated under the original EDP, Engineer shall be entitled to compensation as Additional Services for its costs associated with the revisions to the EDP, delayed adoption of this exhibit, or implementation of other Electronic Documents protocols.
- e. Each party is responsible for its own back-up and archive of documents sent and received during the term of any Project contract/agreement under this EDP, unless

this EDP establishes a Project document archive, either as part of a mandatory Project website or other communications protocol, upon which the Parties may rely for document archiving during the specified term of operation of such project document archive. Further, each party remains solely responsible for its own post-Project back-up and archive of project documents, as each party deems necessary for its own purposes, after the term of contract, or termination of the project document archive, if one is established.

- f. If a receiving party receives an obviously corrupted, damaged, or unreadable Electronic Document, the receiving party will advise the sending party of the incomplete transmission.
- g. The parties will bring any non-conforming Electronic Documents into compliance with the EDP. The parties will attempt to complete a successful transmission of the Electronic Document or use an alternative delivery method to complete the communication.
- h. The **Engineer** will operate a Project information management system (also referred to in this EDP as "Project Website") for use of Owner, Engineer, Contractors, during the Project for exchange and storage of Project-related communications and information. Except as otherwise provided in this EDP or the General Conditions, use of the Project Website by the Parties as described in this paragraph will be mandatory for exchange of Project documents, communications, submittals, and other Project-related information. The following conditions and standards will govern use of the Project Website: **None**.
 - 1) Describe the period of time during which the Project Website will be operated and be available for reliance by the Parties.
 - 2) Provide any minimum system infrastructure, software licensing and security standards for access to and use of the Project Website.
 - 3) Describe the types and extent of services provided at the Project Website (such as large file transfer, email, communication and document archives, etc.).
 - 4) Include any other Project Website attributes that may be pertinent to the use of the facility by Project-related parties and evaluation by those parties of the functionality and cost of such use.
 - 5) Engineer's related compensation and reimbursement: **not applicable**.

B. Software Requirements for Electronic Document Exchange; Limitations

- 1. Each party will acquire the software and software licenses necessary to create and transmit Electronic Documents and to read and to use any Electronic Documents received from the other party (and if relevant from third parties), using the software formats required in this section of the EDP.
 - a. Prior to using any updated version of the software required in this section for sending Electronic Documents to the other party, the originating party will first notify and receive concurrence from the other party for use of the updated version or adjust its transmission to comply with this EDP.

Exhibit F—Electronic Documents Protocol (EDP).

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2. The parties agree not to intentionally edit, reverse engineer, decrypt, remove security or encryption features, or convert to another format for modification purposes any Electronic Document or information contained therein that was transmitted in a software data format, including Portable Document Format (PDF), intended by sender not to be modified, unless the receiving party obtains the permission of the sending party or is citing or quoting excerpts of the Electronic Document for Project purposes.
 3. Software and data formats for exchange of Electronic Documents will conform to the requirements set forth in the following Attachment 1 to this EDP, including software version, if listed.
- C. Format and Distribution of Deliverables
1. By definition, "Documents" as used in this Agreement are documents expressly identified as deliverables from Engineer to Owner. Exhibit A of each specific Task Order identifies various Documents that Engineer is required to deliver to Owner as part of Engineer's services; Exhibit B of each specific Task Order is a schedule of such Documents. Engineer will transmit such Documents to Owner in the formats identified in Attachment 1 to this Protocol. If no specific format is identified for a deliverable Document, the format will be Portable Document Format (PDF).
 2. If a Document will be distributed to third parties, such as prospective bidders and contractors, reviewing agencies, or lenders, the transmittal format for distribution will be as identified in Attachment 1 to this Protocol; provided, however, that if a format for distribution of a specific Document is expressly stated in a specific Exhibit A, then the Exhibit A format will take precedence. If no specific format is identified for distribution of a deliverable Document to third parties, the format will be Portable Document Format (PDF).
 - a. If a format for Document distribution other than Portable Document Format (PDF) is specified, Owner shall first obtain a written, signed release from each third party to which the deliverable Document is distributed, establishing agreement to the following conditions:
 - 1) The content included in the Electronic Documents prepared by or for Engineer and covered by the request was prepared as an internal working document for Engineer's purposes solely, and is being provided to the third party on an "AS IS" basis without any warranties of any kind, including, but not limited to any implied warranties of fitness for any purpose. As such, the third party is advised and acknowledges that the content may not be suitable for the third party's application, or may require substantial modification and independent verification by the third party. The content may include limited resolution of models; not-to-scale schematic representations and symbols; use of notes to convey design concepts in lieu of accurate graphics; approximations; graphical simplifications; undocumented intermediate revisions; and other devices that may affect subsequent reuse.
 - 2) Electronic Documents containing text, graphics, metadata, or other types of data that are provided to the Requesting Party are only for the convenience of the third party. Any conclusion or information obtained or derived from such data will be at the third party's sole risk and the third party waives any

and all claims against Engineer or Owner arising from the use of the Electronic Documents covered by the request, or of any data contained in such Electronic Documents.

- 3) The third party shall indemnify and hold harmless Owner, Engineer, and Engineer's Subcontractors and Subconsultants, from all claims, damages, losses, and expenses, including attorneys' fees and defense costs arising out of or resulting from the third party's use, adaptation, or distribution of any Electronic Documents provided under the request.
- 4) The third party agrees not to sell, copy, transfer, forward, give away or otherwise distribute this information (in source or modified file format) to any third party without the direct written authorization of Engineer, unless such distribution is specifically identified in the request and is limited to the third party's subcontractors and consultants. The third party warrants that subsequent use by the third party's subcontractors and subconsultants will comply with all terms of the Construction Contract Documents and any specific instructions or conditions established by Owner.

- b. If Engineer is required to assist or participate in obtaining such releases from third parties, such services will be categorized as Additional Services.

D. Requests by Project-Related Parties for Electronic Documents in Other Formats

1. Owner may release (or direct Engineer to release) an Electronic Document version of a Document prepared by or for Engineer, including but not limited to a deliverable Document as set forth in Exhibit F Paragraph 1.01.C, in a format other than those identified in Exhibit F Paragraph 1.01.B or 1.01.C of the Electronic Documents Protocol, or elsewhere in the Agreement, only if (a) a Contractor or other Project-related party (Requesting Party) makes a good faith request for such release, (b) Owner determines in its sole discretion that such release is prudent and will be beneficial to the Project, and (c) Owner obtains Requesting Party's written consent to the four conditions set forth in Exhibit F Paragraph 1.01.C.2.a.1-4 above.
2. Any services by Engineer in connection with Owner or Engineer providing a Document to a Requesting Party under this Exhibit F Paragraph 1.01.D are Additional Services. Such services may include but are not limited to preparing the data in a manner deemed appropriate by Engineer. Owner may require reimbursement from the Requesting Party for the cost of such Additional Services, but compensation by Owner to Engineer for the Additional Services is not contingent upon Owner obtaining reimbursement from the Requesting Party.

EXHIBIT F—ATTACHMENT 1: SOFTWARE REQUIREMENTS FOR ELECTRONIC DOCUMENT EXCHANGE

Item	Electronic Documents	Transmittal Means	Data Format	Note (1)
a.1	General communications, transmittal covers, meeting notices, and responses to general information requests for which there is no specific prescribed form.	Email	Email	
a.2	Meeting agendas; meeting minutes; RFI's and Responses to RFI's; and Construction Contract administrative forms.	Email w/Attach	PDF	(2)
a.3	Contractor's Submittals (Shop Drawings, "Or Equal" requests, Substitute requests, documentation accompanying Sample submittals and other Submittals) to Owner and Engineer; and, Owner's and Engineer's Responses to Contractor's Submittals, Shop Drawings, Correspondence, and Applications for Payment	Email w/Attach	PDF	
a.4	Correspondence; Interim and Final Versions of reports, layouts, Specifications, Drawings, maps, calculations and spreadsheets, Construction Contract, Bidding/Proposal Documents, and Front-End Construction Contract Documents.	Email w/ Attach or LFE	PDF	(3)
a.5	Layouts, plans, maps, and Drawings to be submitted to Owner by Engineer for future use and modification	Email w/ Attach or LFE	DWG	
a.6	Correspondence, reports, and specifications to be submitted by Engineer to Owner for future word processing use and modification	Email w/ Attach or LFE	DOC	
a.7	Spreadsheets and data to be submitted to Owner by Engineer for future data processing use and modification	Email w/ Attach or LFE	EXC	
a.8	Database files and data to be submitted to Owner for future data processing use and modification	Email w/ Attach or LFE	DB	
Notes				
(1)	All exchanges and uses of transmitted data are subject to the appropriate provisions of the Agreement and Construction Contract.			
(2)	Transmittal of written notices is governed by requirements of the Agreement and Construction Contract.			
(3)	Transmittal of Bidding/Proposal Documents and Front-End Construction Contract Documents will be in manner selected by Owner in Exhibit A, Paragraph 1.05.A.1.a. Unless otherwise expressly stated, these documents and the Construction Contract will be transmitted in PDF format, including transmittals to bidders and Contractor.			
Key				
EMAIL	Standard Email formats (.htm, .rtf, or .txt). Do not use stationery formatting or other features that impair legibility of content on screen or in printed copies.			
LFE	Agreed upon Large File Exchange method (FTP, CD, DVD, hard drive.)			
PDF	Portable Document Format readable by Adobe® Acrobat Reader.			
DWG	Autodesk® AutoCAD. dwg format			
DGN	OpenRoads Designer			
DOC	Microsoft® Word. docx format			
EXC	Microsoft® Excel .xlsx or .xml			
DB	Microsoft® Access .mdb			

EXHIBIT G—INSURANCE**ARTICLE 1—INSURANCE**

Paragraph 6.04 of the Main Agreement, Insurance, is supplemented to include the following Exhibit G Paragraphs 1.01 and 1.02:

1.01 Insurance Policies and Limits

- A. In accordance with Paragraph 6.04.A of the Main Agreement, the insurance that Engineer must procure and maintain, and the policy limits of such insurance, are as follows:

Coverage	Policy limits of not less than:
Workers' Compensation	
State	Statutory
Employer's Liability	
Each accident	\$1,000,000
Each employee	\$1,000,000
Policy limit	\$2,000,000
Commercial General Liability	
General Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Bodily Injury and Property Damage—Each Occurrence	\$1,000,000
Automobile Liability	
Bodily Injury	
Each Person	\$500,000
Each Accident	\$1,000,000
Property Damage	
Each Accident	\$250,000
Or	
Combined Single Limit	
Combined Single Limit (Bodily Injury and Property Damage)	\$1,000,000
Excess or Umbrella Liability	
Each Occurrence	\$
General Aggregate	\$
Professional Liability	
Each Claim	\$1,000,000
Annual Aggregate	\$3,000,000
Unmanned Aerial Vehicle Liability Insurance	
Each Claim	\$
General Aggregate	\$
Other Insurance [Specify]	
Each Claim	\$
General Aggregate	\$

Exhibit G—Insurance.

