REGULAR MEETING OF THE CITY COMMISSION AGENDA

Tuesday, March 04, 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: 07-2025

Ordinance No: 1817

2. CONSENT AGENDA

A. Approval of Meeting Minutes dated February 20, 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. Printer Contracts (Enc.)

Presented by: IT Director Meyer

Consideration to approve

B. Abatement Hearing - 19 4th St SW (Enc.)

Presented by Assessor Hirschfeld

Consideration to approve

C. 2024 Year End Financial Report (Enc.)

Presented by: Deputy City Administrator Carlson

D. 2024 Year End Amendments, Encumbrances and Write-offs (Enc.)

Presented by: Deputy City Administrator Carlson

Consideration to approve Resolution No. _____

E. Finance Job Description and Positions (Enc.)

1. Deputy Finance Director Job Description

Presented by: Deputy City Administrator Carlson

Consideration to approve

2. Finance Tech Job Description

Presented by: Deputy City Administrator Carlson

Consideration to approve

4. PUBLIC WORKS

5. PUBLIC SAFETY - FIRE

6. PUBLIC SAFETY - POLICE

7. COMMUNITY DEVELOPMENT

8. PUBLIC HEARING – 5:00 PM

A. Parks and Rec Annual Report (Enc.)

Presented by Executive Director Rae

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 4:20 pm on March 4, 2025.

Teams Meeting: https://tinyurl.com/6ussuuuc
Teams Meeting ID: 239 676 056 514 **Meeting Passcode:** Lc97zW3p
Teams Phone #: 1-701-506-0320 **Phone Conference ID:** 116 886 630#
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 20, 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 Joe Ridl

Telephone: Commissioner John Odermann

Absent: None

1. PLEDGE OF ALLEGIANCE

2. ORDER OF BUSINESS

MOTION BY: Robert Baer SECONDED BY: Joe Ridl

To approve the February 20, 2025 meeting as presented.

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

3. CONSENT AGENDA

MOTION BY: Jason Fridrich SECONDED BY: Robert Baer

A. Approval of Meeting Minutes dated February 4, 2025

B. Approval of Accounts Payable, Commerce Bank and Checkbook

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

4. ADMINISTRATION/FINANCE

A. Public Comments not on Agenda

City Administrator Dustin Dassinger states there is a desire for the local government to be more accessible on topics not listed on the agenda. He states this is vital to the City and we are trying to build trust. He states the public comment section is very vital to the community. He would like to maintain integrity and value in the public comment. Administrator Dassinger states that public comment is not dialog or open mic. This is a public board meeting and not a meeting of the public. The purpose is to receive input on matters of scope of municipal business. The first amendment is freedom of speech.

City Attorney Christina Wenko gives an overview as previously discussed with City Administrator Dassinger. She states Administrator Dassinger to go through information as having a backbone of what is permissible and what is not permissible and what other cities are doing. This discussion is meant to be education and information based. Attorney Wenko reads the legal precedent and guidelines. Ms. Wenko states 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. She states it is implied right first amendment right to speak – right to access public meeting does not see the first paragraph. Century code and the AG's office have specific guidelines. She states the public does have the option at the Planning and Zoning to present. Take steps to control decorum. She would like to see reasonable rules and permitted actions to promote free speech. She visits about what other cities, counties and others do. They have the ability to set time manner restrictions on how the meetings occur or what information are presented at those meetings. She sees one thing that is most consistently requesting to address commission to comments or concerns are having to make a request to be on the agenda. Not unusual or out of line.

City Administrator Dustin Dassinger reviews expectations and this is not a knee jerk decision. He states during the last December work session discussion. He was to move forward with some policy or ground rules for public comments and present to commission for consideration. He states the person whom would like to speak would have to sign up to speak at the commission meeting.

Commissioner Joe Ridl questions if people whom want to speak at every meeting would have to sign up every meeting and know what they want to talk about.

Administrator Dustin Dassinger states the individual who would like to speak would have to state the reason or synopsis.

Commissioner Joe Ridl state then they would not be able to comment until next meeting.

City Administrator Dustin Dassinger states this is true.

Commissioner Robert Baer states that resident's main thing they don't like to sign up. It does not allow that to be spontaneous during the meeting. They might want to talk about. subject being discussed would they still have the opportunity to do it. Could be a little bit lenient on this registration. If something comes up during meeting, could they comment on.

Commissioner John Odermann states there is a certain amount of heartburn. If the other bullet points are put in place the first one is not necessary. All for discussion now. Like possibility of spontaneous feedback of someone that is not at the meeting. Hate to see that potentially lost.

City Attorney Christina Wenko states spontaneously coming up. Which are we talking about? Related to watermain and that is something for consideration then currently those are not up for public comment as it is an action item that we discussed or are you waiting for someone to come up and comment. Different than what is on the agenda.

Commissioner Jason Fridrich states he does not like the sign-up thing. Should be able to come and speak before us. These individuals should be citizens of Dickinson, none of the decisions affect the person if you are not citizen. Many times, things come up during meeting spontaneously or a question or comment and I think we need to have it that way. Limit to 5 minutes. Obviously, citizen of Dickinson; comments pertain the scope of this board and can be addressed. The rest are pretty basic.

Commissioner John Odermann agrees with Commissioner Fridrich. Like Ms. Wenko was going through what other cities do. Bismarck present, like allowing for opportunity for citizen to appeal to a commissioner and like to be on agenda.

Commissioner Joe Ridl questions the citizen of Dickinson. He states what about the people who live in the ETZ, they are not technically citizens of the City.

Commissioner Jason Fridrich states the issue is that there is some decision being made that is going to be detrimental opportunity at P&Z to have a public comment. They are notified when anything is going to affect them in 300 ft.

City Engineer Josh Skluzacek states that projects had federal funding they were obligated to have public engagement.

Commissioner Robert Baer states people that are residents in ETZ whether or not they should have a voice at city commission. Agree with Commissioner Ridl. He feels people in the ETZ are part of city. Residents should be allowed to speak on something on agenda.

President Scott Decker states the only scope in ETZ is land use and zoning.

Commissioner Jason Fridrich states there are public hearing at P&Z and if it passes there it is a public hearing at City commission before it is approved. I don't see anything else in ETZ, land use and zoning.

Commissioner Joe Ridl states building and codes control ETZ, if we are going to be policed in ETZ of land use but if my dad can't come to commission meeting and speak.

City Attorney Wenko states if this relates to land use City cannot do that as it is jurisdiction of county. Again, comes down to very limited circumstances as it relates to land use. Other city building and codes certain restrictions we do not address those. Related to land use specifically some times.

President Scott Decker states the general consensus is no sign up.

Commissioner Robert Baer has no problem with 5 minutes. Most people do not have a problem with that. Suggestions if difficulty speaking in project to write it down ahead time. Spontaneously write thoughts down to stay in time of 5 minutes. Not limit freedom of speech just make mindful of others and keep in timely manner. Group of people that they designate one speaker and keep within 5 minutes.

Commissioner Joe Ridl states 5 minutes would not be enough time. There are a lot of different topics and people can make anything sound good in 5 minutes. I personally don't think 5 minutes is long enough. Commissioner Ridl states who is going to deem if this is municipality business or not.

Commissioner Jason Fridrich states 5 minutes with the ability to extend is enough time to get your point across.

Commissioner John Odermann sees where Commission Ridl is coming from. I think that is why I am in favor to appeal to a Commissioner to put on the agenda it gives an opportunity for the Commissioner to be aware of and talk about. I really do think we need to look into an appeal process. If there is a Commissioner that has a citizen that doesn't have anything that pertains to the municipality. That is why people elected us to see if something is worth the time. If a Commissioner decides that someone want to put something on agenda then it should be potentially worth hearing. If one Commissioner feels it is city business it should be on the agenda. This item should be submitted prior to the agenda being created.

Commissioner Robert Baer states comments need to be something pertaining to issues under control of the city. If city does not control it then not on agenda.

City Administrator Dustin Dassinger states this is mudding the water. Public comments not on agenda, not talking about agenda items. Brought forth for commissioner or administrator that is currently happening as it is an agenda item. Items not on agenda is what we are talking about today.

City Attorney Christina Wenko states this item is getting meld the two together. Certain amount of common sense. Most part come in front of commission and be on agenda – it is related to city business. Unfortunately, some incidences that has not occurred. Situation if the city denied something and deem that appropriate that automatically gets on agenda. Common sense has to weigh in. City staff can put city items on agenda and if not, city business there is still recourse that is related to city business and then it would be put on the agenda.

Commissioner Robert Baer visits about the frequency of someone speaking on a topic. This is the one that goes back to comment I made previously having more than one comment. Individual should have one comment per subject. Someone will come up and talk about own personal issue and take it up then and then if there is another subject, they should be able to get up and speak.

Commissioner Jason Fridrich states for items on agenda or not on agenda. 5 people to come up and talk about 5 different things. Commissioner Fridrich states unless you are on the agenda there should not be a video or other visual aids or props. If you are not on agenda then no props. He also states the public can criticize us as a Commissioner and not personal. Right to criticize the job as a Commissioner and not as a person.

Commissioner Joe Ridl states if it is something as a commission, they should be able to tell us here but on a personal standpoint that should not be allowed.

President Scott Decker states a bill is going through legislature and it might change this.

City Administrator Dustin Dassinger states HB2180 would require public comments at meetings – school boards, other citizens and counties. In writing name and address; may limit time and speaker, develop public comment rules, pertinent of municipality. Cities and counties that do not provide public comment need to come up with procedures with a resolution.

Commissioner John Odermann thanks Administrator Dassinger for the time that he has spent on this topic and feels it is unfair for the employees to be was tasked with and addressing things discussed in legislature. Thank you for your time and energy that he put forth in this.

MOTION BY: Jason Fridrich SECONDED BY: Robert Baer
To table the Public Comments and to present the policy as discussed at the March 18, 2025.

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

B. Recall Election Workers
Deputy City Administrator Linda Carlson visits about the upcoming recall election on March 11, 2025. She states the City needs to get all workers put into place. Ms. Carlson provides the workers list. Judges are Susan Westfall and Joan Heckaman whom are both city residents and will be paid $21. Poll Clerks would be Ron Keller, Les Dykema, JoAnn Heiser and Peggy Meduna. They are all city residents and will be paid $21 pe hour.

MOTION BY: Robert Baer SECONDED BY: Joe Ridl
Approval the Recall Election Workers.

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

C. Monthly Financial Report
Deputy City Administrator Linda Carlson presents the Monthly Financial Report. She states sales tax is up. This is a reminder that these receipts are for January, 2025. Hospitality tax and occupancy tax is up more than 2024. Unfortunately, oil impact is under 2024 by $208,715. The general fund revenue is 6% collected and 12% expended. Utility revenue is 8% collected and 3% expended.

D. HighRoad Partners
HR Director Shelly Nameniuk presents a contract with HighRoad Partners whom would like to rewrite the HR policies. She states while they were working on the grievance policies and procedure it was recommended that the City of Dickinson reach out to HighRoad partners for assistance. Michelle Krommer of HighRoad Partners has served on the ND Labor Commission and Commerce Commissioner and has been in HR for 20+ years. The cost would be from $2,500-$3,250. Director Nameniuk is looking for approval to move forward with this contract.

Commissioner Jason Fridrich questions if the changes would be seen by Civil Service prior to them coming before the Commission.

HR Director Nameniuk states these changes would be reviewed prior to coming before the Commission.

MOTION BY: Jason Fridrich SECONDED BY: Joe Ridl
Approval the Planning and Zoning Board Appointments

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

E. HR Monthly Report

HR Director Shelly Nameniuk updates the Commissioners on the City of Dickinson's positions that are available, the ones in background phase along with the ones that have been filled.

5. PUBLIC WORKS

A. Hazardous Tree Removal Improvement District

Public Works Director Aaron Praus presents a hazardous tree removal improvement district resolution. This would allow citizens to remove trees and special assess the cost of the removal to their parcel for 10 years. This is a voluntary program. The Forester may assist the homeowner. This resolution has been reviewed by legal and recommend approval.

MOTION BY: Jason Fridrich SECONDED BY: Joe Ridl
Adopt Resolution No. 06-2025 with a 10-year assessment instead of 5-year assessment.

RESOLUTION NO. 06-2025

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

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

6. PUBLIC SAFETY

A. Fire
No Report
B. Police
No Report

7. COMMUNITY DEVELOPMENT SERVICES

A. Master Service Agreement with Civil Science

Engineer and Community Development Director Joshua Skluzacek presents a Master Service Agreement with Civil Science, 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.

MOTION BY: Robert Baer SECONDED BY: Joe Ridl
Approval the Master Service Agreement with Civil Science, Inc.

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

B. 2025 Road Maintenance Engineering Contract Award to Civil Science

Engineer and Community Development Director Joshua Skluzacek presents a Task Order with Civil Science for the engineering services for the 2026 Road Maintenance project for an hourly not to exceed fee as specified in the task order t of $189,075.00. Three proposals were received for this project. Civil Science scored the highest combined score based on their proposal and interview for the project. Based on the current project needs, the plan is 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 would include 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.

MOTION BY: Jason Fridrich SECONDED BY: Joe Ridl
Approval of Engineering Contract with Civil Science for the 2025 Road Maintenance.

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

C. 10th Avenue East – Villard to Museum Drive Contract Amendment with Moore Engineering

Engineer and Community Development Director Joshua Skluzacek presents a contract amendment with Moore Engineering, Inc. for engineering services for the 10th Ave. E. – Villard to Museum Drive project. 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. This project was approved with the 2024 capital improvement project budget, and it is to be paid for using Gross Production Tax.

MOTION BY: Joe Ridl SECONDED BY: Robert Baer
Approval the contract amendment with Moore Engineering for 10th Avenue East – Villard to Museum Drive.

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

D. Mann's Damn Engineering Contract Award with Barr Engineering

Senior Engineer Kris Keller presents a task order with Barr Engineering to perform initial engineering services for the Mann's Dam Project for $6,000. Assist in applying for cost share funding from the ND Dept. of Water Resources and Project Scoping, Cost-Share Application, Basis of Design, & Cost Estimate. This information will be used to submit an application to the North Dakota Department of Water Resources for a 75% cost-share on the project. There were two proposals received for this project. 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.

MOTION BY: Jason Fridrich SECONDED BY: Joe Ridl
Approval the Engineering Contract with Barr Engineering for the Mann's Damn.

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

E. DWR Cost Share Request of Approval Letter for Mann's Damn

Senior Engineer Kris Keller presents a letter of support for the North Dakota Department of Water Resources cost share application for the Mann's Damn. 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. 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. The City Engineering staff recommends approval.

MOTION BY: Robert Baer SECONDED BY: Joe Ridl
Approval Cost Share Letter of Request for Mann's Damn.

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

F. Queen City Damn Engineering Contract Award to Barr Engineering

Senior Engineer Kris Keller presents a contract task order with Barr Engineering to perform initial engineering services for the City of Dickinson Project Number 202310, Mann's Dam Project for $6,000. The goal of this funding is assisted in applying for cost share funding from the ND Dept. of Water Resources. The purpose of the task order is to gather sufficient information and submit an application to the North Dakota Department of Water Resources for an 80% cost-share on the project. 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.

MOTION BY: Robert Baer SECONDED BY: Joe Ridl
Approval the Cost Share Letter of Request for Queen City Damn.

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

8. PUBLIC HEARING – 5:00 P.M.

A. Resume back to City Business – For Informational Purposes Only

9. PUBLIC COMMENTS NOT ON AGENDA

Mr. Ryan Messano states people see what they want to see. He states all information controls our minds and he is not from Dickinson but Dickinson is very hospitable. He is coming to warn from unpopular things which are unpopular. This hate stirred up by the Dickinson is the end result of all of this. It is better to be slapped with the truth than kissed with a lie. This is all very relevant. He states we are not recognizing that we are having our thinking controlling us. He states if the public does not have free speech, you have nothing. Mr. Messano does not threaten others and he does not expect to be threatened. The American citizens are being silenced. He questions why the public cannot use the video equipment as he pays taxes and to tell him that he can't say what he wants to say. He states the City would be in a much better position if they discarded this topic. This law is targeted towards people they don't like. The best decision would be made before God. Put citizens before God is not really a good look.

Mrs. Tonya Yorgensen whom is from Dickinson. She states everyone seems to be ganging up on Mr. Messano but that is not true. He has his own platform on social media and he has been making comments to racist groups. He said that it would take a lot of work to put the fear of God into him. That feels like a threat on a forum like that. I do have to have sympathy on people like this. He did not choose to be like this racist style of life as it did choose him and he is trying to do the best that he can right now. She questions if it is required by law to live stream.

President Decker states it is not required by law to live stream.

Ms. Ruth Heley thanks the Commission for allowing her speak. She feels this is currently a privilege to speak. She reminds the public that the cities reside in a republican community and the people are sovereign and have disbursed powers to our elected representatives. This does not allow the people to wash their hands from the responsibly of public governance. She states she disagrees with some of changes proposed to the public comments period of commission meetings. She does understand a balance needs to be allowed. She finds five minutes may not be sufficient time. The public relies on the opportunity to express their concerns. Ms. Heley does advocate for public speech. Ms. Heley visits about a recent library board. She states Commissioner Odermann spoke to a volunteer board member Ms. Ho in a divisive and inaccurate in his assertions without addressing the current issue. She states free speech should be used in a way that advances

discussion of the needs of the community and the elected public officials should be held accountable for their actions.

Mr. Jeff Ficek states there that he is no way endorsing certain individual's offensive as well as misplaced. Our founding fathers though it so important freedom of speech. Disturbing in new age this board is considering embracing policies and thoughts of the Biden administration. He states President Trump for free speech in every public form. He did this on day 1 of his presidency. That is the new policy of the US. Not all the information provided by legal is accurate. Board meetings are designated public forums. These do not allow limited time, items, and others. You cannot designate one way or other but there is more than one designated way. Stark county has no restrictions on free speech, no time limits, no registration forms they have nothing at Stark County commission meeting. He states that sign up requirements is an undue burden. Time limits are always deemed illegal. Thank you for moving public comments to the end of the meeting. He states the commissions are not exempt from listening to comments. Maybe after 5 minutes. Too many restrictions can be a problem. Regarding comments personal, abusive, I do not support the abusive, personal in nature is completely supported by the supreme court. Consider the last library board meeting. Reviews Ms. Ho issue. Mr. Odermann attacked Mrs. Ho in the meeting and stated she was not following the policy. Mr. Ficek states Commissioner Odermann accused her of not having them on the agenda. Commissioner Odermann blamed her for library addition delay. Mr. Ficek states that Commissioner Odermann actions were of a bully and unbecoming of any City Commissioners. Actions were abusing the situation today and creating limits on free speech. This is what personal address is all about. Liberty is so much more than security.

Commissioner John Odermann feels the Library Board needs to possibly have some reconsideration policy that they have talked about several times in the past but it was fairly well publicized that he addressed to Ms. Ho that Library Board members have no rights to bring books for consideration and that everyone needs to follow all the policies all individuals need to follow. Important that the Board have orderly meetings that stick to the agenda at hand. Those items were not spelled on the agenda and no one knew they were going to be discussed. He needs to know as the rest of the board what is on the agenda. Commissioner Odermann stands by his comments at that meeting.

Mr. Jeff Ficek urges people to go and watch that video and see what he said. People can judge for himself. The patron could not access that process fully.

Commissioner John Odermann states that was not an accusation. The Board spent a lot of time talking about a lot of time not on the agenda and we should spend more time on agenda. It was a general comment on how meetings were going and spending a lot of time talking about things not on agenda.

Mr. Dave Beaudoin does understand how freedom is and the rights we have to present to the Commission and how we need to figure out the future. He is thinking that we have a lot of debt. This is not helping out the citizens. This debt creates anger, hate and division. The City needs to clean this up. Everyone is going into a solar hibernation. Dickinson is a lot cleaner. Dickinson is a wonderful town. When we have kids here and in 10 years, they are going to have liberties. There has to be open discussion and other people can get up here and feel uncomfortable to speak and sometimes it takes time to express themselves.

City Attorney Christina Wenko states she spoke to a Stark County individual which was the Stark County States Attorney's office.

President Decker states sometimes employees and public officials do not have all information and need to forgive them when they do not know all of the information.

10. COMMISSION COMMENTS

A. None

11. ADJOURNMENT

MOTION BY: Jason Fridrich SECONDED BY: Robert Baer

Adjournment of the meeting was at 6:45 P.M.

