

CITY OF BEULAH

May 6, 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 Auston Biles, David Czywczynski, Jason Isaak, Ben Lenzen and Gary Miller present. Eric Hoffer 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, Ted & Tammy Teeter, Beulah Residents.

Pledge of Allegiance.

Biles moved to dispense with the reading of the minutes of the last regular meeting and the Board of Equalization meeting on April 15 and approve as furnished to the Council by email. Czywczynski seconded. Roll call vote found Biles, Isaak and Czywczynski in favor. Miller and Lenzen abstained. Motion passed.

APPROVAL OF BILLS

Czywczynski moved to approve the bills as presented and reviewed including the Main Street Improvements Phase 1 pay estimate to BEK Consulting LLC for \$570,243.20. Isaak seconded. Roll call vote found Biles, Isaak, Miller, Lenzen and Czywczynski in favor.

COUNCIL PORTFOLIOS

Mayor Cheatley

Lenzen moved to approve the Site Authorization for American Foundation for Wildlife at Alibis Lounge from July 1, 2024 to June 30, 2025. Miller seconded. Roll call vote found Lenzen, Miller, Biles, Isaak and Czywczynski in favor.

Lenzen moved to approve the Site Authorization for Beulah CVB to conduct gaming at Fanatics Sports Bar & Grill from July 1, 2024 to June 30, 2025. Miller seconded. Roll call vote found Lenzen, Miller, Biles, Isaak and Czywczynski in favor.

Lenzen moved to approve the Site Authorization for Beulah CVB to conduct gaming at the Beulah Municipal Golf Course from July 1, 2024 to June 30, 2025. Miller seconded. Roll call vote found Lenzen, Miller, Biles, Isaak and Czywczynski in favor.

Isaak moved to approve the Mobile Food Vendor License Application for TNT Tacos 2023 LLC. Czywczynski seconded. They purchase all food locally and everything is made fresh the days they are open. Roll call vote found Isaak, Czywczynski, Biles, Miller, and Lenzen in favor.

City Attorney RFP information was presented to council. Czywczynski stated he would like more time to review the information. It will be tabled until the next meeting.

Temporary Guidelines for public comment were sent to the council for review. It was stated that the agenda could be sent out twice. Czywczynski moved to approve the Temporary Public Input Guidelines with the addition of a second agenda. Biles seconded. Agenda topics will need to be received by noon on Friday for the second agenda. It will be posted on the website. Roll call vote found Czywczynski, Biles, Isaak, Miller and Lenzen in favor.

Council Member Biles

Cheatley appointed Steve Morris to the JDA Board. Biles moved to ratify the appointment. Miller seconded. Roll call vote found Biles, Miller, Isaak, Lenzen and Czywczynski in favor.

Employee Relations met and the following are recommendations:

Economic Development / Operations Director job description. The job description and title are being updated to include the duties that the employee is performing currently. Czywczynski moved to approve the title change and job description update. Biles seconded. Roll call vote found Czywczynski, Biles, Isaak, Miller and Lenzen in favor.

Operations Director Assistant job description and job position posting is recommended by Employee Relations. This position does not include the Assessor duties or all of the Building Official duties but will cover other duties that Hamelton performs and will be under the supervision of the Economic Development/Operations Director. Miller moved to approve the job description and posting as presented. Isaak seconded. Roll call vote found Miller, Isaak, Biles, Lenzen and Czywczynski in favor.

Midwest Inspection Services (MIS) Agreement to provide building permits and inspection services was presented. The contract is for one year but can be terminated with a 90-day notice. MIS was strongly recommended to the city. They will use the city's iWorQ software. Some of the smaller permits will still be handled in City Hall. MIS will handle permits that require a plan review or inspections. The zoning ordinance allows for the city to require the permits MIS handles to run through P&Z first before they are issued. Czywczynski moved to accept the contract agreement with Midwest Inspection Services. Miller seconded. It was questioned if it could come back to council after a year for approval instead of automatic renewal. It was questioned if the city would need to pay the permit for a demolition. It was stated that Interstate Engineering will still assist with dilapidated buildings and city related projects. Roll call vote found Czywczynski, Miller, Biles, Isaak and Lenzen in favor.

Assessor Certification Schedule step increase change from \$2.00 additional pay to \$6.00 additional pay. Employee Relations recommends the increase be open to other employees subject to approval by Employee Relations and the employee who passes the certification would be expected to fulfill the duties for administrative personnel at City Hall and still be able to

perform their current job duties. This will hopefully allow for an in-house assessor in the future. Isaak moved to approve the increase to the Assessor Certification Schedule as recommended. Czywczynski seconded. This is for the Class II Certification required for Beulah. Roll call vote found Isaak, Czywczynski, Biles, Miller and Lenzen in favor.