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and American Society of Civil Engineers. All rights reserved.

B. In accordance with Paragraph 6.04.C of the Main Agreement, the insurance that Owner must procure and maintain, and the policy limits of such insurance, are as follows:

Not Used

1.02 Additional Insureds

A. Owner shall cause Engineer, its Subconsultants, and its Engineer's Subcontractors to be listed as additional insureds on any of Owner's general liability policies that are applicable to the Project. The following individuals or entities are to be listed on Owner's general liability policies of insurance (and on Contractor's policies required under Paragraph 6.04.D of the Main Agreement) as additional insureds:

Name of Additional Insured	Address
Civil Science Infrastructure, Inc	3160 West Clubhouse Drive, Suite A
[Engineer's Subconsultant]	Reserved
[Engineer's Subconsultant]	Reserved
[Other Additional Insured]	Reserved

B. During the term of this Main Agreement the Engineer shall notify Owner of any other Subconsultant or Engineer's Subcontractor to be listed as an additional insured on Owner's and applicable Contractor's general liability policies of insurance.

C. The Owner must be listed on Engineer's general liability policy as provided in Paragraph 6.04.B.

D. For applicable Contractor's general liability policies of insurance, the additional insured endorsements will include both ongoing operations and products and completed operations coverage through ISO Endorsements CG 20 10 10 01 and CG 20 37 10 01 (together). If Contractor demonstrates to Owner that the specified ISO endorsements are not commercially available, then Contractor may satisfy this requirement by providing equivalent endorsements.

E. For applicable Contractor's general liability policies of insurance, Contractor shall provide ISO Endorsement CG 20 32 07 04, "Additional Insured—Engineers, Architects or Surveyors Not Engaged by the Named Insured" or its equivalent for Engineer, Subconsultants, and other design professional additional insureds.

EXHIBIT H—RESERVED

EXHIBIT I—LIMITATIONS OF LIABILITY

ARTICLE 1—LIMITATIONS OF LIABILITY

- 1.01 Paragraph 6.10 of the Agreement is supplemented to include Exhibit I Paragraph(s): **1.01 “Mutual Indemnification and 1.02 “Limitation of Engineer's Liability”**
- 1.02 Mutual Indemnification
 - A. Indemnification by Owner: Only to the extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Subconsultants, and Engineer's Subcontractors, from and against any and all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Owner or Owner's officers, directors, members, partners, agents, employees, or others retained by or under contract to the Owner with respect to this Agreement or to the Project.
- 1.03 Limitation of Engineer's Liability
 - A. Engineer's Liability Limited to Stated Amount, or Amount of Engineer's Compensation: To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Engineer and Engineer's Subcontractors, officers, directors, members, partners, agents, employees, and Subconsultants, to Owner and anyone claiming by, through, or under Owner for any and all injuries, claims, losses, expenses, costs, or damages whatsoever (including but not limited to direct, indirect, special, incidental, punitive, exemplary, or consequential damages) arising out of, resulting from, or in any way related to the Project, to Engineer's or its Subconsultants' or Engineer's Subcontractor's services, or to this Agreement, from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied, of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Subconsultants, or Engineer's Subcontractors, will not exceed the total amount of *coverage outlined in Exhibit G*. Higher limits are available for an additional fee.

APPENDIX 1: REIMBURSABLE EXPENSES SCHEDULE

Reimbursable Expenses are subject to review and adjustment on an annual basis. Rates and charges for Reimbursable Expenses as of the Effective Date of the Main Agreement are:

8"x11" Copies/Impressions	\$
Copies of Drawings	\$
Mileage (auto)	\$ 0.70 /mile
Air Transportation	at cost
Laboratory Testing	at cost
Health and Safety Level D	\$
Health and Safety Level C	\$
Meals and Lodging	at cost

APPENDIX 2: STANDARD HOURLY RATES SCHEDULE

A. Standard Hourly Rates

1. Standard Hourly Rates are set forth in this Appendix 2 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in the Agreement and the governing Task Order.
3. The Standard Hourly Rates are subject to annual adjustment.

B. Schedule: Hourly rates for services performed on or after the date of the Agreement are:

Labor Category	Hourly Labor Rate¹	Labor Category	Hourly Labor Rate¹
Technician I	\$87.00	Survey I	\$84.00
Technician II	\$110.00	Survey II	\$110.00
Technician III	\$120.00	Survey III	\$121.00
Technician IV	\$139.00	Survey IV	\$150.00
Technician V	\$162.00	Survey V	\$174.00
Technician VI	\$170.00	Survey VI	\$224.00
Engineer I	\$120.00	Sr. Survey	\$235.00
Engineer II	\$128.00	Survey Crew – 1-Man	\$190.00
Engineer III	\$146.00	Survey Crew – 2-Man	\$250.00
Engineer IV	\$175.00	Landscape Architect I	\$89.00
Engineer V	\$198.00	Landscape Architect II	\$107.00
Engineer VI	\$235.00	Landscape Architect III	\$124.00
Sr. Engineer	\$250.00	Landscape Architect IV	\$141.00
Admin I	\$70.00	Sr. Landscape Architect	\$160.00
Admin II	\$85.00	Visual Designer	\$136.00
Admin III	\$112.00	Project Manager I	\$160.00
Admin IV	\$152.00	Project Manager II	\$205.00
Admin V	\$180.00	Project Manager III	\$215.00
Admin VI	\$225.00		

2026 Road Maintenance Vicinity Map

- Mill and Overlay of Street Areas Shown
- Storm water outfall pipe size evaluation along Kuchenski Drive
- Chip and Fog Seal Project as Separate Bid Package





Engineering Memorandum

February 14, 2025

RE: February 20th Commission Meeting

2026 ROAD MAINTENANCE PROJECT TASK ORDER AWARD TO CIVIL SCIENCE

For your consideration is a task order with Civil Science to perform engineering services for the City of Dickinson Project Number 202601, 2026 Road Maintenance project for an hourly not to exceed fee as specified in the task order of **\$189,075.00**. This task order is in reference to the proposal received through a request for proposal where three proposals were received. Civil Science scored the highest combined score based on their proposal and interview for the project. Based on the current project needs, we plan to include two bid packages under this project. One for the mill and overlay of streets, and the other for a chip and fog seal project.

The scope of work included in this task order are; preliminary engineering and field survey/evaluation of manholes, prepare the special improvement district documents, develop the plans and specifications, and bid assistance.

The project was included on the 2025 Capital Improvement Plan budget funded through Gross Production Tax.

The City Engineering staff recommends approval.



This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the specific Agreement between Owner and Engineer, and the controlling Laws and Regulations.

EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition, is published in four parts: (1) the Main Agreement (general provisions governing all Task Orders); (2) the Exhibits to Main Agreement; (3) the Task Order Form (see below); and (4) the Exhibits to Task Order. The Main Agreement contains a Guidelines for Use section that pertains to all four parts of E-505.

AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 3 OF 4: TASK ORDER FORM

Prepared by



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TASK ORDER NO. 2025-1

This is Task Order No. **2025-1**, consisting of 5 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **February 18, 2025**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	February 18, 2025
b.	Owner:	City of Dickinson
c.	Engineer:	Civil Science Infrastructure, Inc.
d.	Specific Project (title)	2026 Road Maintenance Project (City project #202601)
e.	Specific Project (description):	Professional Services consisting of Preliminary and Final Engineering Services associated with the City of Dickison 2026 Road Maintenance Project
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	Reserved

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services

Specific Project Title: 2026 Road Maintenance Project

Type and Size of Facility: Reserved

Description of Improvements: Professional Services consisting of Preliminary and Final Engineering Services associated with the City of Dickison 2026 Road Maintenance Project

Task Order.

Expected Construction Start:	2026 Construction Season
Prior Studies, Reports, Plans:	2023 Pavement Management Report prepared by MDS Technologies, Inc. Update provided when available
Facility Location(s):	Mill and overlay list of streets provided in the RFP
Current Specific Project Budget:	Reserved
Funding Sources:	City of Dickinson funding and SID funding sidewalk replacement only
Known Design Standards:	Reserved
Known Specific Project Limitations:	Reserved
Specific Project Assumptions:	Reserved
Other Pertinent Information:	Reserved

3. SERVICES OF ENGINEER (“SCOPE”)

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are: Exhibit A to Task Order, “Engineer’s Services for Task Order,” as attached to this specific Task Order.

All of the services included above comprise Basic Services for purposes of Engineer’s compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.
- B. Resident Project Representative (RPR) Services:
 - 1. If the Scope established in Paragraph 3.A above includes RPR services, then Exhibit D to Task Order is expressly incorporated in this Task Order by reference.
- C. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner’s written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

- A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with Exhibit B to Task Order, attached to this specific Task Order.