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

OFFICIAL MINUTES PREPARED BY:

_____

Rita Binstock, Assistant to City Administrator

APPROVED BY:

_____

Dustin Dassinger, City Administrator

_____

Scott Decker, President
Board of City Commissioners

Date: March 4, 2025

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson
Payables Management

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: 2/26/2025

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: 2085 **Name:** ADVANCED BUSINESS METHODS **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	AR1890423	INV	2/21/2025	2/21/2025	$3,299.23	CONTRACT		$3,299.23			
							Due				
Voucher(s): 1						Aged Totals:	$3,299.23	$3,299.23	$0.00	$0.00	$0.00

Vendor ID: 4806 **Name:** ALEX AIR APPARATUS 2 LLC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	9250	INV	2/19/2025	2/19/2025	$580.07	QUARTERLY AIR QUALITY TES		$580.07			
							Due				
Voucher(s): 1						Aged Totals:	$580.07	$580.07	$0.00	$0.00	$0.00

Vendor ID: 5115 **Name:** ALLSTATE PETERBILT OF DICKINSON **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	4604201570	INV	2/10/2025	2/10/2025	$102.08	TOP HAT KITMANAUX KIT CHF		$102.08			
	4604202317	INV	2/14/2025	2/14/2025	$33.00	KIT-HARDWARE 12 TURNBTN/		$33.00			
	4604202524	INV	2/19/2025	2/19/2025	$60.38	TUBE FUEL SUPPLY RSL		$60.38			
	4604202636	INV	2/20/2025	2/20/2025	$838.02	RADIATOR		$838.02			
							Due				
Voucher(s): 4						Aged Totals:	$1,033.48	$1,033.48	$0.00	$0.00	$0.00

Vendor ID: 9771 **Name:** AMAZON CAPITAL SERVICES **Class ID:** **FED TAX CLAS:** C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1P4RFFFNFL6P	INV	2/13/2025	2/13/2025	$107.99	BATHROOM FLOOR STORAGE		$107.99			
	1P7X4JNPDJ4D	INV	2/13/2025	2/13/2025	$61.98	50 SPIRAL MEMO PADS		$61.98			
	1PCLH3Q1CR4L	INV	2/13/2025	2/13/2025	$53.64	25PK STAY FLAT MAILERS		$53.64			
	1114JWGYKX4D	INV	2/18/2025	2/18/2025	$62.97	TEEN		$62.97			
	1YHTX3F3L6P7	INV	2/18/2025	2/18/2025	$92.27	12 PK STORAGE BOX, STACK/		$92.27			
							Due				
Voucher(s): 5						Aged Totals:	$378.85	$378.85	$0.00	$0.00	

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

Vendor ID: 37 **Name:** AT&T **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	0304912147001 02132	INV	2/13/2025	2/13/2025	$28.66	MONTHLY PHONE BILLING		$28.66			
							Due				
Voucher(s): 1						Aged Totals:	$28.66	$28.66	$0.00	$0.00	$0.00

Vendor ID: 2914 **Name:** ATLANTIC SIGNAL **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	INV5213	INV	2/17/2025	2/17/2025	$235.00	OVERMOLDED NEXUS, REPLA		$235.00			
							Due				
Voucher(s): 1						Aged Totals:	$235.00	$235.00	$0.00	$0.00	$0.00

Vendor ID: 6032 **Name:** AUTO VALUE, APH STORE **Class ID:** **FED TAX CLAS:** C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	416106716	INV	2/17/2025	2/17/2025	$15.99	SQUARE WEATHERSTRIP		$15.99			
							Due				
Voucher(s): 1						Aged Totals:	$15.99	$15.99	$0.00	$0.00	$0.00

Vendor ID: 4751 **Name:** AVERS-DAVIS, HEATHER **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
	H AVERS DAVIS 0214	INV	2/14/2025	2/14/2025	$37.00	EMPLOYEE EXP-H AVERS-DA'		$37.00			
							Due				
Voucher(s): 1						Aged Totals:	$37.00	$37.00	$0.00	$0.00	$0.00

Vendor ID: 3490 **Name:** AVI SYSTEMS INC dba AVI SYSTEMS **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	89034236	INV	2/13/2025	2/13/2025	$1,035.56	DIALER MODULE, SERVICE M(		$1,035.56			
							Due				
Voucher(s): 1						Aged Totals:	$1,035.56	$1,035.56	$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
	200973	INV	2/10/2025	2/10/2025	$150.00	RESET CAMERA VIEWS		$150.00			
							Due				
Voucher(s): 1						Aged Totals:	$150.00	$150.00	$0.00	$0.00	$0.00

Vendor ID: 49 **Name:** BAKER & TAYLOR CO (GA) **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2038875329	INV	2/10/2025	2/10/2025	$129.57	DIP		$129.57			
	2038875277	INV	2/11/2025	2/11/2025	$70.84	BC		$70.84			
	2038876016	INV	2/11/2025	2/11/2025	$23.72	DIP TEEN		$23.72			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

	2038884035	INV	2/14/2025	2/14/2025	$325.48	DIP		$325.48				
	2038884036	INV	2/14/2025	2/14/2025	$306.05	BC		$306.05				
	2038888400	INV	2/14/2025	2/14/2025	$11.03	BCSD		$11.03				
	2038888252	INV	2/17/2025	2/17/2025	$219.46	DIP CH		$219.46				
							Due					
Voucher(s):	7					Aged Totals:	$1,086.15	$1,086.15	$0.00	$0.00	$0.00	

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

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	82384	INV	2/12/2025	2/12/2025	$3,528.60	2 VESTS FOR PD		$3,528.60			
	82587-1	INV	2/12/2025	2/12/2025	$14.40	NAME BAR HOLDER		$14.40			
	81361	INV	2/14/2025	2/14/2025	$79.00	WOMENS PANTS FOR PD		$79.00			
	82558-1	INV	2/18/2025	2/18/2025	$476.00	4 BADGES FOR POLICE DEPT		$476.00			
	82667-1	INV	2/19/2025	2/19/2025	$69.00	HANEL NAMETAG		$69.00			
							Due				
Voucher(s):	5					Aged Totals:	$4,167.00	$4,167.00	$0.00	$0.00	$0.00

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

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	6907	INV	2/5/2025	2/5/2025	$10,652.00	EXTRA WORK FORM		$10,652.00			
	6906	INV	2/11/2025	2/11/2025	$6,551.00	EXTRA WORK FORM		$6,551.00			
							Due				
Voucher(s):	2					Aged Totals:	$17,203.00	$17,203.00	$0.00	$0.00	$0.00

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

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	88458	INV	2/11/2025	2/11/2025	$1,684.01	POWER FOR HEAT TAPE		$1,684.01			
	88459	INV	2/11/2025	2/11/2025	$578.90	REWIRE PLC FOR LIFT STATI(		$578.90			
	88460	INV	2/11/2025	2/11/2025	$450.96	TROUBLESHOOT STARTER LI		$450.96			
	88461	INV	2/11/2025	2/11/2025	$377.34	TROUBLESHOOT PUMP STAT		$377.34			
	88564	INV	2/20/2025	2/20/2025	$534.98	TROUBLESHOT POWER ISSU		$534.98			
	88565	INV	2/20/2025	2/20/2025	$281.49	ADD RECEPTACLE-CHEMICAL		$281.49			
							Due				
Voucher(s):	6					Aged Totals:	$3,907.68	$3,907.68	$0.00	$0.00	$0.00

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

Vendor ID: 5889 **Name:** BIBLIOTHECA, LLC **Class ID:** **FED TAX CLAS:** LLC AS 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
	INV-US79656	INV	2/20/2025	2/20/2025	$4,824.51	GAT313016-017, SWR301001		$4,824.51			
							Due				
Voucher(s): 1						Aged Totals:	$4,824.51	$4,824.51	$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
	85661386	INV	2/12/2025	2/12/2025	$22.99	RING CUTTER, 3MI MICRO CU		$22.99			
							Due				
Voucher(s): 1						Aged Totals:	$22.99	$22.99	$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
	35569	INV	2/14/2025	2/14/2025	$27.80	4 5 GAL SPRING WATERS		$27.80			
	35584	INV	2/20/2025	2/20/2025	$51.80	4 5 GAL SPRING WATERS		$51.80			
							Due				
Voucher(s): 2						Aged Totals:	$79.60	$79.60	$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
	17427	INV	2/19/2025	2/19/2025	$499.00	ENDT INCREASE BLANKET B I		$499.00			
							Due				
Voucher(s): 1						Aged Totals:	$499.00	$499.00	$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
	09WO0124611	INV	2/15/2025	2/15/2025	$4,263.42	WORK DONE ON UNIT R-1		$4,263.42			
							Due				
Voucher(s): 1						Aged Totals:	$4,263.42	$4,263.42	$0.00	$0.00	$0.00

Vendor ID: 610 **Name:** CARQUEST AUTO PARTS STORES **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2781-427984	INV	2/11/2025	2/11/2025	$53.76	6 OIL FILTERS		$53.76			
	2781-428548	INV	2/24/2025	2/24/2025	$134.40	ENGINE OIL FILTER, OIL FILTE		$134.40			
							Due				
Voucher(s): 2						Aged Totals:	$188.16	$188.16	$0.00	$0.00	$0.00

Vendor ID: 9577 **Name:** CASE ELECTRIC LLC **Class ID:** 1099 **FED TAX CLAS:** LLC

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and
	2327	INV	2/20/2025	2/20/2025	$91.00	CHANGED LIGHT STRIP & BAL		$91.00			

	2330	INV	2/24/2025	2/24/2025	$490.00	PUBLIC SAFETY TRANSFER S		$490.00				
							Due					
Voucher(s):	2					Aged Totals:	$581.00	$581.00	$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
	86792173	INV	2/7/2025	2/7/2025	$50.23	DIP		$50.23			
	86792707	INV	2/7/2025	2/7/2025	$77.97	SLOPE		$77.97			
	86793127	INV	2/7/2025	2/7/2025	$80.22	SLOPE		$80.22			
							Due				
Voucher(s):	3					Aged Totals:	$208.42	$208.42	$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
	17715	INV	2/14/2025	2/14/2025	$4,763.75	202105 DICKINSON 4TH, 5TH S		$4,763.75			
							Due				
Voucher(s):	1					Aged Totals:	$4,763.75	$4,763.75	$0.00	$0.00	$0.00

Vendor ID: 6335 **Name:** CNH INDUSTRIAL CAPITAL AMERICA LLC **Class ID:** **FED TAX CLAS:** LLC-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
	5200324	INV	2/4/2025	2/4/2025	$28,126.00	CASE IH 380 AKFR01100		$28,126.00			
							Due				
Voucher(s):	1					Aged Totals:	$28,126.00	$28,126.00	$0.00	$0.00	$0.00

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

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	3999	INV	2/12/2025	2/12/2025	$200.00	LEGAL SERVICES-MICHAEL D		$200.00			
							Due				
Voucher(s):	1					Aged Totals:	$200.00	$200.00	$0.00	$0.00	$0.00

Vendor ID: 5999 **Name:** DAKOTA BUSINESS SOLUTIONS **Class ID:** **FED TAX CLAS:** S CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1414	INV	2/17/2025	2/17/2025	$2,078.75	FOLD & INSERT STATEMENTS		$2,078.75			
	1415	INV	2/17/2025	2/17/2025	$1,743.37	FOLD & INSERT STATEMENTS		$1,743.37			
							Due				
Voucher(s):	2					Aged Totals:	$3,822.12	$3,822.12	$0.00	$0.00	$0.00

Vendor ID: 9646 **Name:** DASSINGER HUNTER **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
	HD 022525	INV	2/25/2025	2/25/2025	$150.00	2025 EMT NCCP MODEL REFR		$150.00			

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City of Dickinson

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

Vendor ID: 2286 **Name:** DICKINSON FIRE FIGHTERS ASSOCIATION **Class ID:** **FED TAX CLAS:** GOV

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	10302024	INV	2/21/2025	2/21/2025	$440.00	FEB 20TH WITHHOLDINGS		$440.00			

			Due				
Voucher(s): 1	Aged Totals:	$440.00	$440.00	$0.00	$0.00	$0.00

Vendor ID: 167 **Name:** DICKINSON TR AIRPORT **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	02142025	INV	2/14/2025	2/14/2025	$100,741.09	STARK CO TAX DIST, RECD IN		$100,741.09			

			Due				
Voucher(s): 1	Aged Totals:	$100,741.09	$100,741.09	$0.00	$0.00	$0.00

Vendor ID: 1855 **Name:** DUKES WELDING & FABRICATION **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	112	INV	2/11/2025	2/11/2025	$521.60	PUMP BRACKETS FOR LIFTIN		$521.60			

			Due				
Voucher(s): 1	Aged Totals:	$521.60	$521.60	$0.00	$0.00	$0.00

Vendor ID: 4135 **Name:** EAST END AUTO (CITY ACCT) **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	18733	INV	2/4/2025	2/4/2025	$137.50	MOVE VEHICLE -IN WAY OF B		$137.50			

			Due				
Voucher(s): 1	Aged Totals:	$137.50	$137.50	$0.00	$0.00	$0.00

Vendor ID: 2758 **Name:** ELECTRONIC COMMUNICATIONS INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	105019	INV	2/10/2025	2/10/2025	$153.24	RADIO TOOLS		$153.24			

			Due				
Voucher(s): 1	Aged Totals:	$153.24	$153.24	$0.00	$0.00	$0.00

Vendor ID: 181 **Name:** FACTORY MOTOR PARTS **Class ID:** **FED TAX CLAS:** S CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	206-023829	CRM	2/6/2025		($9.00)	RETURN MED BATTERY CORE		($9.00)			
	206-024329	CRM	2/20/2025		($16.00)	CORE RETURN MEDIUM BATT		($16.00)			
	206-023828	INV	2/6/2025	2/6/2025	$133.90	DEL 49PS		$133.90			
	206-024052	INV	2/13/2025	2/13/2025	$115.80	DEL 65GHR		$115.80			
	206-024255	INV	2/19/2025	2/19/2025	$187.78	DEL 48 AGM		$187.78			
	206-024297	INV	2/19/2025	2/19/2025	$94.85	BATTERY E4, CORE		$94.85			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

			Due				
Voucher(s): 6	Aged Totals:	$507.33	$507.33	$0.00	$0.00	$0.00

Vendor ID: 1567 **Name:** FASTENAL COMPANY **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	NDDIC203338	INV	2/13/2025	2/13/2025	$3.93	M16 12-70 FHN		$3.93			

			Due				
Voucher(s): 1	Aged Totals:	$3.93	$3.93	$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
	8-768-10083	INV	2/12/2025	2/12/2025	$130.55	SHIPPING OF PACKAGE		$130.55			

			Due				
Voucher(s): 1	Aged Totals:	$130.55	$130.55	$0.00	$0.00	$0.00

Vendor ID: 231 **Name:** FISHER SAND & GRAVEL 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
	40396	INV	1/31/2025	1/31/2025	$1,508.32	WASHED SAND		$1,508.32			

			Due				
Voucher(s): 1	Aged Totals:	$1,508.32	$1,508.32	$0.00	$0.00	$0.00

Vendor ID: 668 **Name:** GALLS INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	030306318	INV	1/29/2025	1/29/2025	$206.44	CLOTHING FOR EMS		$206.44			

			Due				
Voucher(s): 1	Aged Totals:	$206.44	$206.44	$0.00	$0.00	$0.00

Vendor ID: 6082 **Name:** GOOSENECK IMPLEMENT **Class ID:** **FED TAX CLAS:** S CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	11217485	INV	1/7/2025	1/7/2025	$869.32	2 BRUSHES			$869.32		
	11226699	INV	2/7/2025	2/7/2025	$6.15	3 PIPE		$6.15			
	11227907	INV	2/12/2025	2/12/2025	$130.38	V-BELT, SPARK PLUGS		$130.38			
	11228234	INV	2/13/2025	2/13/2025	$434.66	1 BRUSH		$434.66			
	11229769	INV	2/19/2025	2/19/2025	$51.34	FILTER ELEMENTS		$51.34			

			Due				
Voucher(s): 5	Aged Totals:	$1,491.85	$622.53	$869.32	$0.00	$0.00

Vendor ID: 1633 **Name:** HAWKINS INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	6974418	INV	1/31/2025	1/31/2025	$10,563.00	2200 LB AQUA HAWK		$10,563.00			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

		Due				
Voucher(s): 1	Aged Totals:	$10,563.00	$10,563.00	$0.00	$0.00	$0.00

Vendor ID: 362 **Name:** HAYNES, MELBYE LAW OFFICE PLLC **Class ID:** 1099 **FED TAX CLAS:** ATTORNEY

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	31173	INV	2/5/2025	2/5/2025	$93.75	LEGAL SERVICES-MILES BAIN		$93.75			
	31199	INV	2/5/2025	2/5/2025	$104.17	LEGAL SERVICES-DAMIAN DC		$104.17			
	31267	INV	2/5/2025	2/5/2025	$156.25	LEGAL SERVICES-A MACSTE\		$156.25			
	31277	INV	2/5/2025	2/5/2025	$93.75	LEGAL SERVICES-TYLER MYF		$93.75			
	31289	INV	2/5/2025	2/5/2025	$166.67	LEGAL SERVICES-ALEXIS PO(		$166.67			
	31319	INV	2/5/2025	2/5/2025	$125.00	LEGAL SERVICES-S STOCKEF		$125.00			
	31331	INV	2/5/2025	2/5/2025	$62.50	LEGAL SERVICES-DAYTON W		$62.50			

		Due				
Voucher(s): 7	Aged Totals:	$802.09	$802.09	$0.00	$0.00	$0.00

Vendor ID: 4271 **Name:** HIRSCHFELD, JOSEPH **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
	JH 0222425	INV	2/24/2025	2/24/2025	$319.90	EMPLOYEE EXP-J HIRSCHFEL		$319.90			

		Due				
Voucher(s): 1	Aged Totals:	$319.90	$319.90	$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
	IN4774116	INV	2/24/2025	2/24/2025	$37.36	PLATES, ULTRALUX 6 7/8"		$37.36			

		Due				
Voucher(s): 1	Aged Totals:	$37.36	$37.36	$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
	2056460	INV	2/20/2025	2/20/2025	$80.40	10 KANDIYOHI 5 GAL DRINKIN		$80.40			

		Due				
Voucher(s): 1	Aged Totals:	$80.40	$80.40	$0.00	$0.00	$0.00

Vendor ID: 617 **Name:** JP STEEL & SUPPLY **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	172876	INV	2/11/2025	2/11/2025	$85.20	24 SQ TUBES CUT TO SIZE		$85.20			

		Due				
Voucher(s): 1	Aged Totals:	$85.20	$85.20	$0.00	$0.00	$0.00

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Vendor ID: 3112 **Name:** JUST-IN GLASS **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	25904	INV	2/11/2025	2/11/2025	$363.69	WINDSHIELD, SHOP SUPPLIES		$363.69			
							Due				
Voucher(s): 1						Aged Totals:	$363.69	$363.69	$0.00	$0.00	$0.00

Vendor ID: 3525 **Name:** KIRSCHENHEITER, DEB **Class ID:** **FED TAX CLAS:** EMPLOYEE

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	DK 021425	INV	2/14/2025	2/14/2025	$180.50	EMPLOYEE EXP-D KIRSCHEN		$180.50			
							Due				
Voucher(s): 1						Aged Totals:	$180.50	$180.50	$0.00	$0.00	$0.00

Vendor ID: 301 **Name:** KLJ ENGINEERING LLC **Class ID:** **FED TAX CLAS:** S CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	10219788	INV	1/15/2025	1/15/2025	$6,114.50	202216 BALER/RC CTR BLDG			$6,114.50		
	10219788 A	INV	1/15/2025	1/15/2025	$2,520.00	SUPP NDDOT URBAN/REGION			$2,520.00		
	10219788 B	INV	1/15/2025	1/15/2025	$572.50	MISC SUPPORT SERVICES			$572.50		
	10220127	INV	1/15/2025	1/15/2025	$5,228.00	202501 2025 ROAD MAINTENA			$5,228.00		
	10220910	INV	2/10/2025	2/10/2025	$546.00	MISC SUPPORT SERVICES		$546.00			
	10220917	INV	2/11/2025	2/11/2025	$22,007.50	202501 2025 ROAD MAINTENA		$22,007.50			
	10221493	INV	2/13/2025	2/13/2025	$9,739.00	202401 2024 ROAD MAINTENA		$9,739.00			
							Due				
Voucher(s): 7						Aged Totals:	$46,727.50	$32,292.50	$14,435.00	$0.00	$0.00

Vendor ID: 6101 **Name:** LANGUAGE LINK **Class ID:** **FED TAX CLAS:** S CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	292117	INV	2/1/2025	2/1/2025	$168.24	INTERPRETER FOR MUNIC CC		$168.24			
							Due				
Voucher(s): 1						Aged Totals:	$168.24	$168.24	$0.00	$0.00	$0.00

Vendor ID: 3474 **Name:** LEARNING OPPORTUNITIES **Class ID:** **FED TAX CLAS:** C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	256024	INV	2/6/2025	2/6/2025	$853.72	DIP CH		$853.72			
							Due				
Voucher(s): 1						Aged Totals:	$853.72	$853.72	$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
	48060559	INV	2/19/2025	2/19/2025	$107.16	WELDING SUPPLIES		$107.16			

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		Due				
Voucher(s): 1	Aged Totals:	$107.16	$107.16	$0.00	$0.00	$0.00

Vendor ID: 1218 **Name:** LOGO MAGIC INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	149651	INV	2/10/2025	2/10/2025	$8.00	NAME EMB PROVIDED		$8.00			
	149857	INV	2/14/2025	2/14/2025	$36.00	EMB LOGO, NAME		$36.00			
	149929	INV	2/18/2025	2/18/2025	$61.00	CLOTHING ORDERED-B KLAM		$61.00			
	149959	INV	2/19/2025	2/19/2025	$290.00	CLOTHING ORDERED-Z LONG		$290.00			
	149961	INV	2/19/2025	2/19/2025	$254.00	CLOTHING ORDERED-SEAN F		$254.00			
	149964 022025	INV	2/20/2025	2/20/2025	$123.00	CLOTHING ORDERED-S HANS		$123.00			

		Due				
Voucher(s): 6	Aged Totals:	$772.00	$772.00	$0.00	$0.00	$0.00

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
	825136/D	INV	2/6/2025	2/6/2025	$29.86	MISC BULK FASTENERS		$29.86			
	825192/D	INV	2/13/2025	2/13/2025	$73.96	HEAT TAPE BRAIDED, PIPE W		$73.96			
	825194/D	INV	2/13/2025	2/13/2025	$63.97	CLEAR SILICONE, PIPE HEAT		$63.97			
	825259/D	INV	2/20/2025	2/20/2025	$96.85	RUG RUNNERS, INSLTN WRP		$96.85			

		Due				
Voucher(s): 4	Aged Totals:	$264.64	$264.64	$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
	10641	INV	2/10/2025	2/10/2025	$767.21	SERVICE WORK ON HVAC		$767.21			
	10642	INV	2/10/2025	2/10/2025	$1,159.44	SERVICE WORK ON HVAC		$1,159.44			
	10644	INV	2/10/2025	2/10/2025	$1,841.72	SERVICE WORK ON WATER H		$1,841.72			

		Due				
Voucher(s): 3	Aged Totals:	$3,768.37	$3,768.37	$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
	61296	INV	2/12/2025	2/12/2025	$83.85	CHIESEL, MOP BUCKET, COT		$83.85			
	61299	INV	2/12/2025	2/12/2025	$99.19	STACK BINS, BRAKE CLEANEI		$99.19			
	61309	INV	2/12/2025	2/12/2025	$22.96	SPRAY PAINT, PRIMER		$22.96			
	61371	INV	2/13/2025	2/13/2025	$68.95	TRASH BAG HOLDER, WASTE		$68.95			

	61554	INV	2/18/2025	2/18/2025	$51.45	DRILL BITS, BATTERY, TRIP G		$51.45			
	61571	INV	2/18/2025	2/18/2025	$217.64	3 SHELF, TRASH BAG HOLDEI		$217.64			
	61573	INV	2/18/2025	2/18/2025	$102.19	SNAP IN FAUCET HOLE COVE		$102.19			
	61602	INV	2/19/2025	2/19/2025	$102.91	EXT CRD, COMB WRN STD 13		$102.91			
	61607	INV	2/19/2025	2/19/2025	$47.96	4 55G 40CT CONTRACTOR BA		$47.96			
	61631	INV	2/19/2025	2/19/2025	$118.00	3.5 CF COMPACT REFRIG		$118.00			
	61648	INV	2/20/2025	2/20/2025	$350.95	HEATING PAD, WHITE WOOD,		$350.95			
	61666	INV	2/20/2025	2/20/2025	$21.34	GAS VALVE, PIPE COMPOUNI		$21.34			
	61695	INV	2/21/2025	2/21/2025	$144.99	ACDELCO 34-78S 36 MO		$144.99			

		Due				
Voucher(s): 13	Aged Totals:	$1,432.38	$1,432.38	$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
	97641	INV	2/7/2025	2/7/2025	$164.43	ROLL PIN		$164.43			

		Due				
Voucher(s): 1	Aged Totals:	$164.43	$164.43	$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
	506746349	INV	2/13/2025	2/13/2025	$74.97	DIP CH AV		$74.97			
	506748091	INV	2/13/2025	2/13/2025	$29.99	DIP AV		$29.99			
	506748092	INV	2/13/2025	2/13/2025	$18.74	DIP AV		$18.74			
	506748093	INV	2/13/2025	2/13/2025	$52.48	BC AV		$52.48			

		Due				
Voucher(s): 4	Aged Totals:	$176.18	$176.18	$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
	1292875	INV	2/12/2025	2/12/2025	$112.81	CHEMICALS		$112.81			
	1292877	INV	2/12/2025	2/12/2025	$56.75	CHEMICALS		$56.75			
	1292879	INV	2/12/2025	2/12/2025	$269.42	CHEMICALS		$269.42			
	1293279	INV	2/14/2025	2/14/2025	$165.01	CHEMICALS		$165.01			
	1293807	INV	2/19/2025	2/19/2025	$112.81	CHEMICALS		$112.81			

