

CITY OF BEULAH

February 5, 2024, 6:30 pm

Beulah City Hall Council Chambers

CITY COUNCIL MEETING

The regular meeting of the Beulah City Council was called to order at 6:30 pm by Mayor Sean Cheatley with Council Members Eric Hoffer, Auston Biles, David Czywczyński, Jason Isaak, Ben Lenzen and Gary Miller present. Amanda Mohl absent.

Also Present: City Attorney Scott Solem, City Engineer Charles Hankins, Economic Dev. Dir. Beaver Brinkman, Water Supt. Gary Bovkoon, Public Works Supt. Kenny Yeager, Police Chief Frank Senn, City Assessor/Planner Heidi Hamelton, City Auditor Heather Ferebee, Kameron Plienis, Chris Renner, Bruce Neuberger, Adam Baker, Roger Gazur, Beulah Residents.

Pledge of Allegiance.

Miller moved to dispense with the reading of the minutes of the last regular meeting on January 15 and approve as furnished to the Council by email. Biles seconded. Roll call vote found Miller, Biles, Lenzen, Hoffer, Isaak and Czywczyński in favor.

APPROVAL OF BILLS

Hoffer moved to approve the bills as presented and reviewed. Biles seconded. Roll call vote found Hoffer, Biles, Lenzen, Miller, Isaak and Czywczyński in favor.

PUBLIC INPUT

Kameron Plienis of the Pool Board clarified that Backyard Escapes provided testing but did not complete repairs. He explained the repairs that are needed and that the cracks in the pool are leading to ground water. There are about 3,000 feet of cracks in the pool that need to be addressed. The Pool Board does not know where the money is coming from. It's too late to get a contractor to fix it this spring. Fixing the pipe leaks will be around \$50,000. Drain tile around the pool was estimated at \$40,000 last fall. The estimate for lining the pool ranges from \$200,000 to \$400,000. Cheatley stated he would like to put together a committee to meet and come up with a plan to present to the council. Biles questioned if they have looked at sponsorships or capital campaigns to raise money. Discussion followed on fundraising or grant options. Plienis stated the cracks in the pool and the drain tile should be done first. Hankins commented that there has not been any boring done. Cheatley assigned Isaak and Miller to a committee with two Pool Board members. Plienis will discuss it with the board.

Chris Renner commented he was at the EPIC Conference on January 24. Beaver Brinkman was a presenter at the conference and he represented the City of Beulah well.

COUNCIL PORTFOLIOS

Mayor Cheatley

The next council meeting will be held at 6:30 pm on Tuesday, February 20 because of President's Day. The City Attorney contract expired December 31, 2023. Isaak moved to approve switching back to the hourly rate. Lenzen seconded. Isaak requested more information on the proposal. Isaak moved to table the motion. Miller seconded. Roll call vote on the motion to table found Isaak, Miller, Hoffer, Biles, Lenzen and Czywczynski in favor.

Council Member Miller

P&Z questioned whether the two-year time limit to construct the building for LJK properties applies to outdoor storage as well. Solem stated the contract is clear. There isn't anything more the city needs to do. The language that references the time period of construction has to do with the building. There isn't any reference to the time frame of the exterior. The purchaser is not obligated with any time frame for outdoor storage.

Council Member Biles

The Economic Development Director performs job duties under his title and the City Administrator title. Hoffer moved to approve changing Beaver Brinkman's title to Economic Development Director/City Administrator. Miller seconded. There is no pay change currently planned. Adam Baker questioned the qualifications for the City Administrator position. He stated that the title is a powerful position. Roger Gazur commented that the City Administrator is listed in NDCC. The first duty is management. He stated that the city used the title of City Coordinator in the past. Bruce Neuberger commented on the process of Employee Relations Committee meetings. Biles stated the position is accountable to the City Council and the Mayor. Solem stated the wording of the job description could be reviewed. Hoffer moved to table this until the next meeting. Lenzen seconded. Roll call vote on the motion to table found Hoffer, Lenzen, Biles, Miller, Isaak and Czywczynski in favor.

Hoffer moved to close City Hall on Fridays from 12:00 pm to 5:00 pm during the summer from Memorial Day to Labor Day. Isaak seconded. After hours contact would be with the Police Dept. as it is now. Roll call vote found Hoffer, Isaak, Biles, Lenzen, Miller and Czywczynski in favor.