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

- A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order:
 - 1. ***Provide geotechnical report.***
 - 2. ***Notify Engineer of streets included in the project that will receive chipseal treatment.***
 - 3. ***Provide sanitary and storm sewer televised data for consultant review to determine if issues need to be addressed prior to planned road maintenance.***
 - 4. ***Provide access to past project records, including engineering plans, specifications, and as-built documents.***
 - 5. ***Collaborate with the consultant throughout the project's duration. Appoint a designated project manager to assist the consultant and provide necessary project-related information and address project-specific requirements.***

6. TASK ORDER SCHEDULE

- A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: ***[Owner desires to have construction occur during the 2026 construction season. Engineer will accommodate this schedule barring delays from creating the SID.]***

7. ENGINEER'S COMPENSATION

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services		
a. Preliminary Design Phase	\$94,500	Hourly Rates
b. Final Design Phase	\$72,245	Hourly Rates
c. Kuchenski Drive Stormwater Outfall	\$17,400	Hourly Rates
d. Bidding Phase	\$4,930	Hourly Rates
TOTAL COMPENSATION	\$189,075	
3. Additional Services under Section 2.D above	(N/A)	<i>Direct Labor</i>

- C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

- A. *No subconsultants anticipated*

9. EXHIBITS AND ATTACHMENTS:

- A. Exhibit A to Task Order—Engineer's Services Under Task Order
- B. Exhibit B to Task Order—Task Order Deliverables Schedule
- C. Exhibit C to Task Order—**Reserved**
- D. Exhibit D to Task Order—**Reserved**
- E. Exhibit E to Task Order—**Reserved**
- F. Exhibit F to Task Order—**Reserved**

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:
By: _____
Print Name: _____
Title: _____

ENGINEER:
By: _____
Print Name: Brian Craven
Title: Vice President

Engineer's License or Firm's 1218 C
Certificate No. (if required): _____
State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____
Title: _____
Address: _____
E-Mail Address: _____
Phone: _____
Date: _____

Name: Jeremy Easum
Title: Area Manager
Address: 531 W Villard Suite 1
Dickinson, ND 58601
E-Mail Address: jeasum@civilscience.com
Phone: 701-219-4511
Date: _____

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AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 4 OF 4: EXHIBITS TO TASK ORDER

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Article 1 of the Main Agreement, Services of Engineer, is supplemented to include the following provisions:

Engineer shall provide Basic and Additional Services as set forth below.

ARTICLE 1—BASIC SERVICES

1.01 Management of Engineering Services

- A. See Main Agreement, Paragraph 1.03.

1.02 Study and Report Phase – **Not Applicable**

1.03 Preliminary Design Phase

- A. Fieldwork and Data Collection: Data required for construction drawings will be a compilation of information provided by Owner and supplemented by a field reconnaissance and limited survey data collection by Engineer. Engineer will conduct a field review of the existing conditions as described below. Certain improvements will be surveyed with GPS to accurately show locations in drawings and exhibits; detailed topographic (design) surveys and right-of-way (property boundary) surveys are not included.
 1. Determine areas in need of concrete replacement (sidewalk, curb/gutter, ramps, etc.)
 2. Slope checks to understand final grade/crown resulting from overlay
 3. Estimate patching areas to determine a plan quantity
 4. Download survey and create a base map.
- B. Design and Preliminary Construction Drawings: Design will be required to determine milling limits and new paving, concrete replacements, driveway and sidewalk transitions, accessibility grades, full-depth pavement repairs, and seal coat quantities. Preliminary construction drawings will be prepared. They will include the following sections:
 1. General sheets, notes and quantities
 2. Scope of work
 3. Seal coat and striping quantity tables
 4. Construction details and typical sections
 5. Removal, Milling, & Paving layouts (combined)
 6. Traffic control providing general requirements for Contractor's use to prepare its traffic control plan.
- C. Opinion of Probable Construction Cost: Using the quantities calculated following the completion of the preliminary plans and specifications, prepare the Opinion of Probable Construction Cost based on information obtained from previous projects, contractors, material suppliers, and other databases available, for each bid schedule.
- D. Special Assessment District: Owner's intent is to create an assessment district for the streets identified that will pay for portions of concrete sidewalk. A district will be created in accordance with Owner's special assessment policy and individual properties will be assessed on a per parcel basis. Creating the district will require the following by the Engineer:
 1. Prepare a preliminary engineering report according to ND Century Code requirements.
 2. Exhibits—Prepare overall exhibits depicting zones and improvements, which will be used for public hearings and district creation documents. Engineer's scope and fee

assumes landowner notifications will include an overall map of each zone or a preliminary drawing of an entire block.

3. Landowner research—Assist Owner to establish the boundary of each zone. Owner will be responsible for generating a report for the zone(s) that lists individual property ownership information and providing corresponding property linework.
 4. Quantities and estimated construction costs for each parcel will be provided on the landowner list.
 5. Landowner notification—Assist Owner by providing exhibits and costs referenced above. Create a mailing list(s), notification letter, and prepare mailings to each landowner and provide to Owner to mail out.
 6. Public hearing—Prepare required exhibits and attend a public hearing required for district creation.
- E. Specifications and Bid Documents: Specifications and bid documents will be prepared using Owner standards, supplemented by project-specific requirements as needed. Two bid packages will be completed (one for mill & overlay project and one for chipseal project).
- F. QA/QC Review: Perform quality reviews for all deliverables before submittal to Owner.
- G. Right-of-Way (ROW): Engineer is assuming that the construction limits will remain within the existing ROW and that additional ROW or temporary easements will not be required.

1.04 Final Design Phase

- A. Prepare 90% Deliverables: Conduct additional site visits and pick up survey as needed, then revise Preliminary Design Phase identified above:
1. Design
 2. Final drawings
 3. Opinion of probable construction cost
 4. Information to assist Owner with District creation documents
 5. Specifications and bid documents
- B. 90% Plan Review: Facilitate a meeting with Owner to review 90% deliverables.
- C. Final Plans & Specifications: Incorporate comments from the 90% plan review and assemble final bidding documents. Two bid packages will be completed (one for mill & overlay project and one for chipseal project).
- D. QA/QC Review: Complete and document a final QA/QC prior to completion of the final plan and specifications.
- E. Kuchenski Drive Outfall

Results of the existing conditions model for the 10-year design storm predict the storm drain system installed in Kuchenski Drive will exceed capacity and overflow in the street, Overflows could potentially be across residential private property in two locations. Model results for the 10-year design storm estimate an overflow rate of 5 cfs. The pipe diameter in this system is 18 inches. The system drains directly into the Heart River. This area is currently under development. Future infrastructure added upstream without mitigated runoff could worsen the performance of this system.

Civil Science will analyze the impact of the existing system with an 18" outfall pipe, analyze upsizing the outfall pipe to a 24", and make sizing recommendations to the city. The outfall pipe is approximately 336 feet in length.

The project will include a stream alteration permit for the Heart River, with understanding the existing outfall elevation is above the ordinary high-water elevation of the Heart River.

Deliverables will include a technical memo regarding the drainage network and construction documents for bidding

Assumptions regarding this work item:

1. It is assumed that there will not be right-of-way acquisition associated with this project and all work can be completed within the existing easements.
2. The outfall is within the FEMA flood zone AE. It is anticipated that construction work will restore the surface to preconstruction conditions.
3. Permitting with the Army Corp of Engineers have historically had a long lead time. This may incur impacts on the schedule beyond the control of Civil Science.
4. Headwalls for the outfall are not anticipated.
5. Hydrologic and hydraulic analysis and modeling will be performed for the existing and proposed system. However, no analysis will be performed for any backflow condition from Heart River into this drainage network.
6. The contributing drainage area is approximately 27 acres.
7. It is anticipated that this drainage network has 15 pipe lengths (drainage structure to drainage structure). The analysis for this task is limited to no more than 20 pipe lengths.
8. Change in pipe slopes or drainage structure inverts are not anticipated with this task.
9. No modeling of Heart River is anticipated.
10. No other permits are anticipated.

1.05 Bidding Phase – ***Two bid packages will be bid (one for mill & overlay project and one for chipseal project.***

- A. After acceptance by Owner of the final Drawings and Specifications; assembled drafts of other Construction Contract Documents, including the draft Front-End Construction Contract Documents; the draft Bidding/Proposal Documents; the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and any other Final Design Phase deliverables, and upon written authorization by Owner to proceed, Engineer shall:
 1. Assist Owner in advertising for and obtaining bids or proposals for the Work; assist Owner in issuing assembled Bidding/Proposal Documents and proposed Construction Contract Documents to prospective contractors; if applicable, maintain a record of prospective contractors to which documents have been issued; attend pre-bid conferences, if any; and receive and process contractor deposits or charges, if any, for the issued documents.
 - a. ***Project will be listed on QuestCDN website***
 2. Prepare and issue addenda as appropriate to clarify, correct, or change the issued documents.
 3. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for proposals or other construction procurement documents) prior to award of contracts for the Work. Services under this paragraph are subject to the provisions of Exhibit A Paragraph 2.01.A.2.

Exhibit A—Engineer's Services Under Task Order.

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4. Attend the bid opening; prepare bid tabulation sheets; and assist Owner in evaluating bids or proposals, assembling final Construction Contracts for the Work for execution by Owner and Contractor, and in preparing notices of award to be issued by Owner for such contracts.
5. Provide information or assistance needed by Owner in the course of any review of bids, proposals, or negotiations with prospective contractors.
6. Consult with Owner as to the qualifications of prospective contractors.
7. Consult with Owner as to the qualifications of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.
8. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.
9. Perform or provide the following other Bidding/Proposal Phase tasks or deliverables:
 - a. **Reserved.**
10. The Bidding/Proposal Phase will be considered complete upon award of Construction Contracts for the Work and commencement of the Construction Phase, or upon cessation of negotiations with prospective contractors.

1.06 Construction Phase

A. The scope of this phase will be developed following above phases and included by amendment.

1.07 Post-Construction Phase

A. The scope of this phase will be developed following above phases and included by amendment.

ARTICLE 2—ADDITIONAL SERVICES

2.01 Additional Services Not Requiring Owner’s Written Authorization

- A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Paragraph 7 of the governing Task Order.
1. Substantive design and other technical services in connection with Work Change Directives, Change Proposals, and Change Orders to reflect changes requested by Owner.
 2. Services essential to the orderly progress of the Bidding/Proposal and Construction Phases and not wholly quantifiable prior to those Phases or otherwise dependent on the actions of prospective individual bidders or contractors and including:

- a. making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items;
 - b. services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Specific Project;
 - c. evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract; and
 - d. providing to the Contractor or Owner additional or new information not previously prepared or developed by the Engineer for their use in applying for or obtaining required permits and licenses, in responding to agency comments on such applications, or in the administration of any such permits or licenses.
3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
 4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.
 5. Implement coordination of Engineer's services with other parts of the Specific Project that are not planned or designed by Engineer or its Subconsultants, unless Owner furnished to Engineer substantive information about such other parts of the Specific Project prior to the parties' entry into this Agreement, in the Baseline Information section of this Exhibit A, or otherwise in Exhibit A; if such substantive information has been so provided, coordination of Engineer's services will be part of Basic Services.
 6. Implement the specific parts of an Underground Facilities Procedure that are assigned to Engineer, or above-ground utilities tasks that are assigned to Engineer as the Specific Project progresses (but not including the design-related services already assigned to Engineer as a Basic Service).
 7. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.
 8. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.
 9. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.
 10. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

11. To the extent the Specific Project is subject to Laws and Regulations governing public or government records disclosure or non-disclosure, Engineer will comply with provisions applicable to Engineer, and Owner will compensate Engineer as Additional Services for Engineer's costs to comply with any disclosure or non-disclosure obligations beyond those identified in the Basic Services.
12. Services directly attributable to changes in Engineer's Electronic Documents obligations after the effective date of the Agreement.