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	1293809	INV	2/19/2025	2/19/2025	$269.42	CHEMICALS		$269.42			
	1293813	INV	2/19/2025	2/19/2025	$112.81	CHEMICALS		$112.81			
	1293814	INV	2/19/2025	2/19/2025	$56.75	CHEMICALS		$56.75			
							Due				
Voucher(s):	**8**					**Aged Totals:**	**$1,155.78**	**$1,155.78**	**$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
	236 829 4289 3	INV	2/4/2025	2/4/2025	$98.15	1150 STATE AVE STREET LIGI		$98.15			
	392 122 1000 7	INV	2/4/2025	2/4/2025	$1.27	240 1/2 W 2ND ST CHRISTMAS		$1.27			
	411 633 3532 0	INV	2/4/2025	2/4/2025	$156.23	1340 1/2 W VILLARD ST		$156.23			
	578 063 0720 3	INV	2/4/2025	2/4/2025	$19.59	222 2ND ST W		$19.59			
	56452	INV	2/5/2025	2/5/2025	$3,420.23	REPAIR ELECTRIC SERVICE L		$3,420.23			
	56453	INV	2/5/2025	2/5/2025	$451.88	REPLACE STREET LIGHT		$451.88			
	115 654 8615 3	INV	2/6/2025	2/6/2025	$281.43	1685 1/2 W 19TH ST		$281.43			
	192 439 3720 8	INV	2/6/2025	2/6/2025	$61.14	1791 21ST ST E		$61.14			
	824 718 6909 7	INV	2/6/2025	2/6/2025	$105.53	676 12TH ST W		$105.53			
	849 981 1089 8	INV	2/6/2025	2/6/2025	$25.61	1851 15TH ST W		$25.61			
	006 522 1000 6	INV	2/7/2025	2/7/2025	$149.91	620 W BROADWAY WATER VE		$149.91			
	080 727 4399 3	INV	2/7/2025	2/7/2025	$85.93	481 1/2 RIVER DR		$85.93			
	163 633 4305 0	INV	2/7/2025	2/7/2025	$223.12	500 EAST BROADWAY (GEN)		$223.12			
	365 814 2853 3	INV	2/7/2025	2/7/2025	$494.01	11470 HIGHWAY 10		$494.01			
	528 381 4575 4	INV	2/7/2025	2/7/2025	$215.95	615 W BROADWAY (GEN)		$215.95			
	582 795 8573 9	INV	2/7/2025	2/7/2025	$46.09	103 SE 3RD ST (GEN)		$46.09			
	63519672388	INV	2/7/2025	2/7/2025	$46.43	W BROADWAY #7 (GEN)		$46.43			
	87599896864	INV	2/7/2025	2/7/2025	$173.05	625 W BROADWAY (GEN)		$173.05			
	946 088 8119 2	INV	2/7/2025	2/7/2025	$152.37	811 W BROADWAY BLG B WA		$152.37			
	024 722 1000 0	INV	2/11/2025	2/11/2025	$194.35	901 LIVESTOCK LN		$194.35			
	253 968 2546 2	INV	2/11/2025	2/11/2025	$4,597.84	485 10TH AVE SE		$4,597.84			
	254 588 3855 1	INV	2/11/2025	2/11/2025	$21,876.45	10816 38TH ST SW		$21,876.45			
	585 822 1000 9	INV	2/11/2025	2/11/2025	$223.69	1795 E VILLARD ST		$223.69			

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634 715 6883 0 09/19	INV	2/11/2025	2/11/2025	$95.02	466 1/2 SE 8TH ST	$95.02
690 913 1000 8	INV	2/11/2025	2/11/2025	$53.54	1591 SW 8TH ST	$53.54
860 043 1000 8	INV	2/11/2025	2/11/2025	$40.03	611 6TH AVE SE	$40.03
913 822 1000 2	INV	2/11/2025	2/11/2025	$200.05	6 LIFT STAT	$200.05
960 043 1000 7	INV	2/11/2025	2/11/2025	$37.67	SW 8TH ST	$37.67
14982210008 021225	INV	2/12/2025	2/12/2025	$844.46	615 W BROADWAY ST WHITE	$844.46
131 032 1000 4	INV	2/13/2025	2/13/2025	$286.36	601E 4TH AV WATER TOWER	$286.36
17324462112 021325	INV	2/13/2025	2/13/2025	$19.86	128 1/2 1ST ST W CHRISTMAS	$19.86
190 502 4626 3	INV	2/13/2025	2/13/2025	$3,487.19	3411 PUBLIC WORKS BLVD	$3,487.19
253 707 7071 8	INV	2/13/2025	2/13/2025	$78.37	981 E VILLARD ST FEED #1	$78.37
25370770718	INV	2/13/2025	2/13/2025	$89.70	981 E VILLARD ST FEET #1	$89.70
264 295 4416 1	INV	2/13/2025	2/13/2025	$160.16	498 1/2 W VILLARD ST	$160.16
292 514 6934 1	INV	2/13/2025	2/13/2025	$153.99	38 W 1ST ST GEN	$153.99
310 672 9512 6	INV	2/13/2025	2/13/2025	$127.72	801 1/2 E VILLARD ST	$127.72
325 323 1000 3	INV	2/13/2025	2/13/2025	$6,111.74	3389 ENERGY CENTER DR	$6,111.74
369 922 1000 9	INV	2/13/2025	2/13/2025	$323.06	E 8TH AVE EAST	$323.06
421 922 1000 5	INV	2/13/2025	2/13/2025	$36.20	E VILLARD ST CROSSWALK LI	$36.20
423 887 3732 4	INV	2/13/2025	2/13/2025	$74.47	298 1/2 W VILLARD ST	$74.47
482 775 9172 2	INV	2/13/2025	2/13/2025	$403.52	3405 PUBLIC WORKS BLVD	$403.52
497 240 6791 0	INV	2/13/2025	2/13/2025	$6.03	22 1/2 E 3RD ST	$6.03
505 039 8216 2	INV	2/13/2025	2/13/2025	$304.19	1788 I94 BUSINESS LOOP E	$304.19
513 939 3150 9	INV	2/13/2025	2/13/2025	$88.09	11 1/2 4TH AVE E	$88.09
516 822 1000 3	INV	2/13/2025	2/13/2025	$1,908.66	25 2ND AVE W	$1,908.66
582 020 9108 6	INV	2/13/2025	2/13/2025	$129.32	104 1/2 W VILLARD ST	$129.32
669 686 2342 2	INV	2/13/2025	2/13/2025	$0.64	117 1ST AVE E	$0.64
677 822 1000 8	INV	2/13/2025	2/13/2025	$68.08	SIMS ST DOWNTOWN PARK	$68.08
681 038 0090 7	INV	2/13/2025	2/13/2025	$109.72	3405 PUBLIC WORKS BLVD (G	$109.72
71736003253 021325	INV	2/13/2025	2/13/2025	$148.49	3411 PUBLIC WORKS BLVD (B	$148.49
728 198 3772 4	INV	2/13/2025	2/13/2025	$146.38	950 1/2 W VILLARD ST	$146.38

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773 690 7663 1	INV	2/13/2025	2/13/2025	$760.13	122 1ST AVE W	$760.13
829 968 3952 6	INV	2/13/2025	2/13/2025	$3,475.14	38 1ST ST W	$3,475.14
944 610 0636 6	INV	2/13/2025	2/13/2025	$149.97	991 E VILLARD ST FEED #2	$149.97
947 822 1000 2	INV	2/13/2025	2/13/2025	$45.98	SIMS ST TRAFFIC LIGHT	$45.98
995 822 1000 3	INV	2/13/2025	2/13/2025	$10.65	233 W VILLARD ST	$10.65
355 032 1000 3	INV	2/18/2025	2/18/2025	$1,032.44	450 10TH AVE E 3 UND WATEI	$1,032.44
04982210009 021925	INV	2/19/2025	2/19/2025	$17,083.09	1075 SIMS ST STREET LIGHTS	$17,083.09
069 243 1000 3	INV	2/19/2025	2/19/2025	$123.67	229 E MUSEUM DR POST PAR	$123.67
120 132 1000 5	INV	2/19/2025	2/19/2025	$32.20	E 10TH ST	$32.20
179 575 1883 4	INV	2/19/2025	2/19/2025	$949.90	188 E MUSEUM DR APT B	$949.90
274 132 1000 9	INV	2/19/2025	2/19/2025	$104.84	200 E MUSEUM DR PRARIE OU	$104.84
284 132 1000 7	INV	2/19/2025	2/19/2025	$151.24	W 12TH ST ST LITES 3RD AVE	$151.24
298 563 1000 7	INV	2/19/2025	2/19/2025	$169.26	611 10TH AVE E	$169.26
45019232672 1124	INV	2/19/2025	2/19/2025	$77.75	2004 1/2 YELLOWSTONE CIR	$77.75
474 132 1000 7	INV	2/19/2025	2/19/2025	$436.81	198 E MUSEUM DR APT A	$436.81
529 279 6569 0	INV	2/19/2025	2/19/2025	$68.32	2115 10TH AVE W	$68.32
552 540 4739 6	INV	2/19/2025	2/19/2025	$42.38	1820 1/2 YELLOWSTONE CR S	$42.38
574 132 1000 6	INV	2/19/2025	2/19/2025	$288.42	188 MUSEUM DR E	$288.42
612 823 1000 4	INV	2/19/2025	2/19/2025	$64.23	209 R MUSEUM DR	$64.23
674 132 1000 5	INV	2/19/2025	2/19/2025	$2,018.51	46 W MUSEUM DR	$2,018.51
800 132 1000 2	INV	2/19/2025	2/19/2025	$37.18	E 10TH ST FIRE SIREN CEMET	$37.18
900 132 1000 1	INV	2/19/2025	2/19/2025	$32.20	E 10TH ST CEMETARY	$32.20
968 373 1000 0	INV	2/19/2025	2/19/2025	$416.90	LIFT STATION 1071 SIMS ST	$416.90
198 874 5490 8	INV	2/21/2025	2/21/2025	$100.04	2884 FAIRWAY ST	$100.04
256 583 1000 5	INV	2/21/2025	2/21/2025	$110.04	2601 STATE BL	$110.04
260 043 1000 4	INV	2/21/2025	2/21/2025	$38.28	2006 FAIRWAY ST	$38.28
597 333 1000 3	INV	2/21/2025	2/21/2025	$157.59	2001 FAIRWAY ST REC CENTE	$157.59
61946591668 022125	INV	2/21/2025	2/21/2025	$167.51	801 STATE AVE TRAFFIC SIGN	$167.51
640 322 1000 3	INV	2/21/2025	2/21/2025	$63.78	W VILLARD ST STOP LIGHTS S	$63.78

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

	755 153 1000 3	INV	2/21/2025	2/21/2025	$187.31	2171 EMPIRE DR		$187.31				
	755 573 1000 2	INV	2/21/2025	2/21/2025	$188.64	2433 1/2 4TH ST W		$188.64				
	802 463 1000 9	INV	2/21/2025	2/21/2025	$404.92	2693 FAIRWAY ST		$404.92				
	855 153 1000 2	INV	2/21/2025	2/21/2025	$139.20	451 23RD AVE E		$139.20				
								Due				
Voucher(s):	85					Aged Totals:		$77,761.48	$77,761.48	$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
	5403377393	INV	2/23/2025	2/23/2025	$8,352.13	22.85 TON BULK SOLAR WHIT		$8,352.13			
								Due			
Voucher(s):	1					Aged Totals:		$8,352.13	$8,352.13	$0.00	$0.00	$0.00

Vendor ID: 5040 **Name:** MTI DISTRIBUTING INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1460574-00	INV	2/14/2025	2/14/2025	$36,154.21	WORKMAN UTX 2 PASS		$36,154.21			
								Due			
Voucher(s):	1					Aged Totals:		$36,154.21	$36,154.21	$0.00	$0.00	$0.00

Vendor ID: 5620 **Name:** NAYAX, LLC **Class ID:** 1099 **FED TAX CLAS:** LLC-P

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	INV601098579	INV	1/31/2025	1/31/2025	$26.85	01/2025 MONTHLY SERVICE F		$26.85			
								Due			
Voucher(s):	1					Aged Totals:		$26.85	$26.85	$0.00	$0.00	$0.00

Vendor ID: 6254 **Name:** ND DEPT OF ENVIROMENTAL QUALITY **Class ID:** **FED TAX CLAS:** STATE GOVERNMENT

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	#OPCERT-4352	INV	2/24/2025	2/24/2025	$50.00	WASTEWATER COLLECTION S		$50.00			
								Due			
Voucher(s):	1					Aged Totals:		$50.00	$50.00	$0.00	$0.00	$0.00

Vendor ID: 4722 **Name:** ND DEPT OF TRANSPORTATION-BISMARCK **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	202311 021425	INV	2/14/2025	2/14/2025	$5,655.24	202311 PLANNING STUDY		$5,655.24			
	202232 021325	INV	2/20/2025	2/20/2025	$93.68	202232 10TH AV E TO I-94		$93.68			
								Due			
Voucher(s):	2					Aged Totals:		$5,748.92	$5,748.92	$0.00	$0.00	$0.00

Vendor ID: 3890 **Name:** ND LIVING **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and
	00001315	INV	2/13/2025	2/13/2025	$1,075.00	ADVERTISING -MUSUEM		$1,075.00			

							Due				
Voucher(s):	1					Aged Totals:	$1,075.00	$1,075.00	$0.00	$0.00	$0.00

Vendor ID: 3266 **Name:** NDLTAP **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	2506	INV	2/14/2025	2/14/2025	$125.00	HEAVY EQUIP OPER & LOAD S		$125.00			
							Due				
Voucher(s):	1					Aged Totals:	$125.00	$125.00	$0.00	$0.00	$0.00

Vendor ID: 405 **Name:** NEWBY'S ACE HARDWARE **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	396998/1	INV	1/27/2025	1/27/2025	$22.21	STIHL HP ULTRA 2.6OZ, CHAI		$22.21			
	397348/1	INV	2/11/2025	2/11/2025	$14.99	FLEX TAPE CLEAR 4"X5'		$14.99			
	397361/1	INV	2/12/2025	2/12/2025	$14.99	FLEX TAPE CLEAR 4"X5'		$14.99			
	397531/1	INV	2/20/2025	2/20/2025	$683.26	WATER HEATER, BRUSH, PIP		$683.26			
							Due				
Voucher(s):	4					Aged Totals:	$735.45	$735.45	$0.00	$0.00	$0.00

Vendor ID: 406 **Name:** NEWMAN SIGNS INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	TRFINV059027	INV	2/7/2025	2/7/2025	$908.20	MISC SIGNS FOR CITY OF DK		$908.20			
							Due				
Voucher(s):	1					Aged Totals:	$908.20	$908.20	$0.00	$0.00	$0.00

Vendor ID: 437 **Name:** NORTHWEST TIRE INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	19056494	INV	2/12/2025	2/12/2025	$780.48	EQUIP MAIN		$780.48			
							Due				
Voucher(s):	1					Aged Totals:	$780.48	$780.48	$0.00	$0.00	$0.00

Vendor ID: 4400 **Name:** NOVA FIRE PROTECTION INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	65400	INV	1/1/2025	1/1/2025	$845.00	ANNUAL SPRINKLER INSPECT			$845.00		
							Due				
Voucher(s):	1					Aged Totals:	$845.00	$0.00	$845.00	$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
	SXP330655	INV	2/11/2025	2/11/2025	$3,687.32	32.35 TON ROCANVILLE STAN		$3,687.32			
	SXP330728	INV	2/12/2025	2/12/2025	$3,510.65	30.80 TON ROCANVILLE STAN		$3,510.65			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

	SXP330779	INV	2/13/2025	2/13/2025	$3,705.56	32.51 TON ROCANVILLE STAN		$3,705.56			
	SXP330877	INV	2/17/2025	2/17/2025	$3,509.51	30.79 TON ROCANVILLE STAN		$3,509.51			
							Due				
Voucher(s):	4					Aged Totals:	$14,413.04	$14,413.04	$0.00	$0.00	$0.00

Vendor ID: 3390 **Name:** O'REILLY AUTO PARTS **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	1865-361238	INV	2/19/2025	2/19/2025	$322.04	BATTERY		$322.04			
							Due				
Voucher(s):	1					Aged Totals:	$322.04	$322.04	$0.00	$0.00	$0.00

Vendor ID: 9970 **Name:** OK TIRE STORE 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
	24-797	INV	2/12/2025	2/12/2025	$55.00	TPMS SENSOR		$55.00			
	24-817	INV	2/13/2025	2/13/2025	$35.00	FLAT REPAIR 24PS02		$35.00			
	24-913	INV	2/20/2025	2/20/2025	$45.00	TPMS SENSOR		$45.00			
							Due				
Voucher(s):	3					Aged Totals:	$135.00	$135.00	$0.00	$0.00	$0.00

Vendor ID: 2131 **Name:** OLYMPIC SALES INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	15330	INV	1/29/2025	1/29/2025	$1,334.81	NEW WAY HYDRAULIC FILTEF		$1,334.81			
	15338	INV	2/11/2025	2/11/2025	$77.48	HORITZONTAL MAST BEARIN(		$77.48			
	15354	INV	2/11/2025	2/11/2025	$560.75	ASI GRIPPER CYLINDER		$560.75			
	15355	INV	2/11/2025	2/11/2025	$74.64	ASL GRIPPER CYLINDER SEA		$74.64			
	15349	INV	2/13/2025	2/13/2025	$983.70	ASL PACK CYLINDER, SEAL K		$983.70			
	15356	INV	2/13/2025	2/13/2025	$1,869.53	AMPLIROLL CONTAINER LOCI		$1,869.53			
							Due				
Voucher(s):	6					Aged Totals:	$4,900.91	$4,900.91	$0.00	$0.00	$0.00

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
	100401840862	INV	2/13/2025	2/13/2025	$4,078.32	CONTRACT 03-01-25-02-28-26		$4,078.32			
							Due				
Voucher(s):	1					Aged Totals:	$4,078.32	$4,078.32	$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
	048575	INV	1/31/2025	1/31/2025	$30.54	WHEEL SYL REPAIR KITS		$30.54			

Section 2. Item B.

	049141	INV	2/5/2025	2/5/2025	$3.22	WHEEL CYLINDER BOOT		$3.22			
	049427	INV	2/6/2025	2/6/2025	$16.99	DRILL BIT		$16.99			
	049508	INV	2/7/2025	2/7/2025	$3.22	WHEEL CYLINDER BOOT		$3.22			
	049734	INV	2/10/2025	2/10/2025	$69.87	NAPA GOLD ENVIROSHIELD C		$69.87			
	050086	INV	2/11/2025	2/11/2025	$8.67	ADAPTERS (2)		$8.67			
	050342	INV	2/13/2025	2/13/2025	$6.84	BLEEDER SCREWS		$6.84			
	050776	INV	2/17/2025	2/17/2025	$26.43	WHEEL CYLINDER BOOT		$26.43			
	051103	INV	2/19/2025	2/19/2025	$27.96	4 SLIDE TERMINAL		$27.96			
	051136	INV	2/19/2025	2/19/2025	$188.15	NEW STARTER		$188.15			
	051457	INV	2/21/2025	2/21/2025	$91.19	WINDOW REGULATOR		$91.19			

		Due				
Voucher(s):	**11**	**Aged Totals:**	**$473.08**	**$473.08**	**$0.00**	**$0.00**	**$0.00**

Vendor ID: 466 **Name:** PUMP SYSTEMS LLC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	00414129	INV	2/10/2025	2/10/2025	$70.44	PVCBV300 3" PVC FNTP VITOI		$70.44			

		Due				
Voucher(s):	**1**	**Aged Totals:**	**$70.44**	**$70.44**	**$0.00**	**$0.00**	**$0.00**

Vendor ID: 6012 **Name:** QUADIENT - POSTAGE FUNDING **Class ID:** **FED TAX CLAS:** C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	80500972 020325	CRM	2/3/2025		($156.78)	CREDIT ON ACCT		($156.78)			
	80550100 021225	INV	2/12/2025	2/12/2025	$2,000.00	POSTAGE		$2,000.00			

		Due				
Voucher(s):	**2**	**Aged Totals:**	**$1,843.22**	**$1,843.22**	**$0.00**	**$0.00**	**$0.00**

Vendor ID: 469 **Name:** QUALITY QUICK PRINT INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	PC-23996	INV	2/13/2025	2/13/2025	$334.00	500 EA CERTIFICATES/BOOKI		$334.00			
	PC-23883	INV	2/17/2025	2/17/2025	$475.00	250 OVERPARKED VEHICLE S		$475.00			

		Due				
Voucher(s):	**2**	**Aged Totals:**	**$809.00**	**$809.00**	**$0.00**	**$0.00**	**$0.00**

Vendor ID: 2433 **Name:** RADISSON HOTEL BISMARCK **Class ID:** **FED TAX CLAS:** LLC-P

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	570352	INV	2/24/2025	2/24/2025	$113.50	GUEST SERVICES-TRAVIS TH		$113.50			

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City of Dickinson

			Due				
Voucher(s): 1	Aged Totals:	$113.50	$113.50	$0.00	$0.00	$0.00

Vendor ID: 477 **Name:** RAYS AUTO ELECTRIC INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	576600	INV	2/12/2025	2/12/2025	$334.00	FORD BLUE BACK ALTERNAT		$334.00			

			Due				
Voucher(s): 1	Aged Totals:	$334.00	$334.00	$0.00	$0.00	$0.00

Vendor ID: 5915 **Name:** RED ROCK FORD OF DICKINSON **Class ID:** **FED TAX CLAS:** S CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	5087220	INV	2/7/2025	2/7/2025	$156.29	HOSE COOLER, RADIATOR		$156.29			
	5087890	INV	2/21/2025	2/21/2025	$153.67	PUMP ASY WATER		$153.67			

			Due				
Voucher(s): 2	Aged Totals:	$309.96	$309.96	$0.00	$0.00	$0.00

Vendor ID: 9547 **Name:** REKOR RECOGNITION SYSTEMS, 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
	0008721	INV	2/16/2025	2/16/2025	$6,240.00	REKOR SCOUT 1 YR		$6,240.00			

			Due				
Voucher(s): 1	Aged Totals:	$6,240.00	$6,240.00	$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
	64546	INV	2/11/2025	2/11/2025	$27.16	KEY CUTS, KEY RINGS, BRAS		$27.16			

			Due				
Voucher(s): 1	Aged Totals:	$27.16	$27.16	$0.00	$0.00	$0.00

Vendor ID: 6436 **Name:** RUGGED DEPOT **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
	84143	INV	2/14/2025	2/14/2025	$855.00	PROTECTION PLUS WARRAN		$855.00			

			Due				
Voucher(s): 1	Aged Totals:	$855.00	$855.00	$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
	8185046	INV	2/10/2025	2/10/2025	$29.99	LOCK N LUBE GREASE COUP		$29.99			
	8185804	INV	2/11/2025	2/11/2025	$21.93	PVC TUBING, HOSE CLAMPS,		$21.93			
	8186218	INV	2/11/2025	2/11/2025	$194.97	SLINGS FOR NEW RIFLES		$194.97			
	8186252	INV	2/11/2025	2/11/2025	$29.97	MAGPUL PIC RAIL 5 SLOT M L		$29.97			
	8186374	INV	2/12/2025	2/12/2025	$51.84	ADAPTER, HOSE BARB, ANTIF		$51.84			

