

The regular Beulah City Council meeting of September 6, 2016 was called to order at 7:00 pm at Beulah City Hall by Mayor Darrell Bjerke.

Present: Eric Hoffer, Kathy Kelsch, Joel Morgan, Ben Lenzen, Travis Frey, Clyde Schulz, Kelsey Timmer, Brant Keller

Also Present: City Attorney Scott Solem, City Engineer Loren Daede, City Coordinator Russell Duppong, Public Works Foreman Kenny Yeager, Water/Wastewater Foreman Gary Neuberger, Kate Johnson

#### Pledge of Allegiance

Frey made a motion seconded by Keller to dispense with the reading of the minutes of the last regular meeting on August 15 and approve as furnished to the Council by email. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Bjerke recessed the regular Council meeting and called to order the Hearing of the Sandy's Addition Annexation. No comments were made for or against by the public. Duppong stated P&Z reviewed the annexation of the Schnaidt property into Sandy's Addition. Schulz made a motion seconded by Timmer to have the first reading of Ordinance 419 and approve the annexation of Sandy's Addition. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor. Bjerke closed the hearing and reconvened the regular Council meeting.

Bjerke commented on the 2017 budget. Times have changed and we need to tighten the budget. Excess revenue is not available to fund all items. There were reserves put aside in the past that we don't have now. Many cities have a two month reserve and we have implemented that in our operating budget. State aid is down 32% and highway tax, coal conversion and coal severance revenue are also down. We are looking at a 20% increase in the mill levy for the city. Efficiency is needed in our operations. Bjerke mentioned items to consider for cost savings such as the Transfer Station only being open for two days a week and a half day on Saturday due to the expense of keeping it open. We are also having issues with people dropping off items after hours where only grass and tree branches are allowed. That service may need to be discontinued. Other cost savings might include: janitorial services at our buildings being taken care of by current employees; city beautification; charging for all water usage in the city; a street light fee on the utility bill; garbage container fees on the utility bill; delaying purchases; and looking at efficiencies like mowing a day or two less per week. Legal and engineering bills come in separately and need to be limited to the cost budgeted in the project. We should set a budget for legal and engineering to work within. He stated the budget is out of balance but we do need to approve the preliminary budget. Items can be removed but not added to the final budget. Schulz made a motion seconded by Frey to approve the 2017 preliminary budget as proposed. Frey requested each Council member bring a list of possible cuts to the next meeting to discuss. Lenzen questioned some drainage projects and if we should pursue them. Daede gave an estimate for the budget of \$110,000 for street repairs. Schulz made a motion seconded by Keller to amend the motion to include \$110,000 in the preliminary budget. Keller questioned who would be assessed for these projects. Roll call vote on the amendment found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor. Roll call vote on the motion as amended found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Lenzen made a motion seconded by Keller to approve the payment of \$18,669.68 to Bituminous Paving, Inc. for SID #24. Daede explained the estimate is over the bid amount because the seal coat maintenance was increased. Kelsch questioned if someone bids a project, don't they have to honor the bid. Daede commented it is bid on unit price and if there is a variation, we would pay the extra. Duppong commented the weeds are out of control and he spoke with the owner about it. Duppong stated the topsoil and seeding isn't very good and we can't mow the area. Discussion followed. Frey questioned if there are any change orders with this. Daede stated there wasn't a change order produced. Schulz stated retainage could be held if work isn't satisfactory. Roll call vote found Kelsch, Morgan, Timmer, Schulz, Lenzen in favor. Frey, Hoffer, Keller opposed. Motion passed. Bjerke questioned how we can force a change order. Kelsch stated we need to have the proper process in place and have the change orders in place to be more diligent in our budget.

Lenzen requested approval to purchase 200 tons of street sand for \$5,200 and 30 tons of street salt for \$3,297. Lenzen made a motion seconded by Schulz to approve the quote by Strata as presented. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Lenzen made a motion seconded by Frey to approve the payment of \$1,672.40 to Brandoz Concrete for Concrete Street Repairs. Daede stated anything that was city sidewalk was taken care of. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Lenzen made a motion seconded by Kelsch to approve the payment of \$1,218.75 to Zimmerman Contracting, Inc. for Crack Sealing. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Lenzen made a motion seconded by Keller to approve the payment of \$28,846.44 to Bechtold Paving, Inc. for Asphalt Street Repairs. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Lenzen made a motion seconded by Timmer to approve the payment of \$50,773.23 to Bechtold Paving, Inc. for SID #25. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Kelsch had no report.