2.02 Additional Services Requiring Owner's Written Authorization

- A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Paragraph 7 of the governing Task Order.
 1. Obtain or provide specified additional Specific Project-related information and data to enable Engineer to complete its Basic and Additional Services.
 2. Preparation of special and customized reporting, invoicing, and related support documentation in addition to that identified to be provided under Basic Services.
 3. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Specific Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Specific Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Specific Project.
 4. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.
 5. Services resulting from significant changes in the scope, extent, or character of the portions of the Specific Project designed or specified by Engineer, or the Specific Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.
 6. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Exhibit A Paragraph 1.02.A.1.
 7. Services required as a result of Owner's providing incomplete or incorrect Specific Project information to Engineer.
 8. Providing renderings or models for Owner's use, including development, management, and other services in support of building information modeling or civil integrated management.
 9. Undertaking investigations and studies including, but not limited to:

- a. All-hazards risk assessments and other studies to evaluate the feasibility of enhancing the resiliency of the design;
 - b. detailed consideration of operations, maintenance, and overhead expenses;
 - c. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Specific Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;
 - d. preparation of appraisals;
 - e. with respect to proprietary systems or processes requiring licensing, providing services necessary to assist Owner in obtaining such licensing.
 - f. detailed quantity surveys of materials, equipment, and labor; and
 - g. audits or inventories required in connection with construction performed or furnished by Owner.
10. Furnishing services of Subconsultants or Engineer's Subcontractors for other than Basic Services.
 11. Providing data or services of the types described in Article 2, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.
 12. Providing the following services:
 - a. Services attributable to more prime construction contracts than specified in Exhibit A Paragraph 1.04.A.1.
 - b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.
 13. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Article 1 of Exhibit A).
 14. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructability review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.
 15. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents); preparing pre-qualification procedures and documents, and participating in pre-qualifying prospective Bidders; and preparing Construction Contract Documents for alternate bids.
 16. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
 17. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all addenda and any amendments negotiated by Owner and Contractor.

Exhibit A—Engineer's Services Under Task Order.

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18. Services to assist Owner in developing or modifying protocols for transmittal of Electronic Documents by Electronic Means after the effective date of this Agreement, either by revising or adapting Exhibit F to the Specific Project or implementing other Electronic Documents protocols among Specific Project participants.
19. Any services by Engineer in connection with Owner or Engineer providing a Document to a Requesting Party under Exhibit F Paragraph 1.01.D (see Exhibit F, Electronic Documents Protocol), or any other distribution of a Document to a third party. Such services may include but are not limited to preparing the data contained in the requested Document in a manner deemed appropriate by Engineer; creating or otherwise preparing and distributing the Document in a format necessary to respond to Owner's direction or decision to provide the Document to a requesting party, including Contractor, in a format other than that required for deliverables from Engineer to Owner; and services in connection with obtaining required releases from the third parties to which the Documents will be distributed. Compensation for these Additional Services is not contingent upon Owner's reimbursement from the requesting party.
20. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.
21. Preparing Record Drawings, and furnishing such Record Drawings to Owner.
22. Supplementing Record Drawings with information regarding the completed Specific Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.
23. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.
24. Preparation of operation, maintenance, and staffing manuals.
25. Protracted or extensive assistance in refining and adjusting of Specific Project equipment and systems (such as initial startup, testing, and balancing).
26. Assistance to Owner in training Owner's staff to operate and maintain Specific Project equipment and systems.
27. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Specific Project equipment and systems, and (b) related recordkeeping.
28. Preparing to serve or serving as a consultant or witness for, or producing documents for or on behalf of, Owner in any litigation, arbitration, mediation, lien or bond claim, or other legal or administrative proceeding involving the Specific Project (but not including disputes between Owner and Engineer).
29. Overtime work requiring higher than regular rates.
30. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Exhibit A Paragraph 1.06.B.9; any type of property surveys

or related engineering services needed for the transfer of interests in real property; providing construction and property surveys to replace reference points or property monuments lost or destroyed during construction; and providing other special field surveys.

31. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.
32. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).
33. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

EXHIBIT B—TASK ORDER DELIVERABLES SCHEDULE

Paragraphs 2.04.E, 3.02.A, and Exhibit A of the Main Agreement are supplemented by the following schedule:

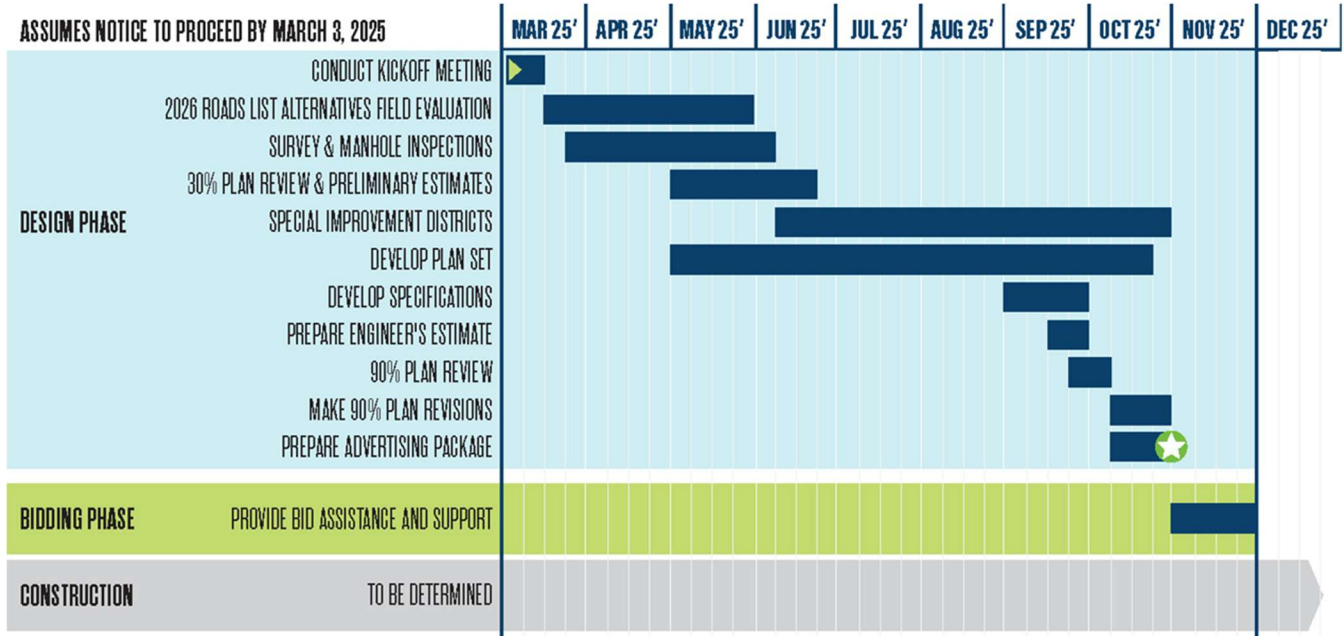


EXHIBIT C—RESERVED

EXHIBIT D—RESERVED

EXHIBIT E—RESERVED

Exhibit F—Reserved.

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EXHIBIT F—RESERVED

Exhibit F—Reserved.

Exhibits to Task Order. EJCDC® E-505, Agreement between Owner and Engineer for Professional Services.
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EXHIBIT G—RESERVED

Guidance Notes—Exhibit G

1. See Exhibit G—Insurance, in E-505 Part 2 of 4: Exhibits to Main Agreement.

EXHIBIT H—RESERVED

Guidance Notes—Exhibit H

1. See Exhibit H—Dispute Resolution, in E-505 Part 2 of 4: Exhibits to Main Agreement.

Exhibit H—Reserved.

Exhibits to Task Order. EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition.
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Page 1 of 1

EXHIBIT I—RESERVED

Guidance Notes—Exhibit I

1. See Exhibit I—Limitations of Liability, in E-505 Part 2 of 4: Exhibits to Main Agreement.

Exhibit I—Reserved.

Exhibits to Task Order. EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition.
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Page 1 of 1

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. One (1)**

The Effective Date of this Amendment is: February 20, 2025

Background Data:

Effective Date of Owner-Engineer Agreement: March 19, 2024

Owner: City of Dickinson

Engineer: Moore Engineering, Inc.

Project: 10th Ave. East Mill & Overlay (Villard St. to Museum Dr.)
City Project No. 202414

Nature of Amendment:

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

The nature of this amendment is to address unforeseen additions to the scope of work and the associated time with completing tasks that were not included in the original Agreement dated March 19, 2024. During the project, Additional Services were provided related to the following:

Utility Coordination – a new process was implemented by NDDOT that required an extensive amount of additional data collection and details shown on construction drawings.

Curb Ramps – two additional ramps were added, and both locations required additional design, drawing modifications, as well as negotiating and obtaining landowner agreements.

Sidewalk – a new segment of sidewalk was added to the project scope between 10th Street and 12th Street, which required field survey, design time and drawing modifications.