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	8187036	INV	2/13/2025	2/13/2025	$46.77	CIRCUTI ALERT VOLTAGE, DF		$46.77				
	8188236	INV	2/14/2025	2/14/2025	$5,500.00	500 BOX CCI BLAZERBRASS 9		$5,500.00				
	8190391	INV	2/18/2025	2/18/2025	$81.95	CORD AIR CONDITIONER, EXT		$81.95				
	8190856	INV	2/19/2025	2/19/2025	$58.96	2 MILKHOUSE HEATERS, COU		$58.96				
	8191056	INV	2/19/2025	2/19/2025	$39.98	BITS IN A BOX 100PC, SCREW		$39.98				
	8191797	INV	2/21/2025	2/21/2025	$162.85	HEX BUSHING, VALVE BALL, F		$162.85				
								Due				
Voucher(s):	11					Aged Totals:		$6,219.21	$6,219.21	$0.00	$0.00	$0.00

Vendor ID: 9580 **Name:** S & J ENTERPRISES, 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
	1313	INV	2/13/2025	2/13/2025	$450.00	SANDBLAST & POWERCOAT E		$450.00			
								Due			
Voucher(s):	1					Aged Totals:		$450.00	$450.00	$0.00	$0.00	$0.00

Vendor ID: 641 **Name:** SCHMIDT REPAIR 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
	10937	INV	2/12/2025	2/12/2025	$1,506.15	REMOVED/CLEANED ANTIFRE		$1,506.15			
								Due			
Voucher(s):	1					Aged Totals:		$1,506.15	$1,506.15	$0.00	$0.00	$0.00

Vendor ID: 9519 **Name:** SIMNIONIW TRACY **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
	TS 021425	INV	2/14/2025	2/14/2025	$37.00	EMPLOYEE EXP-T SIMNIONIW		$37.00			
								Due			
Voucher(s):	1					Aged Totals:		$37.00	$37.00	$0.00	$0.00	$0.00

Vendor ID: 9667 **Name:** SOFTCHOICE CORPORATION **Class ID:** **FED TAX CLAS:** C CORP/ EXEMPT 5

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	91550981	INV	2/14/2025	2/14/2025	$5,782.00	SQL SERVER STANDARD COF		$5,782.00			
	91550982	INV	2/14/2025	2/14/2025	$32,776.00	SQL SERVER ENTERPRISE C(		$32,776.00			
								Due			
Voucher(s):	2					Aged Totals:		$38,558.00	$38,558.00	$0.00	$0.00	$0.00

Vendor ID: 6476 **Name:** SOLO TEK, 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
	2214	INV	2/13/2025	2/13/2025	$1,104.77	REPLACED/CONFIGURED REI		$1,104.77			
								Due			
Voucher(s):	1					Aged Totals:		$1,104.77	$1,104.77	$0.00	$0.00

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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
	SX9 IJ4124	INV	2/6/2025	2/6/2025	$28,580.00	UNLEADED, WINTERMASTER		$28,580.00			
							Due				
Voucher(s): 1						Aged Totals:	$28,580.00	$28,580.00	$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
	04923.00 013125	INV	1/31/2025	1/31/2025	$105.89	MONTHLY CONSUMPTION		$105.89			
							Due				
Voucher(s): 1						Aged Totals:	$105.89	$105.89	$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
	1180758	INV	2/1/2025	2/1/2025	$59.65	STANDARD SHIPMENTS		$59.65			
	1189160	INV	2/8/2025	2/8/2025	$135.41	STANDARD SHIPMENTS		$135.41			
	1192368	INV	2/15/2025	2/15/2025	$48.72	STANDARD SHIPMENTS		$48.72			
							Due				
Voucher(s): 3						Aged Totals:	$243.78	$243.78	$0.00	$0.00	$0.00

Vendor ID: 1574 **Name:** STATE HISTORICAL SOCIETY OF ND **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	12723	INV	2/24/2025	2/24/2025	$307.00	PERIODICALS-LIBRARY		$307.00			
							Due				
Voucher(s): 1						Aged Totals:	$307.00	$307.00	$0.00	$0.00	$0.00

Vendor ID: 5640 **Name:** SUTPHEN TOWERS **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
	1037237	INV	2/20/2025	2/20/2025	$709.78	ASSEMBLY, DRAIN VALVE, 3/4		$709.78			
							Due				
Voucher(s): 1						Aged Totals:	$709.78	$709.78	$0.00	$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
	007564	INV	2/10/2025	2/10/2025	$375.00	WATER ANALYSIS		$375.00			
							Due				
Voucher(s): 1						Aged Totals:	$375.00	$375.00	$0.00	$0.00	$0.00

Vendor ID: 4870 **Name:** THIELEN, TRAVIS **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
	TT 022625	INV	2/26/2025	2/26/2025	$61.00	EMPLOYEE EXP-TRAVIS THIE		$61.00			

							Due				
Voucher(s):	**1**					**Aged Totals:**	**$61.00**	**$61.00**	**$0.00**	**$0.00**	**$0.00**
Vendor ID:	3978			**Name:**	TOTAL SAFETY US INC		**Class ID:**		**FED TAX CLAS:**		
Voucher/ Payment No.	**Doc Number**	**Type**	**Doc Date**	**Due Date**	**Doc Amount**	Description	**Writeoff Amount**	**Current Period**	**31 - 60 Days**	**61 - 90 Days**	**91 and Over**
	7120142-0001	INV	1/7/2025	1/7/2025	$41.03	DIAMOND GRIP, XL, ICE TREK			$41.03		
	7132713-0001	INV	2/6/2025	2/6/2025	$30.80	WIPES, RESPIRATORY		$30.80			
							Due				
Voucher(s):	**2**					**Aged Totals:**	**$71.83**	**$30.80**	**$41.03**	**$0.00**	**$0.00**
Vendor ID:	9806			**Name:**	TYLER TECHNOLOGIES, INC		**Class ID:**		**FED TAX CLAS:**	C CORP	
Voucher/ Payment No.	**Doc Number**	**Type**	**Doc Date**	**Due Date**	**Doc Amount**	Description	**Writeoff Amount**	**Current Period**	**31 - 60 Days**	**61 - 90 Days**	**91 and Over**
	020-158715	INV	1/31/2025	1/31/2025	$133.33	PAYMENT PROCESSING SER\		$133.33			
							Due				
Voucher(s):	**1**					**Aged Totals:**	**$133.33**	**$133.33**	**$0.00**	**$0.00**	**$0.00**
Vendor ID:	6347			**Name:**	VADIM MUNICIPAL SOFTWARE 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**
	Q-210902	INV	2/24/2025	2/24/2025	$18,982.25	ANNUAL MAINTENANCE FEES		$18,982.25			
							Due				
Voucher(s):	**1**					**Aged Totals:**	**$18,982.25**	**$18,982.25**	**$0.00**	**$0.00**	**$0.00**
Vendor ID:	4418			**Name:**	VESTIS		**Class ID:**		**FED TAX CLAS:**	C CORP	
Voucher/ Payment No.	**Doc Number**	**Type**	**Doc Date**	**Due Date**	**Doc Amount**	Description	**Writeoff Amount**	**Current Period**	**31 - 60 Days**	**61 - 90 Days**	**91 and Over**
	2550421699	INV	1/1/2025	1/1/2025	$74.99	UNIFORM CLEANING			$74.99		
	2550439529	INV	2/12/2025	2/12/2025	$27.40	MATS		$27.40			
	2550439571	INV	2/12/2025	2/12/2025	$50.63	MATS		$50.63			
	2550439590	INV	2/12/2025	2/12/2025	$34.56	MATS		$34.56			
	2550439608	INV	2/12/2025	2/12/2025	$71.92	MATS		$71.92			
	2550439609	INV	2/12/2025	2/12/2025	$77.72	UNIFORM CLEANING		$77.72			
	2550440183	INV	2/12/2025	2/12/2025	$27.40	MATS		$27.40			
	2550440225	INV	2/12/2025	2/12/2025	$50.63	MATS		$50.63			
	2550440244	INV	2/12/2025	2/12/2025	$34.56	MATS		$34.56			
	2550440262	INV	2/12/2025	2/12/2025	$71.92	MATS		$71.92			
	2550440265	INV	2/12/2025	2/12/2025	$39.93	MATS		$39.93			
	2550441070	INV	2/13/2025	2/13/2025	$19.55	MATS		$19.55			
	2550441098	INV	2/13/2025	2/13/2025	$64.61	MATS		$64.61			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

	2550443312	INV	2/19/2025	2/19/2025	$79.66	UNIFORM CLEANING		$79.66				
	2550443314	INV	2/19/2025	2/19/2025	$39.93	MATS		$39.93				
Voucher(s):	**15**					**Aged Totals:**	**Due** **$765.41**	**$690.42**	**$74.99**	**$0.00**	**$0.00**	

Vendor ID: 9697 **Name:** VLCM **Class ID:** **FED TAX CLAS:** LLC-S

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	IN151649	INV	2/18/2025	2/18/2025	$36,104.87	ILLUMIO CORE VISIBITY & SEC		$36,104.87			
Voucher(s):	**1**					**Aged Totals:**	**Due** **$36,104.87**	**$36,104.87**	**$0.00**	**$0.00**	**$0.00**

Vendor ID: 6066 **Name:** VOGEL LAW FIRM, LTD **Class ID:** 1099 **FED TAX CLAS:** ATTORNEY

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	813508	INV	2/17/2025	2/17/2025	$840.00	EMPLOYEMENT LAW		$840.00			
Voucher(s):	**1**					**Aged Totals:**	**Due** **$840.00**	**$840.00**	**$0.00**	**$0.00**	**$0.00**

Vendor ID: 607 **Name:** WEST DAKOTA OIL INC **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	350201	INV	2/18/2025	2/18/2025	$492.25	275 GAL PROPANE		$492.25			
	41761	INV	2/19/2025	2/19/2025	$231.58	CURB HOSE 1 INX 17FT, 3/4"X		$231.58			
	41813	INV	2/20/2025	2/20/2025	$49.30	27 PROPANE BOTTLE PER GA		$49.30			
Voucher(s):	**3**					**Aged Totals:**	**Due** **$773.13**	**$773.13**	**$0.00**	**$0.00**	**$0.00**

Vendor ID: 2632 **Name:** WEST RIVER LODGE #5 **Class ID:** **FED TAX CLAS:**

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	FEB 2025	INV	2/21/2025	2/21/2025	$1,417.50	FEB 2025 P/R WITHHOLDINGS		$1,417.50			
Voucher(s):	**1**					**Aged Totals:**	**Due** **$1,417.50**	**$1,417.50**	**$0.00**	**$0.00**	**$0.00**

Vendor ID: 6369 **Name:** WIDMER ROEL PC **Class ID:** **FED TAX CLAS:** C CORP

Voucher/ Payment No.	Doc Number	Type	Doc Date	Due Date	Doc Amount	Description	Writeoff Amount	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
	357742	INV	1/31/2025	1/31/2025	$475.00	2023 AUDIT, SINGLE AUDIT & I		$475.00			
Voucher(s):	**1**					**Aged Totals:**	**Due** **$475.00**	**$475.00**	**$0.00**	**$0.00**	**$0.00**

Vendor ID: 9996 **Name:** WILKIE ETHAN **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
	021825 REIMBURSEM	INV	2/18/2025	2/18/2025	$75.00	REIMBURSEMENT-SAFETY GL		$75.00			

AGED TRIAL BALANCE WITH OPTIONS - DETAIL

City of Dickinson

		Due				
Voucher(s): 1	Aged Totals:	$75.00	$75.00	$0.00	$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
	INV627691	INV	2/11/2025	2/11/2025	$6,189.20	PULL ON BOOTS		$6,189.20			
	INV628498	INV	2/12/2025	2/12/2025	$448.32	BULLARD LIGHTWEIGHT FIRE		$448.32			
	INV634308	INV	2/21/2025	2/21/2025	$62.25	LEATHER FRONTS TYPE 3 DE		$62.25			

		Due				
Voucher(s): 3	Aged Totals:	$6,699.77	$6,699.77	$0.00	$0.00	$0.00

	Vendors	Due	Current Period	31 - 60 Days	61 - 90 Days	91 and Over
Vendor Totals:	108	$566,834.09	$550,568.75	$16,265.34	$0.00	$0.00

Commerce Bank®
Member FDIC
Challenge Accepted.®

Visa Purchasing

Billing Period: 02/12/2025 - 02/25/2025
Account Number:

Account Summary

Previous Balance	$38,718.70
Purchases & Other Charges	$25,569.88
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Charges	$0.00
Finance Charges	$0.00
Credits	$73.76
Payments	$38,718.70
New Balance	$25,496.12
Credit Limit	$120,000.00
Cash Limit	$120,000.00
Available Credit	$94,503.88
Disputed Amount	$0.00
Statement Closing Date	February 25, 2025
Days in Billing Cycle	14

Payment Information

New Balance	$25,496.12
Minimum Payment Due	**$25,496.12**
Payment Due Date	**March 04, 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
02/18	02/18		AUTO PAYMENT - THANK YOU!	$38,718.70 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:
Payment Due Date: March 04, 2025
New Balance: $25,496.12
Minimum Payment Due: $25,496.12

AMOUNT ENCLOSED

Use enclosed envelope and make check payable to:
COMMERCE BANK

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

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

8000001883861111 0025496120025496 12

Commerce Bank®

Cardholder Account Activity

Tran Date	Post Date	Reference Number	Transaction Description	Amount
FIRE DEPARTMENT				
Credit Limit: $10,000.00			Purchases & Other Charges $2,119.99 / Payments & Other Credits $0.00 / Total Activity $2,119.99	
02/12	02/13	2411641504371668459439 4	NAACINC* 877-799-2477 PA	$1,155.00
02/13	02/14	2444500504410017057406 3	ACI*COLUMBIASTHERNSP 251-981-3771 AL	$350.00
02/13	02/14	2469216504410678764650 1	TRAVELOCITY*7303128845 tvly.com WA	$27.73
02/13	02/17	2471705504587045565543 2	DELTA AIR 0067205387743SEATTLE WA NM: OWENS/JUSTIN J TKT: 0067205387743 OARP: MYR SVC: E DARP: ATL DEP: 03-11-25 OARP: ATL SVC: E DARP: MSP DEP: 03-11-25 OARP: MSP SVC: EX DARP: BIS DEP: 03-11-25 OARP: BIS SVC: EO DARP: MSP DEP: 03-11-25	$357.77
02/20	02/21	7420847505100000178160 5	SP ARTLOGO KINGTON	$149.00
02/20	02/21	2444500505240014800680 3	WM SUPERCENTER #1567 DICKINSON ND	$79.00
02/21	02/21	7420847505100000178160 5	INTERNATIONAL SERVICE FEE	$1.49
SHELLY NAMENIUK				
Credit Limit: $5,000.00			Purchases & Other Charges $1,309.74 / Payments & Other Credits $0.00 / Total Activity $1,309.74	
02/12	02/13	2443106504414892622519 1	APWA - WORK ZONE 816-595-5279 MO	$375.00
02/13	02/14	2490641504422189113215 6	Etsy.com - PressPrintPar 844-6593879 NY	$4.74
02/13	02/13	2411641504474270175553 6	JOBTARGET 860-440-0635 CT	$780.00
02/18	02/19	2406466505050000336909 8	TRAININNG LLC TRAININNG.COMCA	$150.00
FIRE DEPARTMENT 2				
Credit Limit: $2,500.00			Purchases & Other Charges $970.00 / Payments & Other Credits $0.00 / Total Activity $970.00	
02/15	02/17	2401134504650006261542 3	SP TAYLORSTINS TAYLORSTINS.CMO	$970.00
JADE PRAUS				
Credit Limit: $3,000.00			Purchases & Other Charges $343.14 / Payments & Other Credits $0.00 / Total Activity $343.14	
02/12	02/13	2469216504310582182762 3	APPLE.COM/BILL 866-712-7753 CA	$10.99
02/12	02/13	2444500504320015975921 3	WALMART.COM 8009256278 800-966-6546 AR	$40.90
02/12	02/14	2478930504419630128536 1	OTC BRANDS *OTC BRANDS 800-2280475 NE	$230.04
02/15	02/17	2469216504610822262593 2	AMAZON MKTPL*ZX4T89F23 Amzn.com/billWA	$7.27
02/17	02/17	2401134504850001365798 5	AMAZON RETA* 0H1C43A33 WWW.AMAZON.COWA	$9.99
02/17	02/17	2469216504810946329580 5	AMAZON MKTPL*N68OC8T53 Amzn.com/billWA	$34.96
02/19	02/20	2469216505010181068409 1	AMAZON MKTPL*JY0TJ9Y03 Amzn.com/billWA	$8.99
GRANT CARLSON				
Credit Limit: $3,000.00			Purchases & Other Charges $637.51 / Payments & Other Credits $0.00 / Total Activity $637.51	
02/12	02/13	2469216504310590926709 8	AMZN Mktp US*JS0420YS3 Amzn.com/billWA	$26.36
02/13	02/14	2469216504410657552234 4	AMZN Mktp US*3F68F15R3 Amzn.com/billWA	$18.68
02/13	02/13	2401134504450003482336 2	AMAZON RETA* ZY8Y91521 WWW.AMAZON.COWA	$30.03
02/16	02/17	2401134504750005090340 0	AMAZON MARK* HJ2XP2WO3 AMAZON.COM/MAWA	$43.26
02/17	02/18	2401134504850007102519 0	AMAZON RETA* CK58Z0Q43 WWW.AMAZON.COWA	$264.10
02/19	02/20	2401134505000000832358 1	AMAZON RETA* BH9U84IP3 WWW.AMAZON.COWA	$255.08
POLICE DEPARTMENT TRAVEL				
Credit Limit: $2,500.00			Purchases & Other Charges $401.78 / Payments & Other Credits $0.00 / Total Activity $401.78	
02/12	02/14	2444500504450049945095 4	FSP*BREEZY POINT - HOTEL BREEZY POINT MN CHECK IN DATE: 04-06-25 DAILY RATE: 169.00 CONFIRMATION #: 479337	$181.46
02/12	02/14	2444500504450049945103 6	FSP*BREEZY POINT - HOTEL BREEZY POINT MN CHECK IN DATE: 04-06-25 DAILY RATE: 169.00 CONFIRMATION #: 479351	$181.46
02/21	02/24	2469216505210348367207 0	EXXON RUD'S CORPORATIO NEW SALEM ND	$38.86

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
JOSEPH CIANNI				
Credit Limit: $2,500.00			Purchases & Other Charges $150.00 / Payments & Other Credits $0.00 / Total Activity $150.00	
02/20	02/21	2490641505122246273689 6	BWY*FBINAA Natl Office 703-6321935 VA	$150.00
POLICE DEPT TRAVEL 2				
Credit Limit: $2,500.00			Purchases & Other Charges $479.44 / Payments & Other Credits $0.00 / Total Activity $479.44	
02/19	02/21	24000975051236705828466	COUNTRY INN & SUITES - BISMARCK ND CHECK IN DATE: 02-18-25 CONFIRMATION #: 0791745994	$220.00
02/19	02/21	24000975051236705828516	COUNTRY INN & SUITES - BISMARCK ND CHECK IN DATE: 02-18-25 CONFIRMATION #: 0791746586	$220.00
02/21	02/24	24692165052103484125375	EXXON SUPERPUMPER #39 BISMARCK ND	$39.44
MICHAEL HANEL				
Credit Limit: $2,500.00			Purchases & Other Charges $1,742.40 / Payments & Other Credits $0.00 / Total Activity $1,742.40	
02/10	02/12	24707805042030040396207	NENA 703-812-4600 VA	$750.00
02/11	02/12	24435655042059220042784	GALLS 859-266-7227 KY	$212.91
02/13	02/17	24323045045390300323265	DAKOTA TOWING BISMARCK ND	$175.00
02/14	02/17	24137465046600305960704	A PLUS AUTO REPAIR 701-415-0500 ND	$495.49
02/20	02/20	24000775051500006926962	PROBOARDS, INC. PROBOARDS.COMCA	$9.00
02/24	02/25	24559305055900014500857	NDPIO 701-4716500 ND	$100.00
ANIMAL SHELTER				
Credit Limit: $2,500.00			Purchases & Other Charges $163.16 / Payments & Other Credits $0.00 / Total Activity $163.16	
02/15	02/17	24445005047400179180186	WM SUPERCENTER #1567 DICKINSON ND	$10.72
02/23	02/24	24692165054104891767963	CHEWY.COM 800-672-4399 FL	$152.44
GREG BECK				
Credit Limit: $4,000.00			Purchases & Other Charges $2,457.50 / Payments & Other Credits $0.00 / Total Activity $2,457.50	
02/14	02/17	24801975045243774742131	WWW.CHALLENGECOINSLTD.CO 707-407-7190 FL	$2,061.50
02/23	02/24	24064665055500000823944	MS* THEBISMARCKHOTELA THEBISMARCKHOND CHECK IN DATE: 02-23-25 CONFIRMATION #: ch3vnrtwwp2e30ggb	$396.00
MUSEUM				
Credit Limit: $8,000.00			Purchases & Other Charges $837.09 / Payments & Other Credits $0.00 / Total Activity $837.09	
02/14	02/17	24000775045500021338465	SHIPPO.COM GOSHIPPO.COM CA	$4.62
02/20	02/24	24896305052023941378951	GEO 513-3363100 OH	$701.00
02/24	02/25	24269795056001009841521	JIMMY JOHNS - 2138 DICKINSON ND	$131.47
ROBERT FUHRMAN				
Credit Limit: $5,000.00			Purchases & Other Charges $183.65 / Payments & Other Credits $0.00 / Total Activity $183.65	
02/18	02/19	24692165049101032434519	AMAZON MKTPL*9K6CW75D3 Amzn.com/billWA	$105.68
02/21	02/24	24692165052103191153306	AMAZON MKTPL*KW47895B3 Amzn.com/billWA	$77.97
DUSTIN DASSINGER				
Credit Limit: $2,500.00			Purchases & Other Charges $20.95 / Payments & Other Credits $0.00 / Total Activity $20.95	
02/17	02/19	24269795049500687592371	DUNN BROTHERS COFFEE - 20DICKINSON ND	$20.95
PURCHASING DEPARTMENT				
Credit Limit: $10,000.00			Purchases & Other Charges $1,721.84 / Payments & Other Credits $0.00 / Total Activity $1,721.84	
02/12	02/13	24692165043105716232517	AMAZON MKTPL*244MA1FV3 Amzn.com/billWA	$14.50
02/14	02/17	24692165046201071667228	AMZN Mktp US*J521N8I73 Amzn.com/billWA	$10.52
02/15	02/17	24692165046107872502946	ULINE *SHIP SUPPLIES 800-295-5510 WI	$387.43
02/16	02/17	24692165047108821486404	AMAZON MKTPL*MR8BS1EI3 Amzn.com/billWA	$44.99