Keller made a motion seconded by Frey to raise the base water rate by \$2.00 starting January 1, 2017. Bjerke explained the continuous release approval we are waiting for approval on. If this is granted, \$2.00 would be sufficient. If that approval is not granted we will need to add a holding pond at a cost of \$1 million. Keller stated a reserve is required as well as funds for operations and maintenance. Frey commented the base rate should cover all operation expenses as though we didn't sell water. Lenzen commented our rate is very reasonable. Neuberger stated that the water increase also covers distribution and any fees for water breaks. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor. Keller stated Moore Engineering will have plans and specs at the next meeting. Interstate Engineering will also review them. Keller stated the water tower painters will be here this week. Bjerke stated we need to choose colors. Timmer commented the blue in the logo should match the top and bottom. Keller stated we will go with the blue that matches the logo and white around the middle.

Morgan stated we have had requests from six residents for smaller tipping carts and the minimum order would be twelve carts. Morgan made a motion seconded by Hoffer to order the twelve 45

gallon tipping carts for \$1,200. Bjerke commented on extra services that could be provided for handicapped individuals. Bjerke stated the rate will stay the same for the smaller carts. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor. Morgan commented the garbage rates will also need to be increased on January 1.

Frey commented there was an Employee Relations meeting last week. An agreement from AE2S for assessor services was reviewed. He commented he was notified there may be another opportunity with another assessor and would like to get that estimate before proceeding with AE2S. He stated the preliminary budget includes the cost of Task 1 in the agreement. Frey commented on 2017 salaries. Frey made a motion seconded by Schulz to approve the recommendation of the Employee Relations Committee for a 3% salary increase for 2017. The increase is less than initially reviewed due to the lower revenue projections. Incorporating the increase into the 457b retirement plan to encourage employees to contribute was also discussed. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Schulz stated the pool is in the process of being winterized. There is an open house on September 22 for West River Transit. A Wellness Center meeting was held and the land area was discussed. The Wellness Center is requesting a strip of land that is owned by the City. Frey questioned if the Wellness Center would pay the costs of the deed process. Schulz confirmed they would. Schulz made a motion seconded by Keller to approve the transfer of the area of land discussed to the Wellness Center and the Park District would assume transfer costs. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Timmer had no report.

Hoffer commented the City Cleanup will begin this week. Frey questioned the pickup of garbage and Bjerke stated that is only in the spring.

Daede commented on the manhole repairs that are being reviewed.

Solem had no report.

Yeager commented they have been mowing and weed eating. They hauled bottom ash from the mine properties, changed oil on two pickups and a garbage truck, took the side by side to Bismarck for a recall, took a load of recycle to Minot, and filled in a washout on Hwy. 49. In the next weeks they will work on more drainage ditches, haul sand from the mine, and take tables and chairs to the Fly In. The City Cleanup starts this Saturday.

Duppong commented there will be a hearing on the district code on September 22 at P&Z. He will forward the code out for review by Council and P&Z. It will come before Council on October 3. Duppong stated he will be at the Building Code meeting the next two days. Daede will be attending the Mercer County Water Resource meeting regarding the flood plain on September 15.

Ferebee presented a Special Event permit for Bronson's Marketplace to provide alcohol at the Hospice Beer Tasting event at the Beulah Civic Center on October 8, 2016. Lenzen made a motion seconded by Keller to approve the Special Event permit as presented. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Ferebee presented a Special Event permit for the Main Bar to provide alcohol at the Heritage Park Festival at Heritage Park on September 17, 2016. Lenzen made a motion seconded by Hoffer to approve the Special Event permit as presented. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Ferebee presented a 50/50 raffle permit for the Heritage Park Market Committee at the Heritage Park on September 17, 2016. Hoffer made a motion seconded by Schulz to approve the raffle permit as presented. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Ferebee presented a raffle permit for the Beulah Quarterback Club at Riverside Park on October 14, 2016. Schulz made a motion seconded by Kelsch to approve the raffle permit as presented. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Ferebee presented a Site Authorization for Beulah CVB for the Big Buck Contest at the Beulah Civic Center on January 7, 2017. Keller made a motion seconded by Hoffer to approve the site authorization as presented. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Ferebee stated there is a block party planned on 6<sup>th</sup> Ave. between 19<sup>th</sup> and 22<sup>nd</sup> St. on September 24, 2016. Kelsch made a motion seconded by Timmer to approve the block party as presented. Schulz commented it would be good to have block parties incorporated citywide again. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Ferebee stated the Homecoming bonfire will be September 12, 2016. Schulz made a motion seconded by Hoffer to approve the Homecoming bonfire. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Bjerke set a time of 6:00 pm on September 19 to go over the budget in detail.

Schulz made a motion seconded by Timmer to approve bills as presented. Roll call vote found Keller, Hoffer, Kelsch, Morgan, Timmer, Schulz, Frey and Lenzen in favor.

Schulz stated Harvest Fest is coming up on September 17<sup>th</sup> at the Heritage Park and West River Transit will be used for transport.

Neuberger commented John Dunkin started at the Water Plant and Lucas Hartman will move to Public Works on Monday.

Lenzen commented the Fly-in is on September 10.

Meeting adjourned at 9:20 pm.