Agreement Summary:

Original agreement amount:	\$142,800
Net change for prior amendments:	\$0
This amendment amount:	\$12,530
Adjusted Agreement amount:	\$155,330


Change in time for services (days or date, as applicable): Not Applicable

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

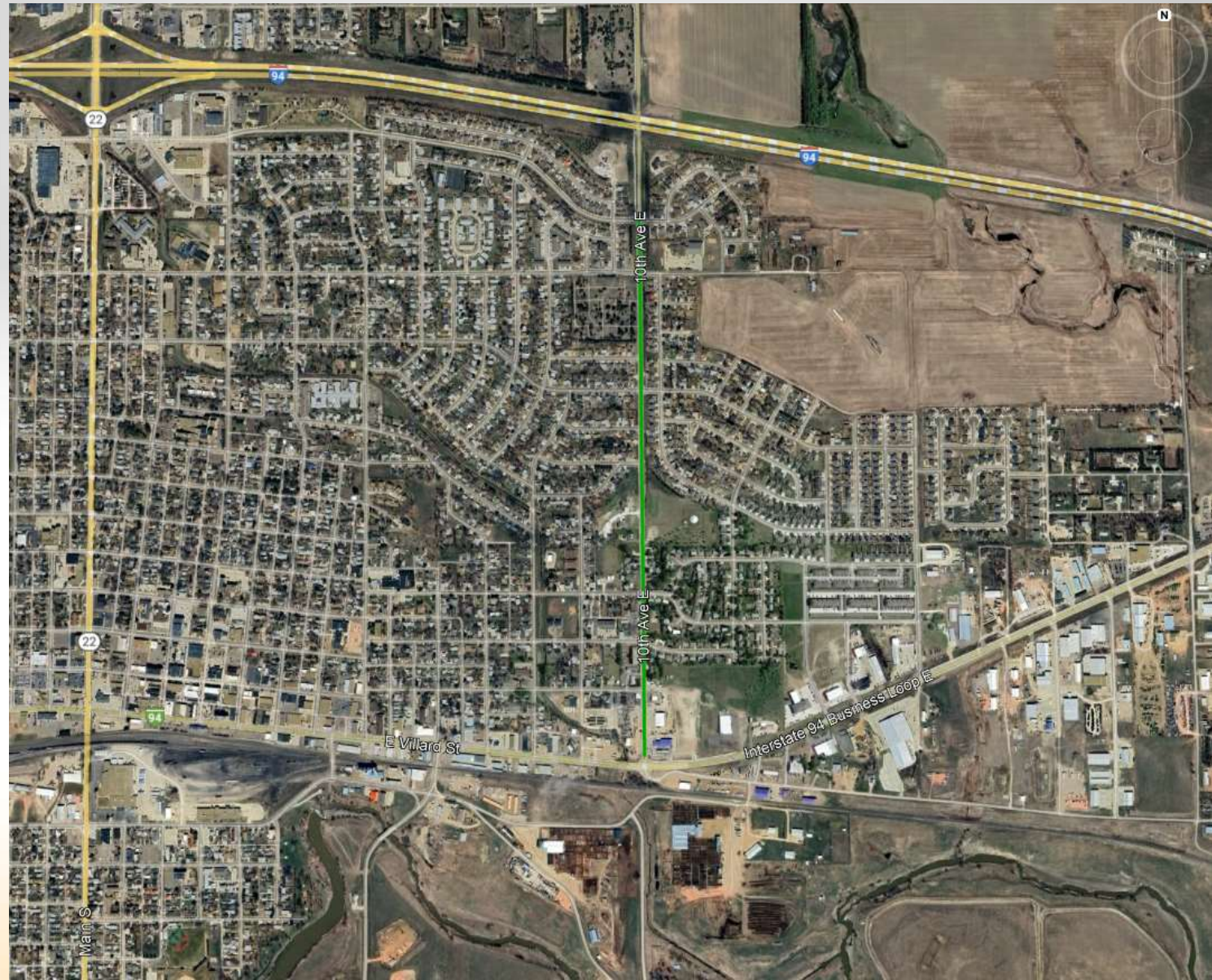
Owner: **City of Dickinson, ND**

Engineer: **Moore Engineering, Inc.**

By: _____
 Print name: Scott Decker
 Title: Mayor
 Date Signed: _____

By: 
 Print name: Carl Jackson
 Title: Market Leader
 Date Signed: 2-12-2025

10th Ave. E. – Villard to Museum Dr.





Engineering Memorandum

February 13, 2025

RE: February 20th Commission Meeting

10th AVE E. – VILLARD to MUSEUM DR. - CONTRACT AMENDMENT WITH MOORE ENGINEERING, INC.

For your consideration is a contract amendment with Moore Engineering, Inc. for engineering services for the 10th Ave. E. – Villard to Museum Drive project. The original contract was approved by the City Commission on March 19, 2024 for a lump sum fee of \$142,800.00. This contract amendment is for the amount of **\$12,530**. There were three scopes of work that required some additional work beyond what was included in the original contract;

- Utility Coordination, New Department of Transportation Process Requirements
- Two Curb Ramp Designs and Right-of-Way Agreements
- Sidewalk Extension from 10th Street East to 12th Street East on East Side of the Road

The project was approved with the 2024 capital improvement project budget, and it is to be paid for using Gross Production Tax (GPT). The project budget limit will not be exceeded by the contract amendment. Also, the project plans and specifications have been submitted to the North Dakota Department of Transportation and considered bid-ready. We are now just awaiting Federal Highway Administration funding for the construction of the project.

The City Engineering and Public Works staff recommends approval.





Engineering Memorandum

February 13, 2025

RE: February 20th Commission Meeting

MANNS DAM PROJECT TASK ORDER AWARD TO BARR ENGINEERING

For your consideration is a contract task order with Barr Engineering (Barr) to perform initial engineering services for the City of Dickinson Project Number 202508, Mann's Dam Project for **\$6,000** on a NTE basis. The goal of this funding is to complete Task 1 and begin Task 2 the following tasks as listed below:

Task 1: Assist in applying for cost share funding from the ND Dept. of Water Resources (NDDWR)

Task 2: Project Scoping, Cost-Share Application, Basis of Design, & Cost Estimate

The purpose of Task 1 & the initial portion of Task 2 is to gather sufficient information and submit a application to the North Dakota Department of Water Resources (DWR) for a 75% cost-share on the project.

Barr was selected for this task through an open Request for Proposal where two proposals were received. Barr scored the highest combined score based on their proposal and interview for the project.

The project is included in the 2025 Capital Improvement Plan budget and funded through Cash on Hand.

The contract terms have been reviewed by the City Attorney.

The City Engineering staff recommends approval.



Mann's Dam Vicinity Map



2/14/2025

Mr. Kristopher Keller
City of Dickinson
38 1st Street W
Dickinson, ND 58601

Re: Agreement for Dickinson Manns Dam Feasibility Study

Dear Mr. Keller:

Thank you for retaining us. We will do our best to justify your expression of confidence in us. This letter, together with our Standard Terms (attached) sets forth the Agreement between the City of Dickinson (Client) and Barr Engineering Co., its affiliates and subsidiaries (Barr) regarding engineering assistance for completing a feasibility study for the Manns Dam (Project #202508)).

The scope of professional consulting services Barr will provide for your project includes to assist the City through the cost share application process with the North Dakota Department of Water Resources (NDDWR). This will include time for one (1) kickoff meeting with the City, requesting available data from the NDDWR for the Manns Dams, preliminary background review of the data provided by the City of Dickinson and as requested from the NDDWR, future project scoping, drafting the necessary materials for the NDDWR WebGrants application for the Manns Dams, and up to three (3) meetings and follow-up with the NDDWR and City, until approval is reached. We assume the meetings will be for both the Queen City (separate Project #202310) and Manns Dams. Barr assumes that the City will be submitting the grant application to the NDDWR, and the City will be paying the grant application fees.

This Agreement will be effective for the duration of the services unless terminated earlier by either Client or Barr. Barr's Proposal, if any, is not a part of this Agreement except as specifically indicated or referred to in this letter Agreement. Barr will commence work upon receipt of a copy of this letter signed by Client. The estimated schedule for the services is as follows:

- Notice-to-Proceed provided to Barr by 2/20/2025
- Draft Grant Application by 2/20/2025
- Final Application Submittal by 2/24/2025
- Approximate DWR approval 6/1/2025

The above schedule assumes the City is available as needed to meet and coordinate the application for submittal. The approval date for the application is estimated based upon past work with the DWR; however, the schedule will ultimately be determined by DWR responsiveness and availability.

Barr will inform you of progress by biweekly email progress reports and virtual monthly progress meetings. We assume these regular progress updates and meetings will be completed jointly with the Queen City Dam EAP project as well.

For the services provided, Client will pay Barr according to the attached Standard Terms. Barr will bill Client monthly. The cost of the services will not exceed the lump sum of \$5,000 (USD).

We understand you have the authority to direct us. We will direct communications to you at the address on this letter. Direction should be provided to me or Jennifer Koehler at 4300 MarketPointe Drive, Suite 200, Minneapolis, MN 55435.

During the term of this Agreement, Barr agrees to maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, the type of insurance and policy limits as set forth below (USD):

Workers' Compensation and Employers' Liability

- | | |
|----------------|-----------------------------------|
| 1. Coverage A: | Per State Statute |
| 2. Coverage B: | \$500,000 Each Accident |
| | \$500,000 Disease – Policy Limit |
| | \$500,000 Disease – Each Employee |

Commercial General Liability

- | | |
|----------------|---|
| 1. \$2,000,000 | General Aggregate |
| 2. \$2,000,000 | Products – Completed Operations Aggregate |
| 3. \$1,000,000 | Each Occurrence |
| 4. \$1,000,000 | Personal Injury |

Commercial Automobile Liability

- | | |
|----------------|---|
| 1. \$1,000,000 | Combined Single Limit Bodily Injury and Property Damage |
|----------------|---|

The Commercial Automobile Liability shall provide coverage for the following automobiles:

1. All Owned Automobiles
2. All Non-Owned Automobiles
3. All Hired Automobiles

Umbrella Liability

- | | |
|-----------------|---|
| 1. \$10,000,000 | Each Claim |
| \$10,000,000 | Annual Aggregate |
| 2. | The Umbrella Liability provides excess limits for the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability policies. |

Professional and Pollution Incident Liability

Professional Liability insurance including Pollution Incident Liability coverage with limits of not less than \$5,000,000 Per Claim / \$5,000,000 Annual Aggregate.

Certificates of Insurance

Certificates of Insurance will be provided upon request.

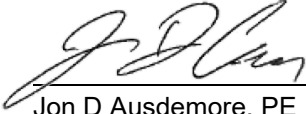
Barr and Client waive all rights, including their insurers' subrogation rights, against each other, their subcontractors, agents, and employees, and the other's consultants, separate contractors, and their subcontractors, agents, and employees for losses or damages covered by their respective property or casualty insurance, commercial general liability, or Builder's Risk insurance. This waiver of subrogation is effective notwithstanding any duty of indemnity.

Mr. Kristopher Keller
2/14/2025
Page 3

If this Agreement is satisfactory, please sign the enclosed copy of this letter in the space provided, and return it to Barr.

Sincerely yours,

BARR ENGINEERING CO.



Jon D Ausdemore, PE
Its Vice President

Accepted this _____ day of _____, 20____

CITY OF DICKINSON

By _____

Its _____

Attachments

Standard Terms—Professional Services, as modified and attached

Barr's Agreement with Client consists of the accompanying letter or other authorization, Work Orders, and these Standard Terms – Professional Services.