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
02/16	02/17	2469216504710882500 2520	AMAZON MKTPL*BV9O10SO3 Amzn.com/billWA	$28.73
02/21	02/24	2469216505210312632 2240	AMAZON MKTPL*HA2IM3XY3 Amzn.com/billWA	$21.70
02/21	02/24	2469216505210332202 9870	AMAZON MKTPL*044G78L03 Amzn.com/billWA	$1,115.99
02/24	02/25	2469216505510595686 1954	AMAZON MKTPL*QH5Q34UL3 Amzn.com/billWA	$97.98

DUANE ZASTOUPIL

Credit Limit: $5,000.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$38.04	$0.00	$38.04

02/20	02/24	2431605505225040923 8756	SHELL OIL12502810018 MANDAN ND	$38.04

TRAVIS LEINTZ

Credit Limit: $2,500.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$801.50	$0.00	$801.50

02/14	02/17	2449216504650000667 0401	PRI MANAGEMENT GROUP POLICERECORDSFL	$313.25
02/14	02/17	2449216504650000683 6747	PRI MANAGEMENT GROUP POLICERECORDSFL	$488.25

CINDY THRONBURG

Credit Limit: $3,000.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$310.00	$0.00	$310.00

02/10	02/12	2432545504290001060 6981	DEMCO INC 800-9624463 WI	$210.22
02/14	02/17	2432545504790001101 4321	DEMCO INC 800-9624463 WI	$99.78

POLICE DEPARTMENT

Credit Limit: $30,000.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$2,678.71	$0.00	$2,678.71

02/12	02/14	2413746504410026195 4371	MENARDS DICKINSON ND 715-876-6378 ND	$35.91
02/12	02/13	2480197504424224908 6679	IACP 703-836-6767 VA	$823.00
02/12	02/13	2480197504424224908 6695	IACP 703-836-6767 VA	$823.00
02/19	02/20	2469216505010173317 4535	IN *MADISON LIQUIDATORS L608-8311012 WI	$996.80

RACHEL SHUMAKER

Credit Limit: $7,500.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$554.28	$0.00	$554.28

02/11	02/13	2480197504324135411 4376	WINGATE INN BISMARCK BISMARCK ND CHECK IN DATE: 02-11-25 NUMBER OF NIGHTS: 1 CONFIRMATION #: 15759805	$250.80
02/11	02/13	2480197504324135411 4384	WINGATE INN BISMARCK BISMARCK ND CHECK IN DATE: 02-11-25 NUMBER OF NIGHTS: 1 CONFIRMATION #: 15760017	$250.80
02/13	02/17	2480197504524357709 9416	WINGATE INN BISMARCK BISMARCK ND CHECK IN DATE: 02-11-25 NUMBER OF NIGHTS: 2 CONFIRMATION #: 15760017	$26.34
02/13	02/17	2480197504524357709 9390	WINGATE INN BISMARCK BISMARCK ND CHECK IN DATE: 02-11-25 NUMBER OF NIGHTS: 2 CONFIRMATION #: 15759805	$26.34

SCOTT HIRNING

Credit Limit: $2,500.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$520.00	$0.00	$520.00

02/20	02/21	2401134505150008153 1942	CVENT* AMERICAN TRAFFI CVENT.COM VA	$520.00

RACHEL WALDO

Credit Limit: $3,000.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$700.61	$0.00	$700.61

02/13	02/14	2444500504540018957 7183	WM SUPERCENTER #1567 DICKINSON ND	$202.63
02/14	02/17	2444500504650084285 8372	DOMINO'S 1883 307-752-2115 ND	$142.41
02/16	02/17	2469216504710874749 1603	AMAZON MKTPL*4O4I73543 Amzn.com/billWA	$14.88
02/16	02/17	2469216504710876226 5825	AMAZON MKTPL*E729Q2BH3 Amzn.com/billWA	$340.69

AARON MEYER

Credit Limit: $40,000.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$3,582.18	$0.00	$3,582.18

02/13	02/14	2469216504410681724 3014	AMAZON MKTPL*035GF9NN3 Amzn.com/billWA	$129.00
02/13	02/14	2443106504514949071 6515	NEWBYS ACE HDWE DICKINSON ND	$12.00
02/14	02/17	2469216504510750782 3361	AMZN Mktp US*V45NH4WO3 Amzn.com/billWA	$167.56

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
02/15	02/17	2469216504610852483431 5	AMAZON MKTPL*JW8286853 Amzn.com/billWA	$69.99
02/17	02/17	2469216504810956524432 1	Amazon.com*P75WX3EF3 Amzn.com/billWA	$1,329.81
02/18	02/19	2469216504910091938994 5	GoToCom*LogMeInPro goto.com MA	$1,539.99
02/19	02/20	2469216505010176735753 5	AMAZON MKTPL*JJ2FY5933 Amzn.com/billWA	$98.84
02/24	02/25	2469216505610609663701 4	Amazon.com*RN8QZ2A93 Amzn.com/billWA	$159.00
02/25	02/25	2469216505610616660544 6	AMAZON MKTPL*AV8GN7PP3 Amzn.com/billWA	$75.99

SCOTT DECKER

Credit Limit: $3,500.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$13.26	$0.00	$13.26

02/20	02/21	2443106505115329878136 7	ALADDIN @ NDCAPITOL (F13 BISMARCK ND	$13.26

RITA BINSTOCK

Credit Limit: $4,000.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$372.38	$0.00	$372.38

02/12	02/13	2469216504310613293252 4	EXXON WEST DAKOTA OIL DICKINSON ND	$26.98
02/18	02/20	2475542505017050068616 3	HAMPTON INNS 701-7515656 SD CHECK IN DATE: 02-18-25 CONFIRMATION #: 54445113	$109.40
02/18	02/19	2401134505050001751830 3	COLUMN PUBLIC NOTICE COLUMN.US DC	$10.64
02/19	02/21	2400097505123670704219 9	EVERSPRING INN & SUITE BISMARCK ND CHECK IN DATE: 02-18-25 CONFIRMATION #: 0049335311	$99.00
02/19	02/21	2400097505123670704221 5	EVERSPRING INN & SUITE BISMARCK ND CHECK IN DATE: 02-18-25 CONFIRMATION #: 0049335336	$99.00
02/20	02/21	2401134505250000391378 9	COLUMN PUBLIC NOTICE COLUMN.US DC	$27.36

BRANDI AARON

Credit Limit: $1,000.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$26.30	$0.00	$26.30

02/21	02/24	2413746505300153308283 5	USPS PO 3724000905 DICKINSON ND	$26.30

SYLVIA MILLER

Credit Limit: $750.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$231.85	$0.00	$231.85

02/12	02/14	2426979504450065698180 8	JIMMY JOHNS - 2138 - E 701-483-9713 ND	$160.57
02/18	02/19	2469216504910097756771 3	NDRIN-ND LAND RECORDS 701-364-1280 ND	$30.00
02/18	02/19	2401134505050001425207 0	COLUMN PUBLIC NOTICE COLUMN.US DC	$21.28
02/23	02/24	2449216505550000053114 4	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	$20.00

FIRE DEPARTMENT EMS

Credit Limit: $10,000.00	Purchases & Other Charges	Payments & Other Credits	Total Activity
	$2,042.59	$73.76	$1,968.83

02/13	02/17	2408162504501801456123 2	BOUND TREE MEDICAL LLC 800-2827904 OH	$91.96
02/15	02/17	2471705504787047145033 7	DELTA AIR Baggage Fee BISMARCK ND	$35.00
02/16	02/18	2469216504810991915049 7	MARRIOTT TAMPA WATERSI TAMPA FL CHECK IN DATE: 02-15-25 NUMBER OF NIGHTS: 1 CONFIRMATION #: 107910	$547.58
02/18	02/20	2469216505010152876070 4	MARRIOTT TAMPA WATERSI TAMPA FL CHECK IN DATE: 02-16-25 NUMBER OF NIGHTS: 2 CONFIRMATION #: 113300	$744.16
02/18	02/19	2471705505087050154378 2	DELTA AIR Baggage Fee TAMPA FL	$35.00
02/19	02/21	2494300505215369880511 9	CENEX-RUNWAY EXPRESS BISMARCK ND	$21.57
02/19	02/21	2494300505215369938625 9	CENEX-FARSTAD OIL INC TOWER CITY ND	$35.96
02/19	02/20	2494135505182533326502 1	AVIS RENT-A-CAR SAINT PAUL MN RENTAL AGREEMENT: U333265026 RENTER'S NAME: KIENTOPF TYLER CHECK OUT DATE: 02-19-25 # DAYS RENTED: 1	$283.36
02/21	02/24	7471705505387053239220 1	DELTA AIR 0062307260105BOGOTA NM: KIENTOPF/TYLER TKT: 0062307260105 OARP: BOG SVC: X DARP: BOG OARP: BOG	$73.03 CR
02/24	02/24	7471705505387053239220 1	INTERNATIONAL SERVICE FEE	$0.73 CR

Cardholder Account Activity (continued)

Tran Date	Post Date	Reference Number	Transaction Description		Amount
02/24	02/25	24240985056600197983416	CLIA LABORATORY PROGRAM	888-291-7289 MD	$248.00
AARON PRAUS					
			Purchases & Other Charges	Payments & Other Credits	Total Activity
Credit Limit: $15,000.00			$89.00	$0.00	$89.00
02/12	02/13	24064665044500003399888	CDL SCHOOL ONLINE	WWW.CDLSCHOOLVA	$89.00
CHAD TORMASCHY					
			Purchases & Other Charges	Payments & Other Credits	Total Activity
Credit Limit: $10,000.00			$70.99	$0.00	$70.99
02/13	02/14	24204295044002032847034	eBay O*17-12699-30819	800-4563229 CA	$70.99

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

 Account Number:

Please approve the following checks on 03-04-25

CK#130510	FLORIDA STATE DISBURSEMENT	161.54
CK#130511	JOB SERVICE NORTH DAKOTA	374.56
CK#130512	WI SCTF	244
CB03042025	COMMERCE BANK CREDIT CARD	25496.12

CITY OF Dickinson North Dakota | ADMINISTRATION

March 4, 2025

The ABM Printer Contract serves as our 5 year equipment lease and maintenance renewal. This renewal contains 4 printers, City Hall Supply Room (Upstairs Shared), City Hall – HR/Engineering/Assessing (Shared), Baler Building, and Library Public Use. Within the contract 3 of the printers will be replaced with updated hardware and the 4th (Library Public Use) will be released as the current hardware simply due to the existing usage counts on that device do not merit a replacement at this time. This contract utilizes the same verbiage that has been reviewed and approved by legal on the previous renewal. The contract is expect to yield a $90.46 savings per month or approximately $1,085.52 savings per year.

Aaron Meyer
IT Director

ABM Printer Contracts

Renewals/Updates:

- City Hall – Upstairs Shared
- City Hall – HR/Engineering/Assessing
- Library – Public Use
  - Renewal Only
- Baler Building

Contract Changes:

- No Changes to the contract language from our last renewal
- Cost Reduction of approximately:
  - $90.46 Per Month

CITY OF Dickinson North Dakota

Overall Yearly Savings: ~$1085.52

advanced business methods
employee owned

Advanced Business Methods
Equipment Lease and Maintenance Agreement

Number:

Lessee: (full legal name) City of Dickinson				Lessor: Advanced Business Methods		
Address: 38 1st St W				Address: 2674 Sims St Suite A		
City: Dickinson		State: ND	Zip Code: 58601	City: Dickinson	State: ND	Zip Code: 58601
Telephone: 701/456-7744	Contact Person: Aaron Meyer	e-mail Address: aaron.meyer@dickinsongov.com		Salesperson: Mike Knuth	Reference:	PO Number:

Equipment Location Name: (if other than above)		Telephone:	
Equipment Location Address:	City: Dickinson	State: ND	Zip Code: 58601
Contact Person:	Contact e-mail Address:		

Description of Lease Equipment and Accessories

TYPE, MAKE, MODEL NUMBER, SERIAL NUMBER, AND INCLUDED ACCESSORIES	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING		MONTHLY IMAGE ALLOWANCE		EXCESS PER IMAGE CHARGE	
		B&W	COLOR	B&W	COLOR	B&W	COLOR
Ricoh IM C300F-RS	☐			1,997	372	.01282	.07391
Ricoh IM C3010-RS	☐			1,240	1,540	.01282	.07391
Ricoh IM C4510-RS	☐			2,026	1,593	.01282	.07391
Savin Re-lease IM C3000	☐			3,581	916	.01282	.07391
	☐						
	☐						
	☐						
	☐						

Add Network Support to your maintenance contract for $per month Yes ☐ No ☒ Customers initials _____

METER FREQUENCY: **Annual**
TERM IN MONTHS: **60**
COMMENCEMENT DATE: 3/1/2025
MONTHLY BASE PAYMENT AMOUNT: **$1,093.59**
PURCHASE OPTION: **FMV**
(*PLUS TAX)

Special Installation Instructions:
Adding to Combined Contract C119438-01

Equipment Maintenance Service

USMA - Ultimate Service Maintenance Agreement: Provides support for all equipment listed on this agreement, including trip charges, inspections, on-call repair service, all parts and supplies. (Excludes Networking support and paper)

Note: Equipment Maintenance Services listed above are for the equipment listed on this page. See Schedule A for additional units and Maintenance Service types.

1. Agreement
The Lessee (Lessee or you) wants the Lessor (Lessor, we or Advanced Business Methods) to pay for the equipment listed above or listed on the Equipment Schedule A (together with all accessories, attachments, replacements, substitutions referred to therein as the Equipment) and the Lessee agrees pay the amounts payable under this agreement. Further, the Lessee agrees that these terms and conditions are a complete and exclusive statement of this agreement, and that they supersede all prior oral or written negotiations.

2. Term
The term of this Agreement shall become effective on the date that the Equipment is delivered to the Lessee, and shall continue through the term as specified above. The Lessee agrees that the Lessor may conduct a credit investigation, including the preparation of a credit investigative report. The Lessor shall have the right to cancel this Agreement if the Lessee's credit standing is not in accordance to Lessor standards. **THIS AGREEMENT CANNOT BE CANCELLED BY THE LESSEE FOR ANY REASON OTHER THAN AS SET FORTH IN THE TERMS BELOW..**

3. Payments
Payments are exclusive of any tax and the first payment will begin on the date of installation, or any later date that we designate, and will continue for each billing period for the term of this agreement. If you have entered into a Maintenance Services relative to the Equipment listed on this Agreement or on the Equipment Schedule A, (i) Lessor will include the costs of maintenance and/or supplies as part of the Payment and Rate Amount. (ii) Such costs may be based on additional copy charges for copies in excess of the stated copy allowance listed on the Agreement. (iii) Payment and Rate amounts may be adjusted annually by the Lessor for such services. (iv) Lessee obligations under this Agreement (including without limitation to make complete and timely payments of all amounts due there under) are unconditional and notwithstanding any dispute regarding the equipment performance under the terms and conditions of this Agreement. If Lessee fails to pay when due any amount herein, Lessor shall assess a late charge, for the maximum permitted by applicable law after the expiration of any required grace period.

Additional Terms and Conditions continues on page 2

THIS AGREEMENT IS NON-CANCELLABLE AND IRREVOCABLE. IT CANNOT BE TERMINATEDOTHER THAN AS SET FORTH IN THE TERMS BELOW. PLEASE READ CAREFULLY BEFORE SIGNING.

The undersigned affirms that he/she is a duly authorized representative, officer, partner or proprietor of Lessee, understanding the terms and conditions contained herein and has the authority to execute this Agreement on its behalf.

Lessee: _____
By: _____
Date: _____
Name: _____
Title: _____

Lessor: Advanced Business Methods
By: _____
Date: _____

4. PREPAYMENT
If permitted by the Lessor and if the Lessee is not in default in any obligation hereunder, at any time during the term, Lessee may prepay the Agreement by making all payments due for the remaining term, (Monthly average annual billings (X) remaining months), plus any unpaid charges (if any), subject to an additional prepayment fee equal to five percent (5%) of the total current fair market value of the equipment as determined by Lessor as the retail value of the equipment at the time of prepayment. When these payments have been fully paid, Lessee must surrender the equipment as described in Paragraph 19 at the end of the term, or earlier if agreed to in writing by Lessor and Lessee.

5. TRANSPORTATION AND DELIVERY
Placement, removal and any special rigging charges in effect on the date such tasks are performed shall be paid by the Lessee. These charges are applicable to machines and accessories. Lessor shall not be liable for direct, indirect, incidental or consequential damages, if for any reason Lessor fails to meet the requested delivery schedule.

6. INSTALLATION
The equipment shall be installed at the installation address shown on the face of this Agreement. The Lessee shall make available at that address a suitable place of installation, as specified by Lessor, with electrical service and space in accordance with UL requirements.

7. EQUIPMENT TITLE
The equipment is, and shall at all times be and remain the sole and exclusive property of the Lessor; and the Lessee shall have no right, title or interest therein or thereto except as expressly set forth in this Agreement. All replacements, substitutions and repairs thereto, shall become a component part of the Equipment and title thereto shall be immediately vested in Lessor and shall be included under the terms hereof. Lessee will not remove any ownership identification tags on the Equipment or suffer or permit any lien or encumbrances of any kind against the Equipment or allow it to become fixtures to real estate.

8. SECURITY INTEREST
Lessor reserves and Lessee hereby grants to Lessor a security interest in the Equipment and any and all additions, replacements, substitutions, and repairs thereto, as well as any products and proceeds of the foregoing for the purposes of securing the payments due hereunder and all other promises and obligations of Lessee to Lessor arising under this Agreement. Lessee agrees to sign and execute at any time alone or with Lessor any financing statements or other documents which Lessor deems reasonably necessary to protect and continue security interest under this Agreement. Lessor is also granted an irrevocable power of attorney to execute such financing statements or other documents on Lessee's behalf. Lessee shall prevent and hold Lessor harmless against the assertions of interests of claims by third parties.

9. MAINTENANCE SERVICES
If Lessee has Maintenance Service provided under this Agreement, the Lessor or an agent assigned by Lessor, agrees to maintain the Equipment stated above in good operating condition. Lessor or its agent shall provide parts and labor necessary to maintain equipment which has become unserviceable due to normal use. Services will be provided during normal business hours (8:00am to 5:00pm) Monday through Friday, except holidays. If services are provided at Lessee's request, not during regular business hours, the Lessee agrees to pay for such services at Lessor's then current rate. LESSOR OR ITS AGENTS SHALL NOT BE REQUIRED TO PERFORM SERVICES OR PROVIDE PARTS OR SUPPLIES IF MAINTENANCE SERVICES ARE NOT INCLUDED IN THIS AGREEMENT AND IF SERVICES ARE REQUESTED, THE LESSEE AGREES TO PAY FOR SUCH SERVICES AT LESSOR'S CURRENT RATES.

10. LIMITS OF SERVICE AND LOCATION OF EQUIPMENT
Lessee shall use the Equipment in a careful and proper manner and shall not use or deal with the Equipment in any manner which is inconsistent with the terms of this Agreement or any applicable laws and regulations. The Equipment will not be misused, abused, wasted or allowed to deteriorate, except for ordinary wear and tear resulting from its intended use. Lessee agrees to pay for service calls resulting from accessories or consumables not provided by Lessor. Lessor shall have the right to inspect the Equipment at any reasonable time, wherever located. Lessor may mark the Equipment to conspicuously show that it has a security interest therein and Lessee shall place no conflicting marks or permit the Lessor mark to be removed or defaced. Lessee shall be responsible for loss or damage to Equipment. Lessee shall pay for any repairs or replacements made necessary by Lessee's intentional or negligent acts. The Equipment shall be kept at the installation address(es) and shall not be moved from that location without the prior written consent of Lessor. The Lessee shall be liable for all costs associated with the relocation requested by Lessee and approved by Lessor. These costs will include all applicable installation, removal and special rigging charges and charges for the time spent by a Technical Representative at the rates in effect at the time of relocation. This Agreement does not extend to software, networking printing, scanning or any external interface not provided by Lessor unless stated above. The Lessee will be solely responsible for obtaining, installing and maintaining all required non-equipment related software, programming, design or coding. If service is provided by Lessor, the Lessee agrees to pay for such support at the then current rate.

11. EXCESS CHARGES AND METER READINGS
The Lessee is allowed the number of pages, copies or scans (referred to as copy or copies) as provided by the Copy / Page Allowance. In the event that the actual copies used exceed the allowance, the Lessee agrees to pay an additional amount equal to the excess copies times the current adjusted excess charge rate in effect. The Lessee also agrees to provide the Lessor true and accurate meter readings as requested. If meter readings are not provided on a timely basis, the Lessor reserves the right to estimate the meter reading based upon previous readings.

12. INSURANCE
Lessee assumes the entire risk of loss from hazard and no such loss shall relieve Lessee of its obligations hereunder. Only to the extent allowed by North Dakota law, Lessee agrees to and does hereby indemnify and hold Lessor harmless from and against all claims, costs, expenses, damages and liabilities, including reasonable attorney fees resulting from or pertaining to the use or operation of the equipment during the term of this Agreement and while said equipment is in possession of the Lessee. Lessee agrees to keep the equipment insured to protect all interests of Lessor, at Lessee's expense, against all risks of loss or damage from every cause whatsoever for not less than the unpaid balance of the lease rentals due hereunder or 80% of the then current value of said equipment, whichever is higher, and including the liability of Lessor for public liability and property damage; and Lessor may, but shall not be obligated to, insure said property at expense of Lessee. Where applicable, all claims against Lessee by Lessor shall be subrogated under the proceeds of those insurance policies and Lessor shall be given first right of subrogation up to the then-current value of the equipment. The proceeds of such insurance, whether resulting from loss or damage or return premium or otherwise, shall be applied toward the replacement or repair of the said property or the payment of obligations of Lessee hereunder at the option of Lessor. Lessee hereby appoints Lessor as Lessee's attorney-in-fact to make claim for, receive payment of and execute or endorse all documents, checks or drafts for loss or damage or return premium under any insurance policy issued on said equipment.

13. ALTERATIONS AND ATTACHMENTS
Lessee shall not make any alterations, additions, attachments or improvements to the Equipment without the prior written consent of Lessor. All additions, alterations, attachments or improvements of whatsoever kind or nature which become permanently attached to the Equipment shall belong to and become the property of Lessor.

14. WARRANTY
Lessor warrants that when installed the Equipment will be in good operating condition.
THE FOREGOING WARRANTY CONSTITUTES THE SOLE WARRANTY MADE BY LESSOR AND IS IN LIEU OF ALL OTHER WARRANTIES EXPRESSED OR IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

15. Flat-Rate
Rates for any flat-rate agreements that do not require the capture, reporting and billing of device meters are calculated off of customers' previous usage history and may be revised during the term of the Agreement if necessitated by an unusual increase in overall usage.