It was discussed that the Police Department consider recruitment for open positions. Hoffer moved to approve adjusting marketing for police officers to entertain non-trained candidates to apply for positions and for the city to put them through training. Isaak seconded. Isaak stated there is not a cost to the city for the schooling, only for the wage for the candidate. The applicant would go through the academy and field training. Solem stated there should be a policy in place. Cheatley suggested Isaak, Senn and Solem meet to set up a policy and job description. Isaak moved to table the motion. Miller seconded. Roll call vote on the motion to table found Isaak, Miller, Hoffer, Biles, Lenzen and Czywczynski in favor.

Council Member Isaak

There will be an update of the assessment schedule at the next council meeting.

CITY PERSONNEL

City Auditor

Biles moved to approve the local permit for a raffle for Northern Lights Gymnastics Academy at the Beulah High School on April 14, 2024. Hoffer seconded. Roll call vote found Biles, Hoffer, Lenzen, Miller, Isaak and Czywczynski in favor.

Each even-numbered year the council designates depositories of public funds which meet the pledge of security requirements: First Security Bank West and The Union Bank. The city currently has funds deposited in these banks. Hoffer moved to approve the depositories of public funds for First Security Bank West and The Union Bank. Lenzen seconded. Roll call vote found Hoffer, Lenzen, Czywczynski, Miller, Isaak and Biles in favor.

Each year the Personnel Policy is reviewed and updated. The changes were highlighted and emailed out to the council. Changes included updating the retirement section. Some updates were made to work breaks and meal periods as an unpaid lunch break is not required by all departments. Changes and additions were made to the dismissal and termination area to clarify some items. The city's health insurance HIPAA security policy requires that there be a section on workstation guidelines protecting electronic protected health information (ePHI), so that was added. Hoffer moved to approve the updated Personnel Policy. Lenzen seconded. Roll call vote found Hoffer, Lenzen, Biles, Miller, Isaak and Czywczynski in favor.

Economic Development Director

The city received two responses for the RFP for City Attorney. Staff will meet to review the responses. The grant update at the last meeting was stated as \$150,000, but he was later updated that the grant is \$100,000. The city will submit prequalification paperwork for community block grants.

City Assessor/Planner

Application for Property Tax Exemption on new residential construction for Casey & Crystal Flemmer. This allows for a \$150,000 property tax credit on the residence only, not the land, for the first two years. Isaak moved to approve the property tax exemption as presented. Biles seconded. Discussion followed. Roll call vote found Isaak, Biles, Hoffer, Lenzen, Miller and Czywczynski in favor.

Tree Removal Bid Request draft for the removal of up to 47 ash trees and 2 cottonwood trees. The city's cost share is in the 2024 budget. The request for bids will be published. Hoffer moved to approve the request for bids for tree removal as submitted. Miller seconded. Roll call vote found Hoffer, Miller, Biles, Lenzen, Isaak and Czywczynski in favor.

Demolition Bid Request for the apartment building located at 700 Parkway Drive. The request for bids will be published on the city website and the Beulah Beacon. Miller moved to approve the request for bids for demolition as presented. Lenzen seconded. The cost of the demolition will

be assessed to the owner. Roll call vote found Hoffer, Biles, Lenzen, Miller, Isaak and Czywczynski in favor.

Homestead Tax Credit and Primary Property Tax Credits deadline has been extended to March 31. There have been 100 applications submitted this year versus 48 last year. The city receives money from the state to cover the tax credits.

Hamelton will be attending the Mercer County Commission meeting on February 7 to discuss their decision to decline the request to relinquish joint control of the second half mile of the ET Zone. She will ask for an explanation for the decision and the development of a process for handling building permit requests for this area since they would have to go to both the city and the county.

Hamelton requested approval to attend the NDRPA – ND Recreation and Parks Association course to be trained as a Certified Playground Safety Inspector. Lenzen moved to approve Hamelton attending the course for certification. Hoffer seconded. Roll call vote found Lenzen, Hoffer, Biles, Miller, Isaak and Czywczynski in favor.

City Engineer

The city should find out by the middle of March about the Flex Fund grant application that was submitted for the Main Street Project. Lead service line inspection update was provided. Bechtold Paving will be here in the spring to patch the areas approved last year. The Main Street project equipment will be moving into town.

Police Chief

Senn will attend the Elder Justice Initiative in Washington D.C.

City Attorney

Hoffer moved to approve the Resolution approving the Reimbursement of Expenditures for SID #26. Czywczynski seconded. Solem stated if the city supplies funds in a special assessment project, this allows the city to reimburse itself. It was questioned what the bonding fee is. Solem stated there is not a bonding fee, but Scott Wegner will charge legal fees. Roll call vote found Hoffer, Biles, Lenzen, Miller, Isaak and Czywczynski in favor.