Section 1: Barr's Responsibilities

- 1.1 Barr will provide the professional services ("Services") described in this Agreement. Barr will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of Barr's profession practicing in the same locality.
1.2 Barr will select the means, methods, techniques, sequences, or procedures used in providing its Services. If Client directs Barr to deviate from Barr selections, Client agrees to hold Barr harmless from claims, damages, and expenses arising out of Client direction.
1.3 Barr will acquire all licenses applicable to its Services and will comply with applicable law.
1.4 Barr duties do not include supervising Client contractors or commenting on, supervising, or providing the means and methods of their work unless Barr accepts any such duty in writing. Barr will not be responsible for the failure of Client contractors to perform in accordance with their undertakings.
1.5 Barr will provide a health and safety program for Barr employees, but will not be responsible for contractor, job, or site health or safety unless Barr accepts that duty in writing.
1.6 Estimates of Barr's fees or other project costs will be based on information available to Barr and on Barr's experience and knowledge. Such estimates are an exercise of Barr's professional judgment and are not guaranteed or warranted. Actual costs may vary. Client should add a contingency to the budgeted fees and costs to account for unexpected costs.
1.7 The information Client provides to Barr will be maintained in confidence except as required by law.

Section 2: Client Responsibilities

- 2.1 Client will provide access to property.
2.2 Client will provide Barr with prior reports, specifications, plans, changes in plans, and other information about the project that may affect the delivery of Barr's Services. Client will hold Barr harmless from claims, damages, and related expenses, including reasonable attorneys' fees, involving information not timely called to Barr's attention or not correctly shown on documents Client furnishes to Barr.
2.3 Client agree to provide Barr with information on contamination and dangerous and hazardous substances and processes Barr may encounter in performing the Services and related emergency procedure information.
2.4 Client agree to hold Barr harmless as to claims that Barr is an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of any law governing the handling, treatment, storage, or disposal of dangerous or hazardous materials.
2.5 Site remediation services may involve risk of contamination of previously uncontaminated air, soil, or water. If Client is requesting that Barr provide services that include this risk, Client agrees to hold Barr harmless from such contamination claims, damages, and expenses, including reasonable attorneys' fees, unless and to the extent the loss is caused by Barr negligence.

- 2.6 Monitoring wells are Client property and Client is responsible for their permitting, maintenance and abandonment unless Barr accepts that duty in writing. Samples remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are Client property. They will be discarded or returned to Client, at Barr's discretion, unless within 15 days of the report date Client gives written direction to store or transfer the materials at Client expense.
2.7 2.6 Client agrees to make disclosures required by law. If Barr is required by law or legal process to make such disclosures, Client agrees to hold Barr harmless and indemnify Barr from related claims and costs, including reasonable attorneys' fees, only to the extent allowed under ND law.

Section 3: Digital Files, Reports and Work Product

- 3.1 Barr's digital files, including but not limited to models, executable data, source code, and all other digital files, remain the property of Barr and shall be provided to the Client only if expressly provided for in this Agreement. Any digital files not containing a seal are provided for the convenience of the Client only, and use by Client or others to whom Client provides the digital files is at the Client's sole risk and without liability to Barr.
3.2 Barr will retain all data relating to the Services for a minimum of seven years and financial data for three years.
3.3 Barr reports, notes, calculations, and other documents, and computer software, programs, models, and data developed by Barr are instruments of Barr Services, and they remain Barr property, subject to a license to Client for Client's use in the related project for the purposes disclosed to Barr. At Barr's request, Client will execute Barr's standard digital data and conditional use agreement prior to receiving any digital data files. Further, Client may not use or transfer such information and documents to others for a purpose for which they were not prepared without Barr's written approval. Client agrees to indemnify and hold Barr harmless from claims, damages, and expenses, including reasonable attorneys' fees, arising out of any unauthorized transfer or use, only to the extent allowed under ND law.
3.4 Because electronic documents may be modified intentionally or inadvertently, Client agrees that Barr will not be liable for damages resulting from change in an electronic document occurring after Barr's transmittal to Client. In case of any difference or ambiguity between an electronic and a paper document, the paper document shall govern. When accepting document transfer in electronic format, Client accepts exclusive risk relating to long-term capability, usability, and readability of documents, software application packages, operating systems, and computer hardware.
3.5 If Client does not pay for the Services in full as agreed, Barr may retain reports and work not yet delivered to Client and Client agrees to return to Barr our reports and other work in Client's possession or under Client's control. Client agrees not to use or rely upon Barr Services or work for any purpose until it is paid for in full.

, only to the extent allowed under North Dakota law,

Barr assumes no responsibility for the accuracy of such information and shall not be liable for any inaccuracies or omissions contained therein or any errors, omission or inaccuracies in Barr's work in any way occurring, incident to, arising out of or in connection with any inaccuracies or omissions in such information, except to the extent that Barr's reliance on such information is negligent.

Section 4: Compensation

- 4.1 Client will pay for the Services as agreed or according to the current fee schedules if there is no other written agreement as to price. An estimated cost is not a firm figure unless stated as such and Client should allow for a contingency in addition to estimated costs.
- 4.2 Client will pay each invoice within 30 days after receipt as to all undisputed amounts. Payments not made within 60 days of invoice date will bear interest from the date that is 30 days after the date of the invoice at a rate equal to the lesser of 18 percent per annum or the highest rate allowed by law. ~~Client agrees to pay all Barr costs of collection, including reasonable attorney fees~~
- 4.3 If Client directs Barr to invoice another, Barr will do so, but Client agrees to be responsible for Barr compensation unless Client provides Barr with that person's written acceptance of the terms of Barr's Agreement and Barr agrees to extend credit to that person.
- 4.4 Client agrees to compensate Barr in accordance with Barr's fee schedule if Barr is asked or required to respond to legal process arising out of a proceeding to which Barr is not a party.
- 4.5 If Barr is delayed by factors beyond Barr's control, or if the project conditions or the scope of work change, or if the standards change, Barr will receive an equitable adjustment of our compensation.
- 4.6 In consideration of Barr providing insurance to cover claims made by Client, Client hereby waives any right of offset as to payment otherwise due to Barr.

Section 5: Disputes, Damage, and Risk Allocation

- 5.1 Barr and Client will exercise good faith efforts to resolve disputes without litigation. Such efforts will include a meeting attended by each party's representative empowered to resolve the dispute. ~~Disputes (except collections) will be submitted to mediation as a condition precedent to litigation.~~
- 5.2 Barr will not be liable for special, incidental, consequential, or punitive damages, including but not limited to those arising from delay, loss of use, loss of profits or revenue, loss of financing commitments or fees, or the cost of capital. Barr and Client waives against the other and its subcontractors, agents, and employees all rights to recover for losses covered by our respective property/casualty or auto insurance policies.
- 5.3 Barr will not be liable for damages unless Client has notified Barr of Client's claim within 30 days of the date of Client discovery of it and unless Client has given Barr an opportunity to investigate and to recommend ways of mitigating damages, and unless suit is commenced within two years of the earlier of the date of injury or loss and the date of completion of the Services.
- 5.4 For Client to obtain the benefit of a fee which includes a reasonable allowance for risks, Client agrees that Barr's aggregate liability will not exceed ~~the fee paid for Barr's Services, but not less than \$50,000, and Client agrees to indemnify Barr from all liability to others in excess of that amount. If Client is unwilling to accept this allocation of risk, Barr will increase Barr's aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, Client provides payment in an amount that will increase Barr fees by 10%, but not less than \$500, to compensate Barr for the greater risk undertaken. This increased fee is not the purchase of insurance.~~

- 5.5 If Client fails to pay Barr within 60 days following invoice date, Barr may consider the default a total breach of this Agreement and, at Barr's option, Barr may terminate all of Barr's duties without liability to Client or to others.
- 5.6 If Barr is involved in legal action to collect compensation, Client agrees to pay Barr's collection expenses, including reasonable attorneys' fees. **North Dakota**
- 5.7 The law of the state of ~~Minnesota~~ will govern all disputes. Barr and Client hereby agree to submit to the exclusive jurisdiction of the State Courts sitting in ~~Hennepin County, Minnesota,~~ **Stark ND** for all claims relating to the contract of the services performed by Barr and waive any objections to such location based on jurisdiction, venue or inconvenient forum. Barr and Client waives trial by jury. No employee acting within the scope of employment will have any individual liability for his or her acts or omissions and Client agrees not to make any claim against individual employees.

Section 6: Miscellaneous Provisions

- 6.1 Barr will provide a certificate of insurance to Client upon request. Any claim as an Additional Insured will be limited to losses caused by Barr's sole negligence.
- 6.2 This Agreement is Barr's entire agreement, and it supersedes prior agreements. Only a writing signed by an authorized representative for Barr and Client making specific reference to the provision modified may modify it.
- 6.3 Neither Barr nor Client will assign this Agreement without the written approval of the other. No other person has any rights under this Agreement.
- 6.4 Only a writing may terminate this Agreement. Barr will receive an equitable adjustment of Barr's compensation as well as Barr's earned fees and expenses if Barr's work is terminated prior to completion.
- 6.5 Barr will not discriminate against any employee or applicant for employment because of race, color, creed, ancestry, national origin, sex, religion, age, marital status, affectional preference, disability, status with regard to public assistance, membership or activity in a local human-rights commission, or status as a specially disabled, Vietnam-era, or other eligible veteran. Barr will take affirmative action to ensure that applicants are considered, and employees are treated during their employment, without regard to those factors. Barr actions will include, but are not limited to notifications, hiring, promotion or employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or terminations, rates of pay and other forms of compensation, and selection for training or apprenticeship.
- 6.6 Neither Barr nor Client, including Barr officers, employees, and agents, are agents of the other, except as agreed in writing. Except as agreed in writing, nothing in this Agreement creates in either party any right or authority to incur any obligations on behalf of, or to bind in any respect, the other party. Nothing contained herein will prevent either party from procuring or providing the same or similar products or services from or to any third person, provided that there is no breach of any obligations pertaining to confidentiality.

End of Standard Terms

\$1,000,000 USD.

Mann's Dam Vicinity Map





Engineering Memorandum

February 20, 2025

RE: February 20th Commission Meeting

MANNS DAMN PROJECT ND DWR LETTER OF SUPPORT - 202508

For your consideration is letter of support for the North Dakota Department of Water Resources (DWR) cost share application. The letter will authorize the City of Dickinson to submit the project for cost sharing with the DWR. The project is included on the 2025-2027 DWR Water Development Plan which increases the probability of successfully being awarded the cost share. The General Water Management cost-share maximum is 75% from the DWR, and 25% from the City of Dickinson.