16. LIMITATION OF REMEDIES AND DAMAGES
LESSOR'S SOLE AND EXCLUSIVE LIABILITY UNDER THE WA[illegible] PARAGRAPH 14 UNDER ANY SERVICE OBLIGATION ASSUMED [illegible] ANY PROVISION OF THIS AGREEMENT SHALL BE TO M[illegible] ADJUSTMENTS, REPAIRS AND REPLACEMENTS TO MAINTAIN THE EQUIPMENT IN GOOD OPERATING CONDITION IN ACCORDANCE WITH THE TERMS AND CONDITIONS HEREOF. LESSOR SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, LOSS OF USE, OR DIRECT, INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, IN CONNECTION WITH OR ARISING OUT OF THE FURNISHING, PERFORMANCE, MAINTENANCE, OR USE OF ANY ITEM OF EQUIPMENT OR SERVICES PROVIDED FOR IN THIS LEASE, OR FOR ANY TORTIOUS CONDUCT RESULTING THEREFROM.

17. FORCE MAJEURE
Lessor is excused from performance and shall not be liable for any delay in delivery or for non-delivery, in whole or in part caused by the occurrence of any contingency beyond the control of Lessor including, but not limited to, work stoppages, fires, civil disobedience, riots, rebellions, accident, explosion, flood, storm, acts of God, pandemic, epidemic, and similar occurrences.

18. BREACH OR DEFAULT
(**A**) If Lessee does not pay the lease rent payments due hereunder or other amount required herein to be paid, breaches any of the terms or conditions of this Agreement, ceases doing business as a going concern, has a petition filed by or against it under any of the provisions or chapters of the Bankruptcy Act or Amendments thereto, makes an assignment for the benefit of creditors, calls a general meeting of the creditors, or attempts an informal arrangement or composition with creditors or if a receiver or any officer of a court is appointed to have control of any of the property, or if Lessor in its reasonable business discretion deems the Agreement to be in jeopardy, Lessor shall have the right to exercise any one or more of the following remedies in order to protect the interests and reasonable expected profits and bargains of Lessor.
(i)Terminate this Agreement in whole or in part; (ii) declare the remaining amount of the unpaid payments plus unpaid charges to be immediately due and payable; (iii) take possession of any or all items of Equipment, wherever the same may be located, without demand or notice, without any court order or other process of law and without liability to Lessee for any damages occasioned by such taking of possession and declare the entire amount of the unpaid payments and any unpaid charges to be immediately due and payable; (iv) enter upon the premises, where the Equipment may be and render the Equipment unusable, and remove, sell, rent, lease or otherwise dispose of the Equipment and from the proceeds retain all sums due under the terms of this Agreement as well as all costs and expenses relating to the enforcement or preservation of its rights hereunder including but not limited to reasonable attorney's fees; (v) and pursue any other remedies existing at law or in equity; and/or (vi) Lessor shall have all of the rights and remedies of a secured party upon default under the Uniform Commercial Code or any similar law as enacted in the state where the Equipment is located. (**B**) Notwithstanding any repossession of Equipment or any other action set forth above, which Lessor may take, Lessee shall be and remain liable for the full performance of all obligations on the part of Lessee to be performed under this lease. (**C**) In the event of default by Lessee, Lessor may require Lessee to assemble the Equipment and make it available to Lessor at a place and time convenient to Lessor. (**D**) Lessee agrees to pay Lessor all costs and expenses including reasonable attorney's fees incurred by Lessor in exercising any of its rights or remedies. (**E**) No delay or failure of Lessor to exercise any right or remedy will operate as a waiver of such right or remedy. (**F**) No right or remedy herein conferred upon or reserved to Lessor is exclusive of any right or remedy herein or by law or equity provided or permitted; but each shall be cumulative of every other right or remedy provided hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time, but Lessor shall not be entitled to recover a greater amount in damages that Lessor could have gained by receipt of Lessee's full, timely and complete performance of its obligations pursuant to the terms of this Agreement plus late charges under Paragraph 3, and all costs and expenses including reasonable attorney's fees incurred by Lessor in exercising any of its rights or remedies under this paragraph.

19. SURRENDER
Upon expiration of term or Prepayment of this Agreement as described under Paragraph 4, or upon demand made by Lessor pursuant to Paragraph 18 hereof, the Lessee shall return the Equipment and all Accessories prepaid and prepaid insured in "Average Saleable Condition", to a place and in a manner designated by Lessor. "Average Saleable Condition" means the Equipment is immediately available for use by another lessee without need for repair. If repair and/or replacement of missing and/or damaged Equipment is required, Lessee agrees to pay for such replacement or repairs. Should Lessee fail to return or surrender the Equipment at the end of this term, Lessee agrees to an Annual Renewal of this agreement until the Equipment and all Accessories are received and accepted by Lessor and or its agent.

20. ASSIGNMENT
Without the prior written consent of Lessor, the Lessee shall not (i) assign, transfer, pledge or hypothecate this Agreement, the Equipment or any part thereof, or any interest therein or (ii) sublet or lend the Equipment or permit it to be used by anyone other than Lessee or Lessee's employees. Lessor may assign this Agreement or Equipment in whole or in part without notice to Lessee. Lessee will assert any claim or defenses it may have against Lessor and not against any such assignee.

21. TAXES
Lessee shall pay all sales, use, privilege, excise or other taxes or assessments, however designated, imposed or levied with respect to the Equipment or its use, exclusive however, of personal property taxes.

22. OPTION TO UPGRADE, PURCHASE AND RENEW
Upon provision of written notice by Lessee to Lessor at least sixty (60) days prior to the end of the term of this Agreement and provided the Lessee is not in default of payments herein, the Lessor grants Lessee the option to (A) Upgrade the equipment at any time during the course of the original term; (B) Purchase and transfer title of all (not part) of the Equipment at the expiration of the term of this Agreement for fair market value which is the suggested list price at the end of the term, payable in cash to Lessor or its Assignee, AS IS, WHERE IS WITH NO EXPRESS OR IMPLIED WARRANTY.If Lessee chooses not to pursue the Option to Upgrade or Purchase pursuant to Paragraph 18 then, renewal of this Agreement will be automatic, and will be on an annual term, unless Lessee delivers to Lessor written notice at least sixty (60) days prior to the expiration of the term of Lessee's intent not to Upgrade, Purchase or Renew.

23. GENERAL
If a court finds any provision of this Agreement to be unenforceable, the remaining terms of this Agreement shall remain in effect. This Agreement will be governed and construed according to the domestic laws of the State of North Dakota. Notice shall be effective if delivered or mailed by registered or certified mail, postage prepaid to Lessor as set forth on the face of this Agreement or at such address as Lessor may notify the Lessee from time to time. This Agreement shall become effective only after execution by Lessor and Lessee in the places provided on the face of this agreement. It is expressly understood that no other form of acceptance, verbal or written, will be valid or binding. In the event any conflict between the provisions of this Agreement and the provisions of any schedule, the provisions of this Agreement shall control. Both parties agree that a facsimile copy of this Agreement shall have the same force and effect of the original. This constitutes the entire Agreement between the parties relating to the subject matter hereof and supersedes all previous communications, representations or agreements, either oral or written, with respect to the subject matter hereof. There are no covenants or conditions between the parties except as set forth in this Agreement.

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

Assessment District 41-010000000

County of STARK

Property I.D. No. 41-0390-47000-100

Name BERNIE & PAULETTE MARSH

Telephone No. (701) 590-9876

Address 19 4TH ST SW

Legal description of the property involved in this application:

YOUNGS 9TH L 1 B 47

Total true and full value of the property described above for the year 2024 is:		Total true and full value of the property described above for the year 2024 should be:	
Land	$ 72,200	Land	$ 72,200
Improvements	$ 124,900	Improvements	$ 8,200
Total	$ 197,100 (1)	Total	$ 80,400 (2)

The difference of $ _____ true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☑ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☐ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) FIRE MARCH 2023

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: $ $150,000 Date of purchase: _____

   Terms: Cash _____ Contract X Trade _____ Other (explain) _____

   Was there personal property involved in the purchase price? NO (yes/no) Estimated value: $ _____

2. Has the property been offered for sale on the open market? NO (yes/no). If yes, how long? _____

   Asking price: $ _____ Terms of sale: _____

3. The property was independently appraised: NO (yes/no) Purpose of appraisal: _____

   Market value estimate: $ _____

   Appraisal was made by whom? _____

4. The applicant's estimate of market value of the property involved in this application is $ _____

5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that _____

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

_____ Date

Signature of Preparer (if other than applicant)

Paulette Marsh 2/10/25

Signature of Applicant Date

24775
(2-2016)

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

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

_____

_____

Dated this _____ day of _____, _____.

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____, _____

_____ _____
County Auditor Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____ _____
County Auditor Date

Application For Abatement Or Refund Of Taxes

Name of Applicant: Bernie & Paulette Marsh

County Auditor's File No.: 003-2025

Date Application Was Filed With The County Auditor: 2-14-25

Date County Auditor Mailed Application to Township Clerk or City Auditor: 2-18-25
(must be within five business days of filing date)

2024

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

Assessment District 41-010000000

County of STARK

Property I.D. No. 41-0390-47000-100

Name BERNIE & PAULETTE MARSH

Telephone No. (701) 590-9876

Address 19 4TH ST SW

Legal description of the property involved in this application:

YOUNGS 9TH L 1 B 47

Total true and full value of the property described above for the year 2023 is:

Land	$ 72,200
Improvements	$ 115,700
Total	$ 187,900 (1)

Total true and full value of the property described above for the year 2023 should be:

Land	$ 72,200
Improvements	$ 53,200
Total	$ 80,400 (2)

The difference of $ _____ true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☑ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☐ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) FIRE MARCH 2023

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: $ 150,000 Date of purchase: _____

   Terms: Cash _____ Contract X Trade _____ Other (explain) _____

   Was there personal property involved in the purchase price? NO (yes/no) Estimated value: $ _____

2. Has the property been offered for sale on the open market? NO (yes/no). If yes, how long? _____

   Asking price: $_____ Terms of sale: _____

3. The property was independently appraised: NO (yes/no) Purpose of appraisal: _____

   Market value estimate: $ _____

   Appraisal was made by whom? _____

4. The applicant's estimate of market value of the property involved in this application is $ _____

5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that _____

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) Date

Paulette Marsh 2/10/25

Signature of Applicant Date

24775
(2-2016)

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

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

_____

_____

Dated this _____ day of _____, _____.

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____, _____

_____ _____
County Auditor Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____ _____
County Auditor Date

Application For Abatement Or Refund Of Taxes

Name of Applicant: Bernie + Paulette Marsh

County Auditor's File No.: 002-2025

Date Application Was Filed With The County Auditor: 2-14-25

Date County Auditor Mailed Application to Township Clerk or City Auditor: 2-18-25
(must be within five business days of filing date)

2025

Summarization Briefing

Owner: Bernie and Paulette Marsh
PID# 0390-4700-0100
Address: 19 4th St SW
Property Type: Residential

Briefing Statement:

The Dickinson Fire Department noted a fire occurred at 19 4th St SW on March 3, 2023. The fire department estimated loss to structure and contents of $25,000.

Mr. and Mrs. Marsh have filed an Application for Abatement or Refund of Taxes for that loss for the years 2023 and 2024. They provided a document from their insurance company stating that the house was a total loss. We assisted Mr. Marsh in calculating the remaining value of the property assuming that the house is a total loss, as determined by his insurance company.

The value of the house prior to the fire was $187,900, with the land valued at $72,200. There is another small structure on the parcel valued at $8,200 which allows for a combined value of the property, minus the value of the house, at $80,400.

The loss should be prorated in 2023 from the date of the fire, and include all of 2024. The value will be adjusted to $80,400 for the 2025 tax year.

Staff Recommendation:

Loss due to fire is an acceptable reason for use of the Application for Abatement as noted within the Century Code, 57-23-04(g), and with the insurance company's determination of a total loss for the house, Staff recommends an abated value of $80,400.

Possible Motions:

1) Make no change to current True and Full Valuation.
2) **Change value to owner request: ***$80,400*****
3) Change value to some other amount:

Assessing Department
Joe Hirschfeld – Assessor
701-456-7734

CITY OF Dickinson North Dakota

Financial Report

For the Fiscal Year Ending

December 31st, 2024

From: *Samantha Buzalsky, Finance Specialist*

Schedule of Fund Activity……1

Revenues VS. Expenditures……2

Budget Recap……3

General Fund Budget Recap ……7

City of Dickinson, North Dakota
Schedule of Fund Activity
For Fiscal Year Ended December 31, 2024

FUNDS	Fund Balance 1/1/2024	Revenues And Other Sources	-Transfer- In	-Transfer- Out	Expenditures And Other Uses	Fund Balance 12/31/2024
General Fund:	$ 8,101,473	$ 12,005,061	$ 12,254,288	$ 1,787,750	$ 23,005,939	$ 7,567,133
Special Revenue Funds:						
1% City Sales Tax	$ 13,569,361	$ 7,617,727	$ -	$ 4,275,000	$ 1,599,504	$ 15,312,583
1/2% City Sales Tax	$ 2,638,716	$ 3,808,863	$ -	$ 3,950,000	$ 1,275,000	$ 1,222,579
Legacy Square Fund	$ 147,492	$ 22,697	$ 475,000	$ -	$ 498,355	$ 146,834
Cemetery	$ 196,781	$ 119,410	$ -	$ -	$ 110,253	$ 205,937
Youth Commission	$ 1,577	$ 39	$ -	$ -	$ 519	$ 1,097
Future Fund	$ 6,604,156	$ 255,435	$ 28,364	$ 280,000	$ 22,605	$ 6,585,350
Oil & Gas Production	$ 25,856,591	$ 28,731,583	$ -	$ 16,027,153	$ 18,603,259	$ 19,957,762
Hospitality Tax	$ 1,203,205	$ 1,322,240	$ -	$ 1,000,000	$ 179,492	$ 1,345,952
Highway Tax	$ -	$ 1,274,101	$ -	$ 1,258,752	$ -	$ 15,349
Downtown Streetscape	$ 56,228	$ -	$ -	$ -	$ -	$ 56,228
PD Special Revenue/Grant Fund	$ 298,448	$ 139,126	$ -	$ -	$ 47,409	$ 390,164
Federal Grants - ARPA	$ 2,445,882	$ -	$ -	$ 1,200,000	$ 304,665	$ 941,217
Fire Special Revenue	$ 469,182	$ 461,299	$ -	$ 18,181	$ 314,446	$ 597,854
Ambulance Special Revenue	$ -	$ 1,200,000	$ 1,200,000	$ -	$ 304,495	$ 2,095,505
Museum Special Revenue	$ 24,522	$ 6,980	$ -	$ -	$ 15,406	$ 16,096
Library	$ 617,216	$ 1,122,352	$ -	$ -	$ 1,818,493	$ (78,925)
Total Special Revenue Funds	$ 54,129,356	$ 46,081,851	$ 1,703,364	$ 28,009,086	$ 25,093,903	$ 48,811,582
Debt Service Funds:						
Community Center Revenue Bond	$ 2,354,624	$ -	$ 1,450,000	$ -	$ 1,316,046	$ 2,488,578
General Capital Leases	$ -	$ 550,303	$ 418,181	$ -	$ 1,016,313	$ (47,829)
Total Debt Service Funds	$ 2,354,624	$ 550,303	$ 1,868,181	$ -	$ 2,332,359	$ 2,440,749
Capital Projects Funds:						
Building Construction	$ 7,194	$ 27	$ -	$ -	$ 5,820	$ 1,401
Impact Fee Capital Projects	$ 454,010	$ 235,217	$ -	$ -	$ 331,230	$ 357,996
Sidewalk Construction	$ 278,446	$ 39,933	$ -	$ -	$ 96,304	$ 222,074
Trails Construction	$ 1,587,138	$ -	$ -	$ -	$ 1,847	$ 1,585,292
Annual Street Projects	$ 1,959,932	$ 536,355	$ 8,000,000	$ -	$ 6,650,383	$ 3,845,904
Total Capital Projects	$ 4,286,719	$ 811,532	$ 8,000,000	$ -	$ 7,085,585	$ 6,012,667
Internal Service Fund:						
Fleet	$ 267,386	$ 337,836	$ 623,080	$ -	$ 971,654	$ 256,647
Enterprise Funds:						
Water Treatment (Inactive)	$ 626,216	$ -	$ -	$ -	$ -	$ 626,216
Water Distribution	$ 33,893,621	$ 7,689,097	$ -	$ 15,197	$ 7,992,623	$ 33,574,898
Wastewater	$ 2,850,144	$ 4,188,442	$ 5,211,617	$ 874,605	$ 7,405,381	$ 3,970,217
Solid Waste Utility	$ 2,552,586	$ 6,105,160	$ -	$ 365,104	$ 4,886,662	$ 3,405,980
Storm Water	$ 1,822,449	$ 340,415	$ -	$ 12,664	$ 85,180	$ 2,065,020
Wastewater Treatment Plant	$ 37,943,781	$ 519,303	$ 828,381	$ -	$ 1,217,214	$ 38,074,252
Total Enterprise Funds	$ 74,193,761	$ 18,842,417	$ 6,039,998	$ 1,267,571	$ 21,587,059	$ 81,090,367
Trust and Agency Funds:						
Pension Trust:						
City Pension	$ 7,261,946	$ 1,692,722	$ 630,183	$ -	$ 2,117,598	$ 7,467,253
Police Pension	$ 6,991,614	$ 859,181	$ 524,064	$ -	$ 733,353	$ 7,641,506
Volunteer Fire Dept.	$ 391,575	$ 54,450	$ 21,249	$ -	$ 42,114	$ 425,160
OPEB	$ 720,855	$ 9,087	$ -	$ -	$ 34,471	$ 695,471
Total Pension Trust Funds	$ 15,365,990	$ 2,615,440	$ 1,175,496	$ -	$ 2,927,536	$ 16,229,390
Agency:						
NSF Checks-Recovery	$ (1,135)	$ 50	$ -	$ -	$ -	$ (1,085)
Suspense	$ 9,559	$ -	$ -	$ -	$ 20,552	$ (10,993)
General Transit	$ 106,299	$ 878,165	$ -	$ -	$ 900,022	$ 84,441
Interest Revenue	$ 476,451	$ 3,016,823	$ -	$ 700,000	$ 232,212	$ 2,561,062
Occupancy Tax	$ 59,599	$ 444,464	$ -	$ -	$ 503,981	$ 81
Emergency Shelter Grant	$ -	$ 323,005	$ -	$ -	$ 323,005	$ -
SWNTF Transit	$ (8,712)	$ 26,052	$ -	$ -	$ 18,889	$ (1,549)
Total Agency Funds	$ 642,061	$ 4,688,558	$ -	$ 700,000	$ 1,998,661	$ 2,631,958
Total Trust and Agency Funds	$ 16,008,050	$ 7,303,999	$ 1,175,496	$ 700,000	$ 4,926,197	$ 18,861,348
Total All Funds	$ 159,341,370	$ 85,932,999	$ 31,664,407	$ 31,764,407	$ 85,002,697	$ 165,040,492

2024 Revenue Vs. Expenditures

YE 2024

	2024 Revenue	2024 Expense	Increae (Decrease)	% Difference
General Fund	$ 24,259,349	$ 24,793,689	$ (534,340)	-2%
Special Revenue Funds				
1% Sales Tax	$ 7,617,727	$ 5,874,504	$ 1,743,222	23%
1/2% Sales Tax	$ 3,808,863	$ 5,225,000	$ (1,416,137)	-37%
Legacy Square Fund	$ 497,697	$ 498,355	$ (658)	0%
Cemetery Fund	$ 119,410	$ 110,253	$ 9,157	8%
Future Fund	$ 66,112.15	$ 302,605.39	$ (236,493)	-358%
Oil Impact Fund	$ 28,731,583	$ 34,630,412	$ (5,898,829)	-21%
Hospitality Tax	$ 1,322,240	$ 1,179,492	$ 142,748	11%
Highway Tax	$ 1,274,101	$ 1,258,752	$ 15,349	1%
Urban Forestry/Downtown Streetscape	$ -	$ -	$ -	
Ambulance	$ 2,400,000	$ 304,495	$ 2,095,505	87%
Library	$ 1,122,352	$ 1,818,493	$ (696,141)	-62%
Debt Service Funds				
WRCC Revenue Bond	$ 1,450,000	$ 1,316,046	$ 133,954	9%
General Capital Lease Fund	$ 968,484	$ 1,016,313	$ (47,829)	-5%
Other Funds				
Interest Revenue Fund	$ 3,016,823	$ 932,212	$ 2,084,611	69%
Development Impact Fees	$ 235,217	$ 331,230	$ (96,013)	-41%
Internal Service(Fleet)	$ 960,916	$ 971,654	$ (10,739)	-1%
Enterprise/Proprietary Funds				
Water	$ 7,689,097	$ 8,007,820	$ (318,723)	-4%
Sewer	$ 9,400,060	$ 8,279,986	$ 1,120,074	12%
Solid Waste	$ 6,105,160	$ 5,251,767	$ 853,393	14%
Storm Water	$ 340,415	$ 97,844	$ 242,571	71%
Wastewater Plant	$ 1,347,684	$ 1,217,214	$ 130,471	10%
Totals	$ 102,733,288	$ 103,418,137	$ (684,849)	-1%

2024 Budget Recap

YE 2024

	2024 Budget	2024 Actual	Variance	% Expended
General Fund	$ 27,025,495	$ 24,793,689	$ 2,231,806	92%
Special Revenue Funds				
1% Sales Tax	$ 10,884,500	$ 5,874,504	$ 5,009,996	54%
1/2% Sales Tax	$ 5,225,000	$ 5,225,000	$ 0	100%
Legacy Square Fund	$ 563,250	$ 498,355	$ 64,895	88%
Cemetery Fund	$ 149,000	$ 110,253	$ 38,747	74%
Future Fund	$ 300,000	$ 302,605	$ (2,605)	101%
Oil Impact Fund	$ 29,254,976	$ 23,208,482	$ 6,046,494	79%
Hospitality Tax	$ 1,084,000	$ 1,179,492	$ (95,492)	109%
Highway Tax	$ 1,300,000	$ 1,258,752	$ 41,248	97%
Urban Forestry/Downtown Streetscape	$ 50,000	$ -	$ 50,000	0%
Ambulance	$ -	$ 304,495	$ (304,495)	100%
Library	$ 1,695,743	$ 1,818,493	$ (122,750)	107%
Debt Service Funds				
WRCC Revenue Bond	$ 1,435,000	$ 1,425,695	$ 9,305	99%
General Capital Lease Fund	$ 400,000	$ 466,010	$ (66,010)	117%
Other Funds				
Interest Revenue Fund	$ 1,100,000	$ 932,212	$ 167,788	85%
Development Impact Fees	$ -		$ -	
Internal Service(Fleet)	$ 1,270,831	$ 971,654	$ 299,177	76%
Enterprise/Proprietary Funds				
Water	$ 7,956,317	$ 8,007,820	$ (51,503)	101%
Sewer	$ 9,575,755	$ 8,279,986	$ 1,295,769	86%
Solid Waste	$ 5,892,753	$ 5,251,767	$ 640,986	89%
Storm Water	$ 114,230	$ 97,844	$ 16,386	86%
Wastewater Plant	$ 1,128,381	$ 1,217,214	$ (88,833)	108%
Totals	$ 106,405,231	$ 91,224,322	$ 15,180,909	86%