The meeting adjourned at 8:30 pm.



Sean Cheatley, Mayor



Heather Ferebee, City Auditor

The following bills were approved and paid in January:

Check Range: 43808 to 43890, -99679 to -99677

Payroll Check Range: -73117 to -73046, 43832, 43889

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|-----------------------------|----------|--------------------------------|----------|
| Employees | 90900.60 | Powerplan | 239.00 |
| HEALTH INS | 44011.34 | Mercer County Sheriff's Dept | 35.00 |
| METLIFE | 1665.43 | Butler Machinery Company | 491.94 |
| GAP Health | 60.38 | NDACo Resources Group, Inc. | 24.00 |
| Unemployment | 43.47 | North Dakota Dept of Health | 75.00 |
| SIT | 2749.13 | Mercer County Treasurer | 8881.65 |
| NDPERS 457 | 824.50 | NAPA Auto Parts | 3438.04 |
| FIT | 14710.49 | North Dakota One Call Inc | 7.80 |
| NDPERS 457 | 829.50 | NDDEQ | 924.07 |
| FIT | 14565.78 | Beulah JDA | 7863.11 |
| NDPERS Main | 5917.14 | Roughrider Electric Coop | 3555.16 |
| NDPERS Main 2020 | 3537.12 | Beulah Airport Authority | 7863.11 |
| NDPERS PD | 4319.26 | IAPE | 130.00 |
| Worker's Compensation | 13103.25 | Beulah Beacon | 1038.14 |
| NY Life Insurance Company | 4344.50 | Interstate Engineering, Inc | 500.00 |
| North Dakota Tax Comm | 148.35 | AT&T Mobility | 777.72 |
| City of Beulah | 70.14 | Information Technology Dept | 380.50 |
| Principal Life Insurance Co | 367.66 | Farmers Union Oil Company | 5375.21 |
| Beulah Lumber Company | 36.94 | West River Telephone | 8444.63 |
| Downtown Gas & Auto | 5842.71 | Presort Plus | 12.85 |
| ND League of Cities | 2666.00 | Mercer County Auditor | 4025.29 |
| USA Blue Book | 760.65 | MDU | 118.40 |
| Mercer County Treasurer | 89032.14 | Quadient Finance USA, Inc. | 1000.00 |
| Bronson's Marketplace | 120.83 | Hazen Welding | 1270.00 |
| Quadient Leasing USA Inc | 218.07 | West River Telephone | 72.12 |
| MDU | 13980.48 | American Express | 233.96 |
| US Bank | 763.77 | The Union Bank | 17787.66 |
| Solem Law Office | 7218.30 | Aramark | 67.24 |
| iWorQ | 7500.00 | Mark A. Kaffar | 900.00 |
| Colliers Securities LLC | 300.00 | State Historical Society of ND | 40.00 |
| Marco Technologies LLC | 168.37 | Beulah Chamber of Commerce | 50.00 |
| Aramark | 476.40 | Cengage Learning | 269.14 |
| Sennsational Rentals Inc | 32.75 | Baker & Taylor | 117.62 |
| Woods Works LLC | 150.00 | Jessie Mann | 13.40 |
| John Neuberger | 50.00 | MicroMarketing LLC | 109.87 |
| NDACo Resources Group, Inc. | 6099.60 | Beulah Beacon | 231.25 |
| MDU | 233.94 | Benz Insurance Agency | 580.00 |
| Backyard Escapes | 11161.00 | | |

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| Petty Cash | 149.53 |
| Intoximeters, Inc. | 74.00 |
| Dakota Fire Extinguishers | 81.77 |
| Beulah Park District | 37359.54 |
| North Dakota Planning Assoc | 55.00 |
| Beulah Park District | 5512.23 |
| Beulah Senior Center | 1060.04 |
| Beulah Airport Authority | 1484.06 |
| Mercer County Sheriff's Dept | 7000.00 |
| AT&T Mobility | 43.23 |
| Convention & Visitors Bureau | 140741.91 |
| J & M Hardware Inc | 1174.42 |
| Uniform Center | 153.91 |
| Pro Forms | 313.06 |
| NDACo Resources Group, Inc. | 8028.00 |
| Mid-States Org Crime Info. | 100.00 |
| West River Transit | 14000.00 |
| Stein's Inc | 613.56 |
| Waylon Boyer | 35.00 |
| William Elmore | 54.00 |
| Darla Knutson | 9.19 |
| Lignite Energy Council | 300.00 |
| Marlene or Robert Schriefer | 150.00 |
| Postmaster | 380.93 |