Based on the current estimates, this application is anticipated to be for **\$135,000**, and the City of Dickinson cost share is estimated to be \$45,000 for a total cost of \$180,000. This letter of support is a new requirement from the DWR in 2025. The City of Dickinson share of the project was included in the 2025 Capital Improvement Plan and funded with Cash On-Hand.

The City Engineering staff recommends approval.





Engineering & Community Development

February 20, 2025

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

RE: Mann's Dam Project – City Commission Letter of Support

On behalf of the City Commission of Dickinson, I am pleased to express our full support for the North Dakota Department of Water Resources (DWR) grant application for the Mann's Dam Project, City of Dickinson Project Number 202508.

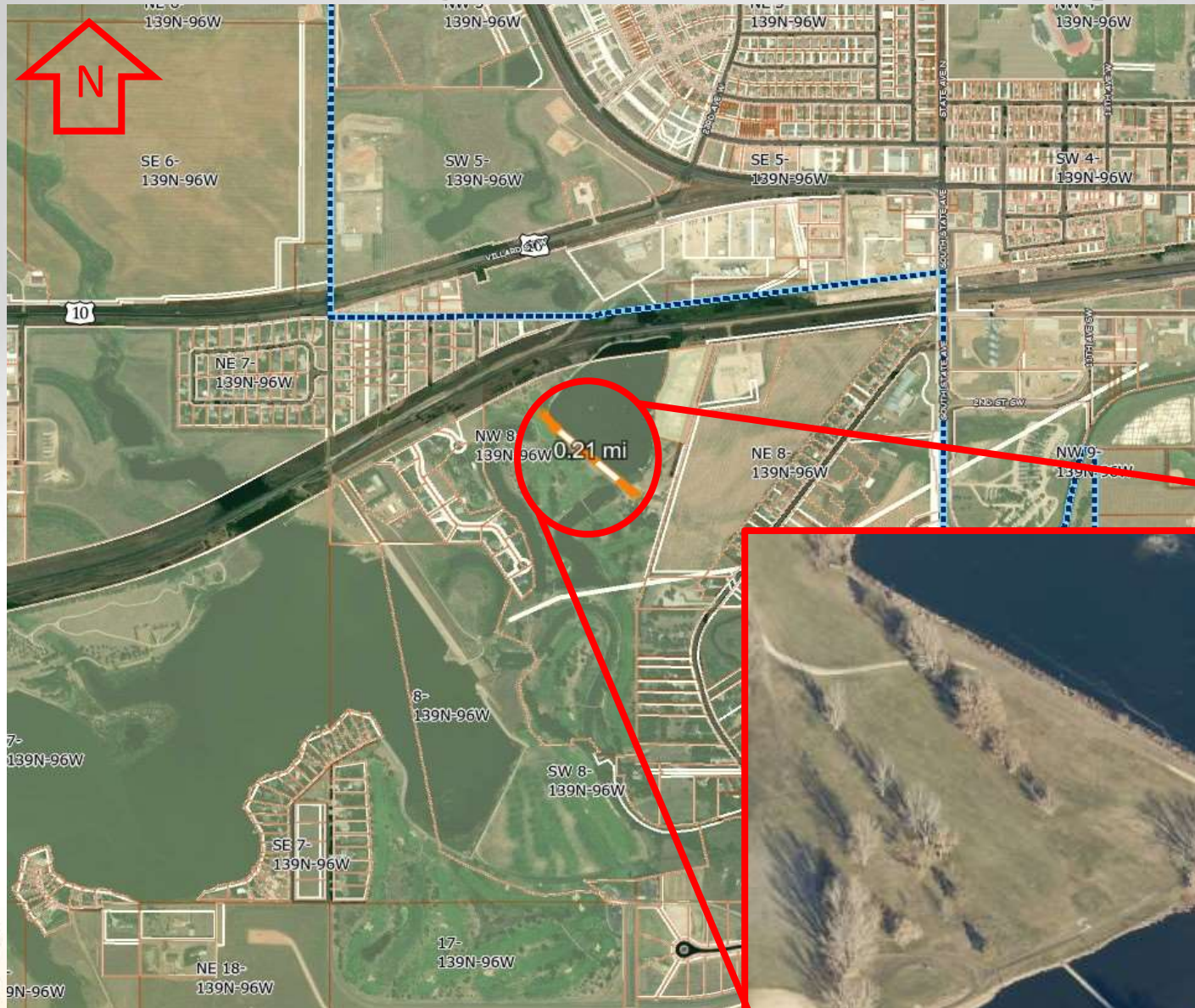
The requested funding will facilitate a comprehensive feasibility study to assess existing deficiencies and safety risks associated with this low-head dam. Additionally, the study will evaluate and propose viable alternatives to improve the structure, ensuring long-term safety.

The City of Dickinson greatly values the opportunity to apply for General Water Management cost-sharing assistance through the DWR. This program plays a vital role in enabling the City to proactively identify and mitigate risks that could impact our citizens and vital infrastructure.

Sincerely,

Scott Decker
Mayor

Queen City Dam Vicinity Map





Engineering Memorandum

February 13, 2025

RE: February 20th Commission Meeting

QUEEN CITY DAM EAP TASK ORDER AWARD TO BARR ENGINEERING

For your consideration is a contract task order with Barr Engineering (Barr) to perform initial engineering services for the City of Dickinson Project Number 202310, Mann's Dam Project for **\$6,000** on a NTE basis. The goal of this funding is to complete Task 1 as listed below:

Task 1: Assist in applying for cost share funding from the ND Dept. of Water Resources (NDDWR)

The purpose of Task 1 is to gather sufficient information and submit an application to the North Dakota Department of Water Resources (DWR) for a 80% cost-share on the project.

Barr was selected for this task through an open Request for Proposal where two proposals were received. Barr scored the highest combined score based on their proposal and interview for the project.

The project is included in the 2025 Capital Improvement Plan budget and funded through GPT.

The contract terms have been reviewed by the City Attorney.

The City Engineering staff recommends approval.



2/14/2025

Mr. Kristopher Keller
City of Dickinson
38 1st Street W
Dickinson, ND 58601

Re: Agreement for Dickinson Queen City Dam EAP

Dear Mr. Keller:

Thank you for retaining us. We will do our best to justify your expression of confidence in us. This letter, together with our Standard Terms (attached) sets forth the Agreement between the City of Dickinson (Client) and Barr Engineering Co., its affiliates and subsidiaries (Barr) regarding engineering assistance for creating Emergency Action Plan (EAP) for the Queen City Dam (Project #202310).

The scope of professional consulting services Barr will provide for your project includes to assist the City through the cost share application process with the North Dakota Department of Water Resources (NDDWR). This will include time for one (1) kickoff meeting with the City, requesting available data from the NDDWR for the Queen City Dam, preliminary background review of the data provided by the City of Dickinson and as requested from the NDDWR, future project scoping, drafting the necessary materials for the NDDWR WebGrants application for the Queen City Dam, and up to three (3) meetings and follow-up with the NDDWR and City, until approval is reached. We assume the meetings will be held jointly for both the Queen City and Manns Dams (separate Project #202508). Barr assumes that the City will be submitting the grant application to the NDDWR, and the City will be paying the grant application fees.

This Agreement will be effective for the duration of the services unless terminated earlier by either Client or Barr. Barr's Proposal, if any, is not a part of this Agreement except as specifically indicated or referred to in this letter Agreement. Barr will commence work upon receipt of a copy of this letter signed by Client. The estimated schedule for the services is as follows:

- Notice-to-Proceed provided to Barr by 2/20/2025
- Draft Grant Application by 2/20/2025
- Final Application Submittal by 2/24/2025
- Approximate DWR approval 6/1/2025

The above schedule assumes the City is available as needed to meet and coordinate the application for submittal. The approval date for the application is estimated based upon past work with the DWR; however, the schedule will ultimately be determined by DWR responsiveness and availability.

Barr will inform you of progress by biweekly email progress reports and virtual monthly progress meetings. We assume these regular progress updates and meetings will be completed jointly with the Manns Dam Feasibility project as well.

For the services provided, Client will pay Barr according to the attached Standard Terms. Barr will bill Client monthly. The cost of the services will not exceed the lump sum of \$5,000 (USD).

We understand you have the authority to direct us. We will direct communications to you at the address on this letter. Direction should be provided to me or Jennifer Koehler at 4300 MarketPointe Drive, Suite 200, Minneapolis, MN 55435.

During the term of this Agreement, Barr agrees to maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, the type of insurance and policy limits as set forth below (USD):

Workers' Compensation and Employers' Liability

- 1. Coverage A: Per State Statute
- 2. Coverage B: \$500,000 Each Accident
\$500,000 Disease – Policy Limit
\$500,000 Disease – Each Employee

Commercial General Liability

- 1. \$2,000,000 General Aggregate
- 2. \$2,000,000 Products – Completed Operations Aggregate
- 3. \$1,000,000 Each Occurrence
- 4. \$1,000,000 Personal Injury

Commercial Automobile Liability

- 1. \$1,000,000 Combined Single Limit Bodily Injury and Property Damage

The Commercial Automobile Liability shall provide coverage for the following automobiles:

- 1. All Owned Automobiles
- 2. All Non-Owned Automobiles
- 3. All Hired Automobiles

Umbrella Liability

- 1. \$10,000,000 Each Claim
\$10,000,000 Annual Aggregate
- 2. The Umbrella Liability provides excess limits for the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability policies.

Professional and Pollution Incident Liability

Professional Liability insurance including Pollution Incident Liability coverage with limits of not less than \$5,000,000 Per Claim / \$5,000,000 Annual Aggregate.

Certificates of Insurance

Certificates of Insurance will be provided upon request.

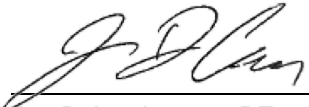
Barr and Client waive all rights, including their insurers' subrogation rights, against each other, their subcontractors, agents, and employees, and the other's consultants, separate contractors, and their subcontractors, agents, and employees for losses or damages covered by their respective property or casualty insurance, commercial general liability, or Builder's Risk insurance. This waiver of subrogation is effective notwithstanding any duty of indemnity.

If this Agreement is satisfactory, please sign the enclosed copy of this letter in the space provided, and return it to Barr.

Mr. Kristopher Keller
2/14/2025
Page 3

Sincerely yours,

BARR ENGINEERING CO.