2024 GF Budget Recap

YE2024

General Fund	**2024 Budget**	**2024 Actual**	**Variance**	**% Expended**
Administration	$ 852,220	$ 859,909	(7,689)	101%
Animal Control	$ 337,909	$ 352,995	(15,086)	104%
Assessing	$ 817,136	$ 704,990	112,146	86%
Buildings and Codes	$ 661,847	$ 609,067	52,780	92%
Buildings and Sites	$ 1,675,223	$ 1,692,680	(17,457)	101%
City Commission	$ 199,975	$ 192,580	7,395	96%
Community Development Admin	$ 372,715	$ 310,507	62,208	83%
Contingency/Reserves & Transfers Out	$ 2,060,368	$ 1,812,588	247,780	88%
Engineering	$ 884,815	$ 567,090	317,725	64%
Finance	$ 519,345	$ 414,976	104,369	80%
Fire	$ 3,268,325	$ 3,277,277	(8,952)	100%
Forestry	$ 287,281	$ 247,664	39,617	86%
Human Resources & Risk Management	$ 541,583	$ 521,964	19,619	96%
Information Technology	$ 1,089,388	$ 1,034,429	54,959	95%
Marketing	$ 260,652	$ 223,326	37,326	86%
Municipal Court	$ 678,304	$ 706,399	(28,095)	104%
Museum	$ 802,722	$ 773,263	29,459	96%
Planning	$ 159,761	$ 114,356	45,405	72%
Police Department	$ 8,091,272	$ 7,644,549	446,723	94%
Public Works Administration	$ 628,022	$ 449,219	178,803	72%
Street	$ 2,562,074	$ 1,980,053	582,021	77%
Utility Billing	$ 274,559	$ 303,809	(29,250)	111%
Totals	$ 27,025,496	$ 24,793,689	$ 2,231,807	92%

2024 Year-End Unaudited Financial Summary

Presented By: Deputy City Administrator, Carlson

CITY OF Dickinson North Dakota

General Fund Budget

	2024 Budget	2024 Actual	Variance	% Expended
General Fund	$ 27,025,495.00	$ 24,793,688.82	$ 2,231,806.18	92%

CITY OF Dickinson North Dakota

General Fund	2024 Budget	2024 Actual	Variance	% Expended
Administration	$ 852,220.00	$ 859,909.11	(7,689)	101%
Animal Control	$ 337,909.00	$ 352,995.17	(15,086)	104%
Assessing	$ 817,136.00	$ 704,989.81	112,146	86%
Buildings and Codes	$ 661,847.00	$ 609,067.23	52,780	92%
Buildings and Sites	$ 1,675,223.00	$ 1,692,679.69	(17,457)	101%
City Commission	$ 199,975.00	$ 192,580.02	7,395	96%
Community Development Admin	$ 372,715.00	$ 310,507.06	62,208	83%
Contingency/Reserves & Transfers Out	$ 2,060,368.00	$ 1,812,588.15	247,780	88%
Engineering	$ 884,815.00	$ 567,089.55	317,725	64%
Finance	$ 519,345.00	$ 414,975.71	104,369	80%
Fire	$ 3,268,325.00	$ 3,277,276.92	(8,952)	100%
Forestry	$ 287,281.00	$ 247,663.73	39,617	86%
Human Resources & Risk Management	$ 541,583.00	$ 521,964.14	19,619	96%
Information Technology	$ 1,089,388.00	$ 1,034,428.58	54,959	95%
Marketing	$ 260,652.00	$ 223,325.95	37,326	86%
Municipal Court	$ 678,304.00	$ 706,398.79	(28,095)	104%
Museum	$ 802,722.00	$ 773,262.87	29,459	96%
Planning	$ 159,761.00	$ 114,355.64	45,405	72%
Police Department	$ 8,091,272.00	$ 7,644,549.45	446,723	94%
Public Works Administration	$ 628,022.00	$ 449,218.98	178,803	72%
Street	$ 2,562,074.00	$ 1,980,053.18	582,021	77%
Utility Billing	$ 274,559.00	$ 303,809.09	(29,250)	111%
Totals	$ 27,025,496.00	$ 24,793,688.82	$ 2,231,807	92%

General Fund Revenue vs. Expenses

	2024 Revenue	2024 Expense	Increae (Decrease)	% Difference
General Fund	$ 24,259,348.59	$ 24,793,688.82	$ (534,340.23)	-2%

The difference between the revenues and expenses is the approved budgeted amount from GF cash on hand

Enterprise Fund Budget

	2024 Budget	2024 Actual	Variance	% Expended
Enterprise/Proprietary Funds				
Water	$ 7,956,317.00	$ 8,007,819.74	$ (51,502.74)	101%
Sewer	$ 9,575,755.00	$ 8,279,986.00	$ 1,295,769.00	86%
Solid Waste	$ 5,892,753.00	$ 5,251,767.00	$ 640,986.00	89%
Storm Water	$ 114,230.00	$ 97,844.09	$ 16,385.91	86%
Wastewater Plant	$ 1,128,381.00	$ 1,217,213.60	$ (88,832.60)	108%

CITY OF Dickinson North Dakota

Enterprise Fund
Revenue vs. Expenses

	2024 Revenue	2024 Expense	Increae (Decrease)	% Difference
Enterprise/Proprietary Funds				
Water	$ 7,689,097.06	$ 8,007,819.74	$ (318,722.68)	-4%
Sewer	$ 9,400,059.53	$ 8,279,986.00	$ 1,120,073.53	12%
Solid Waste	$ 6,105,159.81	$ 5,251,767.00	$ 853,392.81	14%
Storm Water	$ 340,414.65	$ 97,844.09	$ 242,570.56	71%
Wastewater Plant	$ 1,347,684.39	$ 1,217,213.60	$ 130,470.79	10%

CITY OF Dickinson North Dakota

	2024 Budget	2024 Actual	Variance	% Expended
General Fund	$ 27,025,495	$ 24,793,689	$ 2,231,806	92%
Special Revenue Funds				
1% Sales Tax	$ 10,884,500	$ 5,874,504	$ 5,009,996	54%
1/2% Sales Tax	$ 5,225,000	$ 5,225,000	$ 0	100%
Legacy Square Fund	$ 563,250	$ 498,355	$ 64,895	88%
Cemetery Fund	$ 149,000	$ 110,253	$ 38,747	74%
Future Fund	$ 300,000	$ 302,605	$ (2,605)	101%
Oil Impact Fund	$ 29,254,976	$ 23,208,482	$ 6,046,494	79%
Hospitality Tax	$ 1,084,000	$ 1,179,492	$ (95,492)	109%
Highway Tax	$ 1,300,000	$ 1,258,752	$ 41,248	97%
Urban Forestry/Downtown Streetscape	$ 50,000	$ -	$ 50,000	0%
Ambulance	$ -	$ 304,495	$ (304,495)	100%
Library	$ 1,695,743	$ 1,818,493	$ (122,750)	107%
Debt Service Funds				
WRCC Revenue Bond	$ 1,435,000	$ 1,425,695	$ 9,305	99%
General Capital Lease Fund	$ 400,000	$ 466,010	$ (66,010)	117%
Other Funds				
Interest Revenue Fund	$ 1,100,000	$ 932,212	$ 167,788	85%
Development Impact Fees	$ -		$ -	
Internal Service(Fleet)	$ 1,270,831	$ 971,654	$ 299,177	76%
Enterprise/Proprietary Funds				
Water	$ 7,956,317	$ 8,007,820	$ (51,503)	101%
Sewer	$ 9,575,755	$ 8,279,986	$ 1,295,769	86%
Solid Waste	$ 5,892,753	$ 5,251,767	$ 640,986	89%
Storm Water	$ 114,230	$ 97,844	$ 16,386	86%
Wastewater Plant	$ 1,128,381	$ 1,217,214	$ (88,833)	108%
Totals	$ 106,405,231	$ 91,224,322	$ 15,180,909	86%

	2024 Revenue	2024 Expense	(Decrease)	Difference
General Fund	$ 24,259,349	$ 24,793,689	$ (534,340)	-2%
Special Revenue Funds				
1% Sales Tax	$ 7,617,727	$ 5,874,504	$ 1,743,222	23%
1/2% Sales Tax	$ 3,808,863	$ 5,225,000	$ (1,416,137)	-37%
Legacy Square Fund	$ 497,697	$ 498,355	$ (658)	0%
Cemetery Fund	$ 119,410	$ 110,253	$ 9,157	8%
Future Fund	$ 66,112.15	$ 302,605.39	$ (236,493)	-358%
Oil Impact Fund	$ 28,731,583	$ 34,630,412	$ (5,898,829)	-21%
Hospitality Tax	$ 1,322,240	$ 1,179,492	$ 142,748	11%
Highway Tax	$ 1,274,101	$ 1,258,752	$ 15,349	1%
Urban Forestry/Downtown Streetscape	$ -	$ -	$ -	
Ambulance	$ 2,400,000	$ 304,495	$ 2,095,505	87%
Library	$ 1,122,352	$ 1,818,493	$ (696,141)	-62%
Debt Service Funds				
WRCC Revenue Bond	$ 1,450,000	$ 1,316,046	$ 133,954	9%
General Capital Lease Fund	$ 968,484	$ 1,016,313	$ (47,829)	-5%
Other Funds				
Interest Revenue Fund	$ 3,016,823	$ 932,212	$ 2,084,611	69%
Development Impact Fees	$ 235,217	$ 331,230	$ (96,013)	-41%
Internal Service(Fleet)	$ 960,916	$ 971,654	$ (10,739)	-1%
Enterprise/Proprietary Funds				
Water	$ 7,689,097	$ 8,007,820	$ (318,723)	-4%
Sewer	$ 9,400,060	$ 8,279,986	$ 1,120,074	12%
Solid Waste	$ 6,105,160	$ 5,251,767	$ 853,393	14%
Storm Water	$ 340,415	$ 97,844	$ 242,571	71%
Wastewater Plant	$ 1,347,684	$ 1,217,214	$ 130,471	10%
Totals	$ 102,733,288	$ 103,418,137	$ (684,849)	-1%

QUESTIONS

CITY OF Dickinson North Dakota

2024 Amendments, Encumbrances and Write-Offs

Presented by: Deputy City Administrator, Carlson

Consideration to Approve Resolution

CITY OF Dickinson North Dakota

Buildings and Codes

- **General Ledger Line: Contracted Labor**
- **Fund Amount: $ 22,900**
- **Reason: For property demo projects processed in 2024 but slated for demolition in 2025**

CITY OF Dickinson North Dakota

Information Technology

- General Ledger Line: Equipment for $16,600
- General Ledger Line: Printing for $12,000
- General Ledger Line: Network Line for $16,400
- Total Fund Amount: $ 45,000
- Reason: For the Microsoft SQL Service Licensing

CITY OF Dickinson North Dakota

Museum

- General Ledger Line: Building Repairs
- Fund Amount: $ 7,800
- Reason: To complete the renovation of the chapel doors.

Museum

- General Ledger Line: Buildings & Structures
- Fund Amount: $ 9,000
- Reason: Relocation and preparing a new pad for the Blacksmith Shop in the Prairie Outpost Park.

CITY OF Dickinson North Dakota

Police

- General Ledger Line: Technology
- Fund Amount: $ 10,000
- Reason: For the 2024 Intersection Camera Project completion.

Police

- General Ledger Line: Equipment
- Fund Amount: $ 10,000
- Reason: For the continuation of upkeep and maintenance of the Simulator (Vritra).

Uncollectible Accounts Receivable Discharge

- Shannon Ruffin
- Amount: $ 65.00
- Discharge Reason: Accident to a handicap/no parking sign in November of 2022.
- Collection Effort Exhausted.

CITY OF Dickinson North Dakota

Uncollectible Accounts Receivable Discharge

- Dymos Marks
- Amount: $ 370.52
- Discharge Reason: Accident to street signs in December of 2022.
- Collection Effort Exhausted.

CITY OF Dickinson North Dakota

Uncollectible Accounts Receivable Discharge

- ILan Guzman
- Amount: $ 180.00
- Discharge Reason: Accident to truck route and stop signs in December of 2021.
- Collection Effort Exhausted.

CITY OF Dickinson North Dakota

Uncollectible Accounts Receivable Discharge

- Michael Ollerman
- Amount: $ 1,654.40
- Discharge Reason: Accident to a street pole in January of 2023. Balance left after insurance paid.
- Collection Effort Exhausted.

CITY OF Dickinson North Dakota

To: City Commission
From: Finance Staff
Date: March 4, 2025
RE: Budget Amendments and Encumbrances

ATTACHMENT "A"

2024 Budget Amendments:
Expenditures:

No amendments are being requested in 2024

Encumbrances:

Buildings and Codes	**Contracted Labor**	$	22,900.00
	For property demo projects processed in 2024 but slated for 2025 demolition		
Information Technology	**Equipment**	$	16,600.00
	Printing/Printers	$	12,000.00
	Network Line	$	16,400.00
	For Microsoft SQL Service licensing		
Museum	**Building Repairs**	$	7,800.00
	To complete the renovation of the chapel doors		
	Buildings & Structures	$	9,000.00
	For relocating the Blacksmith Shop and preparing a new pad		
Police	**Technology**	$	10,000.00
	For the 2024 intersection Camera project completion		
	Equipment	$	10,000.00
	For the continuation of maintenance of the Simulator (Vritra)		

An encumbrance is a reservation of the prior year's appropriation for a specific item. Encumbrances are used for unfulfilled purchase commitments that are used for specific projects, contracted purchases, or services budgeted in one year, but used in the next year.

Staff is recommending approval of the 2024 budget amendment and encumbrances as presented by Resolution # _____

CITY OF DICKINSON

UNCOLLECTIBLE ACCOUNT RECEIVABLE DISCHARGE

AS OF DECEMBER 31, 2024

SUMMARY TABLE

DISCHARGE REASON	NON-UTILITY
Collection Efforts Exhausted	$2,269.92
GRAND TOTAL: $2,269.92	

$65.00 SHANNON RUFFIN

$370.52 DYMOS MARKS

$180.00 ILAN GUZMAN

$1,654.40 MICHAEL OLLERMAN

$2,269.92

**SEE ATTACHED INVOICES/STATEMENTS, MISC. ORIGINALLY INVOICED OUT

CITY OF Dickinson North Dakota

STATEMENT

Date	8/31/2024
Account	RUFFSHAN

Amount Paid

Dickinson City Hall
38 1st ST W
Dickinson, ND 58601

SHANNON RUFFIN
1501 10TH AVE SE
DICKINSON ND 58601

Please Contact the Finance Office at 701-456-7721

*^Please return this portion with your payment!^*

Document No.	Ticket #	Date	Code	Description	Amount	Balance
		1/1/2024	BBF		$65.00	$65.00
					Amount Due	$65.00

Thank you for your business. Please send payment within 30 days of receivingthis invoice. If payment is not received, the account may be referred to collection. If you have questions regarding this invoice, please contact our office.

Current	31 - 60 Days	61 - 90 Days	91 and Over	-	-	-
$0.00	$0.00	$0.00	$65.00	$0.00	$0.00	$0.00

Codes:
SLS = Sales / Invoices
SCH = Scheduled Payments
DR = Debit Memos
FIN = Finance Charges
SVC = Service / Repairs
WRN = Warranties
CR = Credit Memos
RTN = Returns
PMT = Payments

CITY OF DICKINSON

99 2nd Street East
Dickinson, North Dakota 58601
(701) 456-7744

8987

CUSTOMER'S ORDER NO.	DEPT.	DATE
	Street	12-5-22

NAME Shannon Ruffin

ADDRESS 268 17th St E, Dickinson, ND 58601

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT

QUAN.		DESCRIPTION	PRICE	AMOUNT
	1	Accident date 11-20-22		
	2	642 13th St E		
	3	Handicap/No Parking Sign		
	4			
1	5	Bolt		15 —
1	6	Labor		50 —
	7			65 —
	8			
	9			
	10	$65.00		
	11			
	12			
	13			
	14			
	15	100-2100-431-06-15		
	16			
	17			
	18			

REC'D BY

KEEP THIS SLIP
FOR REFERENCE

Service Printers, Dickinson

6 90-2880?

MK
Mackoff Kellogg
Law Firm

38 Second Avenue E., Suite A
Dickinson, ND 58601

(701) 456-3210
Fax (701) 227-4739
Email: firm@mackoff.com
Online: www.mackoff.com

Christina M. Wenko*+
Stephen A. Fetch#
Morgan M. Jacobs^

Of Counsel:
Charles J. Peterson
Jason J. Henderson *+%

* Also Licensed in Montana
\+ Also Licensed in South Dakota
\# Also Licensed in Georgia
\^ Also Licensed in Wyoming
% Admitted to US Tax Court

H.A. Mackoff, 1889-1963
Theo. Kellogg, 1904-1990
Ward M. Kirby, 1922-1993

October 1, 2024

Shannon Ruffin
1501 10th Ave SE
Dickinson, ND 58601

RE: City of Dickinson

Dear Mr. Ruffin:

This law firm has been retained by the City of Dickinson, to take whatever legal action may be required to collect the monies owed to it on your past due account in the total amount of $65.00. The relevant invoices are enclosed for your reference.

Before we initiate formal proceedings against you, we want to give you an opportunity to settle this matter without the necessity of formal legal action. To avoid formal legal action, pay the outstanding debt shown above within fifteen (15) days from the date of this letter, which would be **Wednesday, October 16, 2024.** Only a certified check, a cashier's check, a money order or wire transfer will be accepted. Please make the check or money order payable to City of Dickinson, but send the check or money order to this office. If you do not pay this debt within fifteen (15) days from the date of this letter, my client will pursue its legal options to collect it.

If you have any questions please call our office, or if you hire an attorney of your own, please have your attorney contact our office. We sincerely hope that formal legal action will not be necessary and that you will make arrangements to settle the debt within the next fifteen (15) days.

Please be advised this is an attempt to collect a debt by a debt collector and any information we obtain will be used for that purpose.

Sincerely,

Christina M. Wenko, Attorney

CMW:br

CITY OF Dickinson North Dakota

STATEMENT

Date:	4/30/20
Account:	MARKS

Amount Paid:

Dickinson City Hall
38 1st ST W
Dickinson, ND 58601

DYMOS MARKS
PO BOX 410
LEMMONGROVE CA 91946

Please Contact the Finance Office at 701-456-7721

*^Please return this portion with your payment^*

Document No.	Ticket #	Date	Code	Description	Amount	Balance
SALES0027157		4/17/2023	SLS	ACCIDENT DATE 12-20-2022	$370.52	$370.52

Amount Due: **$370.52**

Thank you for your business. Please send payment within 30 days of receivingthis invoice. If payment is not received, the account may be referred to collection. If you have questions regarding this invoice, please contact our office.

Current	31 - 60 Days	61 - 90 Days	91 and Over	-	-	-
$370.52	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Codes:
SLS = Sales / Invoices
SCH = Scheduled Payments
DR = Debit Memos
FIN = Finance Charges
SVC = Service / Repairs
WRN = Warranties
CR = Credit Memos
RTN = Returns
PMT = Payments

CITY OF DICKINSON

38 1st Street West
Dickinson, North Dakota 58601
(701) 456-7744

8989

CUSTOMER'S ORDER NO.	DEPT.	DATE
	Street	4-17-23

NAME DYMOS MARKS

ADDRESS P.O. Box 410, Lemmongrove, CA 91946

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT

QUAN.		DESCRIPTION	PRICE	AMOUNT	
	1	accident date 12-20-22			
	2	(by Taco Bell)			
	3				
(4)	4	street signs		110	02
1	5	3' x 2" anchor		13	50
1	6	8' x 1 3/4" telespar		32	—
1	7	labor (1 hour)		65	—
	8	loader (to pull old anchors)		150	—
	9			370	52
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				

$370.52

REC'D BY

KEEP THIS SLIP
FOR REFERENCE

Service Printers, Dickinson

Please submit to your insurance or else pay in full. Thank you,

Mallease
701-456-7721

CITY OF Dickinson North Dakota

38 1ST STREET WEST
DICKINSON, ND 58601
DickinsonGov.com

951-183-7940
951-241-1597

NEOPOST FIRST-CLASS MAIL
05/04/2023
US POSTAGE $000.60º

ZIP 58601
041M11295984

DYMOS MARKS

PO BOX 410
LEMMONGROVE CA 91946

PAST DUE

MIXIE 911 FE 1 0005/12/23

RETURN TO SENDER
ATTEMPTED - NOT KNOWN
UNABLE TO FORWARD

BC: 586015106SB *3035-01591-04-42

58601>5186
91946B2180 B004

STATEMENT

Date:	4/30/20
Account:	GUZM

Amount Paid:

Dickinson City Hall
38 1st ST W
Dickinson, ND 58601

ILAN GUZMAN
328 1/2 2ND ST SW
DICKINSON ND 58601

PAST DUE

Please Contact the Finance Office at 701-456-7721

*^Please return this portion with your payment^*

Document No.	Ticket #	Date	Code	Description	Amount	Balance
		3/31/2023	BBF		$180.00	$180.00

Amount Due:	$180.00

Thank you for your business. Please send payment within 30 days of receivingthis invoice. If payment is not received, the account may be referred to collection. If you have questions regarding this invoice, please contact our office.

Current	31 - 60 Days	61 - 90 Days	91 and Over	-	-	-
$0.00	$0.00	$0.00	$180.00	$0.00	$0.00	$0.00

Codes:
SLS = Sales / Invoices
SCH = Scheduled Payments
DR = Debit Memos
FIN = Finance Charges
SVC = Service / Repairs
WRN = Warranties
CR = Credit Memos
RTN = Returns
PMT = Payments

CITY OF DICKINSON

99 2nd Street East
Dickinson, North Dakota 58601
(701) 456-7744

8983

CUSTOMER'S ORDER NO.	DEPT.	DATE
	Street	5-12-22

NAME: ILIAN GUZMAN

ADDRESS: 138 9th Ave W, Dickinson, ND 58601

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT

QUAN.		DESCRIPTION	PRICE	AMOUNT
	1	accident date 12-31-21		
	2	West Business Loop		
	3			
1	4	TRUCKRT SIGN		
	5	10' x 13¼" tall @ $4/ft		40 —
1	6	STOP		40 —
	7	10' x 13¼ tall @ 4/ft		40 —
	8			
1	9	hr labor		60 —
	10			
	11			180 00 ✓
	12			
	13	$180.00		
	14			
	15			
	16			
	17			
	18			

REC'D BY

Service Printers, Dickinson

KEEP THIS SLIP FOR REFERENCE

ACCOUNTS
MAY 12 2022
PAYABLE

CITY OF DICKINSON
NORTH DAKOTA
38 1ST STREET WEST
DICKINSON, ND 58601

Called 6/30/22 @ 11:15
Jlane1-208-230-9832
Called 7/14/22 @ 8:40

BISMARCK ND 585
23 JUN 2022 PM 1 L

NEOPOST FIRST-CLASS MAIL
06/23/2022
US POSTAGE $000.53⁹

ZIP 58601
041M11295984

NSW

*8/11/22 Homeless per Becki in P.D.

ILAN GUZMAN
328 1/2 2ND ST SW
DICKINSON, ND 58601

NIXIE 581 FE 1 0006/28/22

RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

UTF BC: 58601510636 *1628-04974-23-40

5860[illegible]06

STATEMENT

Date:	1/31/20
Account:	OLLEM

Amount Paid:

Dickinson City Hall
38 1st ST W
Dickinson, ND 58601

MICHAEL OLLERMAN
344 6TH AVE E
DICKINSON ND 58601

Please Contact the Finance Office at 701-456-7721

*^Please return this portion with your payment^*

Document No.	Ticket #	Date	Code	Description	Amount	Balance
		12/31/2023	BBF		$1,654.40	$1,654.40

Amount Due:	$1,654.40

Thank you for your business. Please send payment within 30 days of receivingthis invoice. If payment is not received, the account may be referred to collection. If you have questions regarding this invoice, please contact our office.