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Darrell Bjerke, Mayor

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Heather Ferebee, Auditor

9/6/2016

Check Range: 34262 to 34393, -99881  
Payroll Check Range: -81123 to -81009

Employees	94,509.02
FIT	16,612.01
New York Life 457b	1,050.00
SDU	527.08
MN Child Support	575.62
FIT	14,670.57
SDU	527.08
MN Child Support	575.62
NDPERS	26,470.08
ALFAC	792.06
Bank of North Dakota	31522.55
Beulah Motor Vehicle	21.50
SRF Consulting Group, Inc.	946.40
Information Technology Dept	197.80
BHG, Inc.	1528.25
Bituminous Paving Inc	14132.00
Zimmerman Contracting, Inc.	23210.85
ND League of Cities	100.00
Justin Benz	110.40
Marcie Krumwiede	194.95
Eric Bickerstaff	462.00
Kelsey Timmer	90.40
Eric Hoffer	90.40
Joel Morgan	90.40
Central Dakota Library Network	546.04
Minot Daily News	260.00
Powerplan	157.32
HAWKINS INC	4403.37
Downtown Gas & Auto	4030.75
Roughrider Electric Coop Inc	5008.68
North Dakota Dept of Health	64.00
West River Telephone	1575.03
Verizon Wireless	613.30
MDU	15860.22
Mercer County Treasurer	5992.56
CDS Administrative Services LLC	100.00
Mainstay Funds	5823.08
New York Life	1751.39
Clyde Schulz	1774.80
Nickolas Scott Moran	50.00
Nona King	50.00
Nite Owl Bar	50.00
Leonard Noehre	25.00

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Chelsey Bosch	50.00
William Zinsli	15.00
Justin Ternes	50.00
Chelsey Hatzenbuhler	50.00
Kelsey Haugen	50.00
Christopher Bailey	50.00
ND League of Cities	60.00
Alex Krebs	128.36
Productivity Plus Account	106.26
Hazen Hardware Hank	93.92
ND Assoc Oil & Gas Prod Counties	200.00
Ethanol Products LLC	1294.91
MFOA	60.00
Swanston Equipment Corp	604.11
Neofunds by Neopost	1000.00
MailFinance	441.87
NDPA	100.00
Jensen Roofing	12960.00
West River Telephone	95.77
North Dakota One Call Inc	225.10
Lignite Tire	443.81
AT&T Mobility	133.09
Beulah Airport Authority	358.08
Beulah Park District	31391.32
Killoran Trucking & Brokerage Inc	5509.90
Dakota Supply Group	3014.88
AmeriPride Linen & Apparel Serv	521.74
Farmers Union Oil Company	3062.60
Southwest Business Machines	42.95
Ethanol Products LLC	2337.65
Public Agency Training Council	295.00
Stein's Inc	647.93
Southwest Business Machines	99.00
Dakota Fire Extinguishers	696.32
Baker & Taylor	17.71
Matthew Bender & Co. Inc.	117.60
Comfort Inn	80.00
Beulah Electric	486.00
Coca Cola Bottling Co. High Co	135.00
Jenna Michel	404.33
Quill Corporation	184.96
Darrell R Bjerke	423.20
Swanston Equipment Corp.	30540.00

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Beulah Chamber of Commerce	384.00
Beulah Senior Center	4500.00
West Dakota Utility Services	3407.45
Sherry Brecht	50.00
HP INC.	917.01
Dell Marketing LP	238.80
Controlled FORCE Inc.	870.00
Radar Shop	248.00
Heather Ferebee	90.40
US Bank	700.43
Bronson's Marketplace	643.98
USA Blue Book	757.15
Dakota Sanitation Inc	636.00
J & M Hardware Inc	1149.57
Solem Law Office	5768.75
SPEE-DEE Delivery Service	27.05
NAPA Auto Parts	963.45
Interstate Engineering, Inc	27919.27
Lonny Buchmann	475.00
Associated Supply Co Inc	2203.86
Clay's Plumbing & Heating Inc	333.18
Neuberger Oil Co.	380.00
MARC	209.90
Neutron	140.01
Loren Wiest	2390.00
Beulah Lumber Company	179.86
Shopko Stores Operating Co.	104.21
Trotter Construction	50.00
Eleanor Becker	15.00
Mike Selix	50.00
Doug Olson	50.00
Darin Rudland	50.00
James Frank	15.00
Northwestern Univ Center-Pub Safe	4500.00
Postmaster	367.03
Petty Cash	4.15
Cardmember Service	355.07
Ingram Library Services	552.30
Midwest Tape	195.26
Horticulture	34.95
Cengage Learning	20.05
Ben Newman	140.00
Christopher Bailey	87.50

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Dustin Pekas	105.00
Kurt Zazeski	155.00
Cengage Learning	30.58
Rebekah Kjos	90.40
ND Heritage Center	150.00
Jolene Muscha	1457.84