Jon D Ausdemore, PE
Its Vice President

Accepted this _____ day of _____, 20____

CITY OF DICKINSON

By _____

Its _____

Attachments

Standard Terms—Professional Services, as modified and attached

Barr's Agreement with Client consists of the accompanying letter or other authorization, Work Orders, and these Standard Terms – Professional Services.

Section 1: Barr's Responsibilities

- 1.1 Barr will provide the professional services ("Services") described in this Agreement. Barr will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of Barr's profession practicing in the same locality.
- 1.2 Barr will select the means, methods, techniques, sequences, or procedures used in providing its Services. If Client directs Barr to deviate from Barr selections, Client agrees to hold Barr harmless from claims, damages, and expenses arising out of Client direction.
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- 1.4 Barr duties do not include supervising Client contractors or commenting on, supervising, or providing the means and methods of their work unless Barr accepts any such duty in writing. Barr will not be responsible for the failure of Client contractors to perform in accordance with their undertakings.
- 1.5 Barr will provide a health and safety program for Barr employees, but will not be responsible for contractor, job, or site health or safety unless Barr accepts that duty in writing.
- 1.6 Estimates of Barr's fees or other project costs will be based on information available to Barr and on Barr's experience and knowledge. Such estimates are an exercise of Barr's professional judgment and are not guaranteed or warranted. Actual costs may vary. Client should add a contingency to the budgeted fees and costs to account for unexpected costs.
- 1.7 The information Client provides to Barr will be maintained in confidence except as required by law.

Section 2: Client Responsibilities

- 2.1 Client will provide access to property.
- 2.2 Client will provide Barr with prior reports, specifications, plans, changes in plans, and other information about the project that may affect the delivery of Barr's Services. ~~Client will hold Barr harmless from claims, damages, and related expenses, including reasonable attorneys' fees, involving information not timely called to Barr's attention or not correctly shown on documents Client furnishes to Barr.~~
- 2.3 Client agree to provide Barr with information on contamination and dangerous and hazardous substances and processes Barr may encounter in performing the Services and related emergency procedure information.
- 2.4 ~~Client agree to hold Barr harmless as to claims that Barr is an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of any law governing the handling, treatment, storage, or disposal of dangerous or hazardous materials.~~
- 2.5 Site remediation services may involve risk of contamination of previously uncontaminated air, soil, or water. If Client is requesting that Barr provide services that include this risk, ~~Client agrees to hold Barr harmless from such contamination claims, damages, and expenses, including reasonable attorneys' fees, unless and to the extent the loss is caused by Barr negligence.~~

- 2.6 Monitoring wells are Client property and Client is responsible for their permitting, maintenance and abandonment unless Barr accepts that duty in writing. Samples remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are Client property. They will be discarded or returned to Client, at Barr's discretion, unless within 15 days of the report date Client gives written direction to store or transfer the materials at Client expense.
- 2.7 2.6 Client agrees to make disclosures required by law. If Barr is required by law or legal process to make such disclosures, Client agrees to hold Barr harmless and indemnify Barr from related claims and costs, including reasonable attorneys' fees. ~~only to the extent allowed under ND law.~~

Section 3: Digital Files, Reports and Work Product

- 3.1 Barr's digital files, including but not limited to models, executable data, source code, and all other digital files, remain the property of Barr and shall be provided to the Client only if expressly provided for in this Agreement. Any digital files not containing a seal are provided for the convenience of the Client only, and use by Client or others to whom Client provides the digital files is at the Client's sole risk and without liability to Barr.
- 3.2 Barr will retain all data relating to the Services for a minimum of seven years and financial data for three years.
- 3.3 Barr reports, notes, calculations, and other documents, and computer software, programs, models, and data developed by Barr are instruments of Barr Services, and they remain Barr property, subject to a license to Client for Client's use in the related project for the purposes disclosed to Barr. At Barr's request, Client will execute Barr's standard digital data and conditional use agreement prior to receiving any digital data files. Further, Client may not use or transfer such information and documents to others for a purpose for which they were not prepared without Barr's written approval. Client agrees to indemnify and hold Barr harmless from claims, damages, and expenses, including reasonable attorneys' fees, arising out of any unauthorized transfer or use. ~~only to the extent allowed under ND law.~~
- 3.4 Because electronic documents may be modified intentionally or inadvertently, Client agrees that Barr will not be liable for damages resulting from change in an electronic document occurring after Barr's transmittal to Client. In case of any difference or ambiguity between an electronic and a paper document, the paper document shall govern. When accepting document transfer in electronic format, Client accepts exclusive risk relating to long-term capability, usability, and readability of documents, software application packages, operating systems, and computer hardware.
- 3.5 If Client does not pay for the Services in full as agreed, Barr may retain reports and work not yet delivered to Client and Client agrees to return to Barr our reports and other work in Client's possession or under Client's control. Client agrees not to use or rely upon Barr Services or work for any purpose until it is paid for in full.

~~only to the extent allowed under North Dakota law,~~

Barr assumes no responsibility for the accuracy of such information and shall not be liable for any inaccuracies or omissions contained therein or any errors, omission or inaccuracies in Barr's work in any way occurring, incident to, arising out of or in connection with any inaccuracies or omissions in such information, except to the extent that Barr's reliance on such information is negligent.

Section 4: Compensation

- 4.1 Client will pay for the Services as agreed or according to the current fee schedules if there is no other written agreement as to price. An estimated cost is not a firm figure unless stated as such and Client should allow for a contingency in addition to estimated costs.
- 4.2 Client will pay each invoice within 30 days after receipt as to all undisputed amounts. Payments not made within 60 days of invoice date will bear interest from the date that is 30 days after the date of the invoice at a rate equal to the lesser of 18 percent per annum or the highest rate allowed by law. ~~Client agrees to pay all Barr costs of collection, including reasonable attorney fees~~
- 4.3 If Client directs Barr to invoice another, Barr will do so, but Client agrees to be responsible for Barr compensation unless Client provides Barr with that person's written acceptance of the terms of Barr's Agreement and Barr agrees to extend credit to that person.
- 4.4 Client agrees to compensate Barr in accordance with Barr's fee schedule if Barr is asked or required to respond to legal process arising out of a proceeding to which Barr is not a party.
- 4.5 If Barr is delayed by factors beyond Barr's control, or if the project conditions or the scope of work change, or if the standards change, Barr will receive an equitable adjustment of our compensation.
- 4.6 In consideration of Barr providing insurance to cover claims made by Client, Client hereby waives any right of offset as to payment otherwise due to Barr.

Section 5: Disputes, Damage, and Risk Allocation

- 5.1 Barr and Client will exercise good faith efforts to resolve disputes without litigation. Such efforts will include a meeting attended by each party's representative empowered to resolve the dispute. ~~Disputes (except collections) will be submitted to mediation as a condition precedent to litigation.~~
- 5.2 Barr will not be liable for special, incidental, consequential, or punitive damages, including but not limited to those arising from delay, loss of use, loss of profits or revenue, loss of financing commitments or fees, or the cost of capital. Barr and Client waives against the other and its subcontractors, agents, and employees all rights to recover for losses covered by our respective property/casualty or auto insurance policies.
- 5.3 Barr will not be liable for damages unless Client has notified Barr of Client's claim within 30 days of the date of Client discovery of it and unless Client has given Barr an opportunity to investigate and to recommend ways of mitigating damages, and unless suit is commenced within two years of the earlier of the date of injury or loss and the date of completion of the Services.
- 5.4 For Client to obtain the benefit of a fee which includes a reasonable allowance for risks, Client agrees that Barr's aggregate liability will not exceed ~~the fee paid for Barr's Services, but not less than \$50,000, and Client agrees to indemnify Barr from all liability to others in excess of that amount. If Client is unwilling to accept this allocation of risk, Barr will increase Barr's aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, Client provides payment in an amount that will increase Barr fees by 10%, but not less than \$500, to compensate Barr for the greater risk undertaken. This increased fee is not the purchase of insurance.~~

- 5.5 If Client fails to pay Barr within 60 days following invoice date, Barr may consider the default a total breach of this Agreement and, at Barr's option, Barr may terminate all of Barr's duties without liability to Client or to others.
- 5.6 If Barr is involved in legal action to collect compensation, Client agrees to pay Barr's collection expenses, including reasonable attorneys' fees. **North Dakota**
- 5.7 The law of the state of ~~Minnesota~~ will govern all disputes. Barr and Client hereby agree to submit to the exclusive jurisdiction of the State Courts sitting in ~~Hennepin County, Minnesota,~~ **Stark ND** for all claims relating to the contract of the services performed by Barr and waive any objections to such location based on jurisdiction, venue or inconvenient forum. Barr and Client waives trial by jury. No employee acting within the scope of employment will have any individual liability for his or her acts or omissions and Client agrees not to make any claim against individual employees.

Section 6: Miscellaneous Provisions

- 6.1 Barr will provide a certificate of insurance to Client upon request. Any claim as an Additional Insured will be limited to losses caused by Barr's sole negligence.
- 6.2 This Agreement is Barr's entire agreement, and it supersedes prior agreements. Only a writing signed by an authorized representative for Barr and Client making specific reference to the provision modified may modify it.
- 6.3 Neither Barr nor Client will assign this Agreement without the written approval of the other. No other person has any rights under this Agreement.
- 6.4 Only a writing may terminate this Agreement. Barr will receive an equitable adjustment of Barr's compensation as well as Barr's earned fees and expenses if Barr's work is terminated prior to completion.
- 6.5 Barr will not discriminate against any employee or applicant for employment because of race, color, creed, ancestry, national origin, sex, religion, age, marital status, affectional preference, disability, status with regard to public assistance, membership or activity in a local human-rights commission, or status as a specially disabled, Vietnam-era, or other eligible veteran. Barr will take affirmative action to ensure that applicants are considered, and employees are treated during their employment, without regard to those factors. Barr actions will include, but are not limited to notifications, hiring, promotion or employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or terminations, rates of pay and other forms of compensation, and selection for training or apprenticeship.
- 6.6 Neither Barr nor Client, including Barr officers, employees, and agents, are agents of the other, except as agreed in writing. Except as agreed in writing, nothing in this Agreement creates in either party any right or authority to incur any obligations on behalf of, or to bind in any respect, the other party. Nothing contained herein will prevent either party from procuring or providing the same or similar products or services from or to any third person, provided that there is no breach of any obligations pertaining to confidentiality.

End of Standard Terms

\$1,000,000 USD.