Current	31 - 60 Days	61 - 90 Days	91 and Over	–	–	–
$0.00	$0.00	$0.00	$1,654.40	$0.00	$0.00	$0.00

Codes:
SLS = Sales / Invoices
SCH = Scheduled Payments
DR = Debit Memos
FIN = Finance Charges
SVC = Service / Repairs
WRN = Warranties
CR = Credit Memos
RTN = Returns
PMT = Payments

CITY OF DICKINSON
69 2nd Street East
Dickinson, North Dakota 58601
(701) 456-7744

8931

CUSTOMER'S ORDER NO.	DEPT. Street	DATE 5-16-23

NAME Michael Allenman

ADDRESS 394 Crane E, Dickinson, ND 58601

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT

QUAN.		DESCRIPTION	PRICE	AMOUNT
	1	Accident date 1-16-23		
	2	5th Ave E & Broadway		
	3			
1	4	10'x13½' tote @ $4/HR		40 —
1	5	3'x2" omnis @ $4.50/HR		13 50
1	6	Man labor @ 35.00/hr		35 00
	7	B&K Electric		4,420 00
	8	(bill attached)		
	9			
	10			
	11			
	12			
	13	$4,488.50		
	14			
	15			
	16			
	17			
	18			

REC'D BY

KEEP THIS SLIP
FOR REFERENCE

Service Printers, Dickinson

ELECTRICAL SERVICE
B.&K. ELECTRIC

Phone 225-5973 1277 South Main Dickinson, N. Dak. 58601

All labor and material used on this order must be cash unless definite arrangements for time contract have been made.

Quantity	DESCRIPTION	Price	Unit	TOTAL	
1	#CHP242050X5 Breaker			418	00
3	#CHF250 Breaker			426	00
2	#400-DP60 NDS Conduit			424	00
1	#CHEXC Box Cover			83	00
2	#CPC120 Circuit			20	00
1	#2199-25-RSL meter			575	00
1	2" P.V.C. Expansion Joint			39	00
1	2" P.V.C. Adapter, Female Insert			6	00
1	2" P.V.C. Coupl.			3	00
50 Ft	#12 THHN wire		Ft	8	00
50 Ft	#6 THHN wire	1	40	28	00
10 Ft	#4/0 THHN wire	4	20	42	00
5 Ft	#4 Bare copper wire	1	90	9	50
	Anchors			4	00
			Ea	1,195	00

SECURA
INSURANCE COMPANIES

337 1595024

CLAIM ACCOUNT

CITY OF DICKINSON
38 1ST ST W
DICKINSON ND 58601

CHECK NUMBER 003293058

PAYMENT IN FULL PER SIGED RELEASE
OLLERMAN/8991

DATE ISSUED	CLAIM NUMBER	POLICY NUMBER	DATE OF LOSS	THIS PAYMENT
07–12–2023	P0395299	PX 2681139	01–16–2023	$3,154.10

INSURED MICHAEL & BRANDI OLLERMAN

OLLEMICH

WARNING - THIS CHECK IS PROTECTED BY SPECIAL SECURITY GUARD PROGRAM™ FEATURES

SECURA
INSURANCE COMPANIES

60–162
433

CLAIM ACCOUNT
003293058

PNC Bank, N.A.
001

DATE
JULY 12, 2023

CLAIM NUMBER
P0395299

Three Thousand One Hundred Fifty–Four And 10/100 Dollars $3,154.10

PAY TO THE ORDER OF *CITY OF DICKINSON*

BY REASON OF PROPERTY DAMAGE

VOID IF NOT CASHED WITHIN 180 DAYS

VOID VOID VOID VOID

SECURE FEATURES INCLUDE INVISIBLE FIBERS • MICROPRINTING • VOID FEATURE PANTOGRAPH • ENDORSEMENT BACKER • BROWNSTAIN CHEMICAL REACTANT

⑈003293058⑈ ⑆043301627⑆ 10290548299⑈

RESOLUTION NO. _____ – 2025

FISCAL YEAR 2024 BUDGET AMENDMENTS, ENCUMBRANCES AND WRITE-OFFS

WHEREAS, the Board of City Commissioners of the City of Dickinson adopted the FY 2024 Budget in accordance with the North Dakota Century Code; and

WHEREAS, the Board of City Commissioners of the City of Dickinson desire to amend the adopted 2024 budget, set forth in Attachment "A" attached hereto; and

WHEREAS, the Board of City Commissioners of the City of Dickinson set forth encumbrances by fund, set forth in Attachment "A" attached hereto; and

WHEREAS, some of the commitments made in 2024 for goods and services will not be invoiced until 2025; and

WHEREAS, issuance of encumbered funds which, if unexpended, can be carried forward to the 2025 calendar and fiscal year upon the extent that commitments were made in 2024; and

WHEREAS, the Board of City Commissioners of the City of Dickinson desires to amend the Accounts Receivables by writing off uncollectable balances, set forth in Attachment "B" attached hereto;

NOW, THEREFORE, BE IT RESOLVED that the Board of City Commissioners of the City of Dickinson, North Dakota, hereby approves the 2024 City of Dickinson fiscal year budget amendments, encumbrances, and write-offs provided for in Attachment "A" and "B" attached hereto and hereby request that the City of Dickinson Finance department encumber and write-off appropriate balances as of December 31, 2024.

Dated this ___ day of March, 2025.

_____
Scott Decker, President
Board of City Commissioners

ATTEST:

_____
Dustin Dassinger
Dickinson City Administrator

Finance Job Descriptions and Positions

Presented by: DCA Linda Carlson

Consideration to Approve

CITY OF Dickinson North Dakota

DEPUTY FINANCE DIRECTOR

Changes include: Wage grade level change, realigning responsibilities, and some tasks and duties to prepare for succession planning.

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

Knowledge of: Municipal fund accounting, investment fund management

CITY OF Dickinson North Dakota

DEPUTY FINANCE DIRECTOR, continued

EDUCATION and EXPERIENCE: Bachelor Degree in Accounting or related field. A Masters Degree and /or CPA desired. Minimum of six (6) years of municipal governmental accounting experience, including management and supervisory experience. Or, an equivalent combination of education and experience may be considered.

GRADE LEVEL Change: From Grade 17 - to Grade 20 with Exempt status

This position was an approved budgeted item in 2025 for a grade 17

CITY OF Dickinson North Dakota

FINANCE TECHNICIAN

This position would be responsible for accounting and clerical work with Accounts Receivable. Perform a variety of accounting, customer service and back-up support in finance and utility billing, administration and municipal court.

Duties include: Review and post daily department revenues. Provide support to Utility Billing Department including customer service, mailings and payments. Post AR batches, balance receivable funds, and generate AR Invoices daily. Prepare financial reports along with the annual receivable write-offs. Back-up floater to customer service departments and the Administration department.

CITY OF Dickinson North Dakota

FINANCE TECHNICIAN, continued

EDUCATION and EXPERIENCE: Requires a High School Diploma or GED.
One year of general bookkeeping experience.

CLASSIFICATION: Grade 12, Non-Exempt Starting wage at $20.97

This is a request for a new FTE position. Budget for this position would be supplemented with the wage contingency fund.

CITY OF Dickinson North Dakota

Department Breakdown

Department	Position
Finance	Deputy Finance Director
Finance	Finance Generalist
Finance	Payroll Finance Support
Finance	Finance Specialist

Total Benefited Positions

4

Total Non Benefited Employees

0

Total Vacant Positions

1

Deputy City Administrator

Deputy Finance Director

Finance Specialist

Payroll Finance Support

Finance Generalist

NEW Finance Technician

Utility Billing Representatives

I stand for any Questions……and

Staff is recommending approval of the Deputy Finance Director position that is vacant. AND

Staff is recommending approval of the NEW Finance Tech position.

CITY OF Dickinson North Dakota

CITY OF Dickinson North Dakota

ADMINISTRATION MEMORANDUM

February 24, 2025

RE: Commission meeting March 4th, 2025

Finance Job Descriptions and Positions

For your consideration are two job descriptions, the vacant position to be filled with the Deputy Finance Director and a new position as a Finance Technician position.

The operational landscape within the Finance Department has undergone significant transformations prompting the need for additional staff and the planning of succession. Key operational changes include; producing the month end financial reporting, developing an annual financial audit report in house, and supporting city departments with a more aggressive grant management effort. These positions would be expected to shift work load and segregation of duties from current staff to ensure capital asset records are accurately recorded, provide back-up without causing internal control issues, review revenue and expense coding to ensure compliance with GAAP and City policies. The addition of these position would reduce employee overtime, mental stress, and maintain the cities commitment to high quality financial reporting and customer service.

The new position of the Finance Technician would take on the Accounts Receivables and cash receipting along with being the floater to the customer service areas of City Hall (Utility Billing, Municipal Court, and Administration). This position would be funded under the finance department budget with an offset from the wage contingency fund if needed.

Administration and Finance Departments recommends approval of both of these positions.

DEPUTY FINANCE DIRECTOR

POSITION SUMMARY

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

Under the direction of the Deputy City Administrator, the Deputy Finance Director will take responsibility for all aspects of the Finance and Utility Billing divisions. This position serves as the investment officer, public funds custodian, debt manager, grants financial officer and financial risk manager. Will also provide overall administrative and technical direction in the areas of accounting, purchasing, treasury, insurance, pension oversight, budget control, audit management, capital projects, contracts and customer service. ~~It also serves as the appeals officer for utility billing complaints and adjustments.~~

RESPONSIBILITIES

Essential Duties:

- Supervises ~~daily operations of the~~ Finance and Utility Billing ~~divisions.~~ operations, ensuring efficiency and compliance with financial policies.
- ~~Responsible for planning, organizing, directing, and evaluating work of subordinate employees.~~
- ~~Oversees and provides vision, planning and oversight to the department.~~
- ~~Facilitates training and coaching of financial services.~~
- Establishes and maintains effective working relationships with governmental officials, the public, and co-workers.
- Represents the City at public meetings, community events, committees, and conferences.
- ~~Is confident and competent in representing the City and presents at various community events, public meetings and gatherings, committees, and conferences. This includes providing written staff reports, making public presentations and appearing in front of City Commission.~~
- Prepares~~, compiles, publishes,~~ and presents ~~timely and useful~~ financial reports ensuring compliance with GAAP, GASB, and audit requirements.~~and projections to the Deputy City Administrator, City Administrator, and Commission. Ensures reported results comply with GAAP.~~
- Reviews, recommends ~~s improvements,~~ and implements ~~changes~~ improvements to the City's accounting and fund structure~~, and financial policies~~.

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DEPUTY FINANCE DIRECTOR

- Maintains ~~a documented system of accounting~~and enforces financial policies and procedures to safeguard city assets.~~; implements a system of controls over accounting transactions to minimize risk.~~
- O~~Directs and o~~versees capital budgets and ~~contruction~~C~~e~~onstruction in P~~p~~rogress (CIP) projects, advising on funding availability. ~~of the city. Works with other departments, city management to plan, advise on cash and funding availability for operating and capital infrastructure costs.~~
- ~~Oversees and understands all City's~~Manages employee pension~~s~~ and retirement plans ~~and the liability.~~ oversight.
- Coordinates~~Works~~ with external auditors and ~~provides needed information for the annual audit and~~ensures timely completion of financial statements.
- Advises ~~Deputy City Administrator~~ on cash flow, ~~and funding availability for~~ capital expenditures~~;~~, and ~~, implementing~~ financial policy implementation~~ies and procedures~~.
- ~~May act on behalf of the Deputy City Administrator regarding financial issues in their absence as assigned.~~
- Assists i~~Works with departments and management o~~n budget preparation, analysis, and ~~ing budgets,~~ presentations ~~s budget proposals~~ to ~~the Executive Team, and participates in budget work sessions~~city leadership and the commission.
- ~~Assists staff and commission with budget analysis and explains in a way that is easy to understand.~~
- ~~Facilitates alternative and creative solutions to address financial and budgeting needs.~~
- ~~High level of responsibility for department budget creation and implementation under direction of the Deputy City Administrator. Reports significant budget variances to the Deputy City Administrator.~~
- ~~Ensures compliance with Local, State, and Federal laws, requirements, and regulations.~~
- ~~Develops and maintains the City's accounting system and procedures and ensures compliance with City Policy, state and federal regulations, and government accounting standards.~~
- ~~Review and final approval over all City bank and investment reconciliations.~~
- ~~Attends national, state and local conferences, webinars and/or seminars on related financial standards, updates and requirements.~~
- ~~Oversees and understands~~Administers financial ~~administration~~ aspects of grants, debt applications, and investment management.
- ~~Has revenue and expenditure authority in operating budgets including encumbrances.~~
- ~~Processes debt applications and keeps records to verify debt is accounted for correctly to include State Revolving Funds (SRF), leases and bonds.~~
- Ensures ~~effective controls are in place to safeguard the financial assets of the City.~~ compliance with state and federal financial regulations.
- ~~Works in a constant state of alertness and safe manner.~~

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DEPUTY FINANCE DIRECTOR

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

Knowledge, Skills and Abilities:

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

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DEPUTY FINANCE DIRECTOR

Education and Experience:

- ~~Bachelor's Degree with coursework in accounting, business or finance, or related field;~~B~~Requires a b~~achelor's degree in A~~a~~ccounting Finance, or ~~a~~ related field;~~.~~ CPA and/or ~~with a m~~Master's degree ~~and Certified Public Accountant Status strongly preferred~~desired.~~.~~
- ~~Five + or more years' of progressively responsible Finance experience;~~
- ~~Direct experience with governmental accounting, finance, budgeting or administration;~~
- ~~(6)~~
- ~~s~~Six years of governmental accounting experience, including management and ~~administrative~~supervisory experience~~; with (8) eight years of experience preferred~~.
- ~~Experience with Microsoft Excel and Word is required; Microsoft GP experience preferred.~~
- ~~Two years experience in a supervisory capacity.~~
- ~~Or, an~~ Or a~~A~~n equivalent combination of education and experience ~~may be considered~~sufficient to successfully perform the essential duties of the job. ~~sufficient to successfully perform the essential duties of the job.~~
-

Special Requirements:

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

WORKING CONDITIONS

Environment:

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

Classification: ~~Grade 17~~ **Grade 20**
FLSA: Exempt
Created: 09/22/2022 by DCA Linda Carlson, HR Nameniuk
Approved by City Commission: 11/15/2022

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DEPUTY FINANCE DIRECTOR

Updated: Title change from Finance Supervisor to Deputy Finance Director & updates 7/25/24 by HR Nameniuk, DCA Carlson
Updated 2/6/2025 by DCA Carlson

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DEPUTY FINANCE DIRECTOR

POSITION SUMMARY

Under the direction of the Deputy City Administrator, the Deputy Finance Director will take responsibility for all aspects of the Finance and Utility Billing divisions. This position serves as the investment officer, public funds custodian, debt manager, grants financial officer and financial risk manager. Will also provide overall administrative and technical direction in the areas of accounting, purchasing, treasury, insurance, pension oversight, budget control, audit management, capital projects, contracts and customer service.

RESPONSIBILITIES

Essential Duties:

- Supervises Finance and Utility Billing operations, ensuring efficiency and compliance with financial policies.
- Establishes and maintains effective working relationships with governmental officials, the public, and co-workers.
- Represents the City at public meetings, community events, committees, and conferences.
- Prepares and presents financial reports ensuring compliance with GAAP, GASB, and audit requirements.
- Reviews, recommends and implements improvements to the City's accounting and fund structure.
- Maintains and enforces financial policies and procedures to safequard city assets.
- Oversees capital budgets and Construction in Progress (CIP) projects, advising on funding availability.
- Manages employee pension and retirement plans oversight.
- Coordinates with external auditors and ensures timely completion of financial statements.
- Advises on cash flow, capital expenditures, and financial policy implementation.
- Assists in budget preparation, analysis, and presentations to city leadership and the commission.
- Administers financial aspects of grants, debt applications, and investment management.
- Ensures compliance with state and federal financial regulations.
- Develops strategic financial goals and policies for the City.
- Performs other duties of a similar nature or level as assigned.

Knowledge, Skills and Abilities:

- Knowledge of municipal finance laws, GASB standards, and government accounting principles.
- Experience in investment fund management and municipal debt administration;

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DEPUTY FINANCE DIRECTOR

- Strong leadership, management, and strategic planning skills.
- Ability to effectively communicate complex financial information to diverse audiences.
- Proficient in accounting software, ERP systems and financial reporting tools.
- Skilled in documenting new processes and troubleshooting procedures.
- Ability to foster collaboration and maintain positive relationships with stakeholders.
- Ability to manage multiple projects with a attention to detail and deadlines.

Education and Experience:

- Bachelor's degree in Accounting Finance, or related field; CPA and/or Master's degree desired.
- Six years of governmental accounting experience, including management and supervisory experience.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License
- Knowledge of municipal government financial practices and procedures.

WORKING CONDITIONS

Environment:

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

Classification: Grade 20
FLSA: Exempt
Created: 09/22/2022 by DCA Linda Carlson, HR Nameniuk
Approved by City Commission: 11/15/2022
Updated: Title change from Finance Supervisor to Deputy Finance Director & updates 7/25/24 by HR Nameniuk, DCA Carlson
Updated 2/6/2025 by DCA Carlson

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FINANCE TECHNICIAN

POSITION SUMMARY

This position is responsible for performing accounting and clerical work with accounts receivable ~~of a specialized nature~~ within the finance department. The Finance Technician performs ~~a~~ a variety of ~~routine~~ accounting, customer service, back-up support~~, administrative, accounting,~~ and clerical work in ~~support of the~~ finance, ~~accounting~~ administration, municipal court, and utility billing functions of the City of Dickinson.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in preparation of a variety of administrative & financial reports.
- Provide back-up support as a floater for administration, municipal court, and other areas of customer support.
- Review and post daily department revenues in cash receipting software.
- Assists in the collection of data and preparation of routine and specialized reports and surveys.
- Assists with annual external audits.
- Prepare annual Accounts Receivable write-offs and unclaimed property documentation.
- Provide support to Utility Billing functions, including mailings ~~for delinquent accounts~~, shut-off processes, payments, and customer service.
- Generates invoices and balance receivables other than utilities to include posting batches generated by other departments.
- Perform a variety of office and clerical support functions including composing correspondence and records management.
- Assist in maintenance of records and files; sort and file correspondence, checks, vouchers, and other materials.
- Generate and distribute Accounts Receivable statements monthly.
- Perform digital file archiving of finance documents per North Dakota retention guidelines.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, and Abilities:

- Knowledge of basic accounting concepts.
- Knowledge of bookkeeping procedures.
- Knowledge of Microsoft Suite applications.
- Proficient in English usage, spelling, vocabulary, grammar and punctuation.
- Skilled in documenting new processes and troubleshooting procedures.
- Executes work with precision and ability to work under general supervision.
- Capable of understanding and following both oral and written instruction.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Excellent organizational skills and detail oriented.
- Ability to prioritize and handle multiple tasks simultaneously.

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FINANCE TECHNICIAN

- Ability to work independently and as part of a team.
- Ability to comprehend different software programs
- Ability to ~~C~~comply with strict deadlines and prioritize workload.

Commented [LC1]:

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED.
- One year of general bookkeeping experience.
- ~~Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.~~

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Special Requirements:

- Valid Driver's License

WORKING CONDITIONS

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

Classification: Grade 12
FLSA: Non-Exempt
Updated to new format: 04/10/17
Approved by CSC: 04/13/17
Updated: by HR Nameniuk 08/03/2021, ~~7/10/24~~ 2/10/2025 by ~~Linda~~ DCA Carlson, HR Nameniuk

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FINANCE TECHNICIAN

POSITION SUMMARY

This position is responsible for performing accounting and clerical work with accounts receivable the finance department. The Finance Technician performs-a variety of accounting, customer service, back-up support, and clerical work in finance, administration, municipal court, and utility billing functions of the City of Dickinson.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in preparation of a variety of administrative & financial reports.
- Provide back-up support as a floater for administration, municipal court, and other areas of customer support.
- Review and post daily department revenues in cash receipting software.
- Assists in the collection of data and preparation of routine and specialized reports and surveys.
- Assists with annual external audits.
- Prepare annual Accounts Receivable write-offs and unclaimed property documentation.
- Provide support to Utility Billing functions, including mailings, shut-off processes, payments, and customer service.
- Generates invoices and balance receivables other than utilities to include posting batches generated by other departments.
- Perform a variety of office and clerical support functions including composing correspondence and records management.
- Assist in maintenance of records and files; sort and file correspondence, checks, vouchers, and other materials.
- Generate and distribute Accounts Receivable statements monthly.
- Perform digital file archiving of finance documents per North Dakota retention guidelines.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, and Abilities:

- Knowledge of basic accounting concepts.
- Knowledge of bookkeeping procedures.
- Knowledge of Microsoft Suite applications.
- Proficient in English usage, spelling, vocabulary, grammar and punctuation.
- Skilled in documenting new processes and troubleshooting procedures.
- Executes work with precision and ability to work under general supervision.
- Capable of understanding and following both oral and written instruction.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
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- Ability to prioritize and handle multiple tasks simultaneously.
- Ability to work independently and as part of a team.

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FINANCE TECHNICIAN

- Ability to comprehend different software programs
- Ability to comply with strict deadlines and prioritize workload.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED.
- One year of general bookkeeping experience.

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Special Requirements:

- Valid Driver's License

WORKING CONDITIONS

- Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
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Updated to new format: 04/10/17
Approved by CSC: 04/13/17
Updated: by HR Nameniuk 08/03/2021, 2/10/2025 by DCA Carlson, HR Nameniuk

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ANNUAL REPORT 2024
Dickinson
PARKS & RECREATION
NATIONAL GOLD MEDAL AWARD
FOR EXCELLENCE IN THE FIELD OF PARK AND RECREATION MANAGEMENT

GOING FOR THE GOLD

In October 2024, in Atlanta, GA, Dickinson Parks & Recreation proudly took home the National Gold Medal Award Grand Plaque for Excellence in Park and Recreation Management.

BIG IMPACT

28 FULL-TIME AND 344 PART-TIME EMPLOYEES

2685 | PARK ACRES OWNED

2763 | PARK ACRES MAINTAINED

28 | PARKS

14 | FACILITIES

7 | SPORTS COMPLEXES

3 | NEW PLAYGROUNDS

1 | RECYCLING PROGRAM

19 | NEW RECREATIONAL ACTIVITIES

89 | NEW TREES PLANTED

28,806 | TOTAL GOLF ROUNDS

271,392 | TOTAL WEST RIVER COMMUNITY CENTER FACILITY VISITS

8,845 | TOTAL WEST RIVER ICE CENTER PUBLIC SKATE ADMISSIONS

3,250 | TOTAL YOUTH PROGRAM REGISTRATIONS

20 YEARS OF COMMUNITY

More than just a facility, the community center has become a hub for connection, wellness, and shared experiences.