Heidi Hamelton is appointed as the City Assessor. With her leaving employment with the city, Employee Relations recommends keeping the appointment and contracting with Heidi Hamelton to continue as City Assessor. Czywczynski moved to approve the development of a contract with Hamelton for Assessor Services. Isaak seconded. Roll call vote found Czywczynski, Isaak, Biles, Miller and Lenzen in favor.

Council Member Isaak

There are two trees at Sunset Manor that need to be removed. The quotes are \$900 and \$1,350. Biles moved to spend \$2,250 to cut down two trees along Hwy. 49 by Sunset Manor with the approval of the state. Czywczynski seconded. Hankins stated there may need to be a permit with the state to work within the right-a-way of the highway. The tree grant will cover 50% of the cost. Roll call vote found Biles, Czywczynski, Isaak, Miller and Lenzen in favor.

There is a tree located in a boulevard that needs to be taken down. Isaak requests that the city and resident have a 50/50 split on the cost. Czywczynski moved split the cost by 50/50 for removal of the tree. Lenzen seconded. It was stated that the trees are only taken down if the tree is diseased, dead or where it may fall over. The city will only pay half when it is in the boulevard. Roll call vote found Czywczynski, Lenzen, Biles, Isaak and Miller in favor.

Council Member Miller

Some citizens are interested in getting together to improve the city dog pound. The work needed on the pound was discussed.

CITY PERSONNEL

City Auditor

Isaak moved to approve the Special Event Permit for the Nite Owl Bar to serve alcohol at a benefit/auction at the Civic Center on May 11, 2024. Czywczynski seconded. Roll call vote found Czywczynski, Lenzen, Biles, Isaak and Miller in favor. Isaak moved to waive the Civic Center fee this one time, not setting a precedence, just meeting a circumstance. Biles seconded. Roll call vote found Isaak, Biles, Miller, Lenzen and Czywczynski in favor.

Public Works Superintendent

Cleanup Week is May 11 - May 18. Public Works will perform curbside pickup on May 13. A burn permit was issued. The one-armed garbage truck is in Bismarck awaiting parts.

Water/Wastewater Superintendent

The water tower had an underground fault. The Water Salesman went down over the weekend. An employee is resigning from the Water Dept.

Economic Development Director

Heritage Park is owned by the city and is mowed and sprayed by the city. JDA managed the park in the past. A food truck wants to use it and there is a question as to who should be asked. JDA had the electrical meter pulled. It was questioned who would pay for the electricity. It was stated there should be a contract and liability insurance with the business. The Farmer's Market is also interested in this area. The Park District is not interested in managing the park. There was discussion on speed bumps. Isaak moved to ask JDA and the City Attorney if they are willing to draw up a lease or rental agreement for Heritage Park. Biles seconded. Roll call vote found Isaak, Biles, Miller, Lenzen and Czywczynski in favor.

Beulah Water Park: Another leak detection company televised the lines to look for leaks the first company couldn't find. M Construction cut out spots and Legend Air/Clay's Plumbing is working on repairs. There were no leaks where the first company identified leaks, but they are investigating. The goal is to repair the leaks and complete the start up on the pool. There is no ground water right now.

The capital expenditure plan was sent out again. It was requested that estimates be added.

City Assessor/Planner

Project water/sewer connections including road cutting for new infrastructure was discussed. There is a possibility of a few projects that will add water and sewer and the ordinance does not state who pays for the pavement, curb and gutter replacement. It is recommended that the property owner pay for this if it is not a repair. If a property owner wants to add a curbstop, they will need to cut into the street to go to the main. Czywczynski moved to set up a policy stating that when new water and sewer service lines are installed, any pavement, curb, gutter and sidewalks that need to be removed or replaced are the responsibility of the property owner. Biles seconded. Solem stated the ordinance states that when property owners install their own lines, they are responsible for all the expenses. This would include any street, curb and gutter expenses. He believes this item is covered under the ordinance. It was stated this policy is for clarification when reviewing the ordinance. Roll call vote found Biles, Isaak, Miller, Lenzen and Czywczynski in favor.

City Engineer


Main Street update: Sanitary sewer installation was taking place today in Stages 1 and 2. Water main installation will be next and then storm sewer. There is more moisture than normal, so they are a little behind. The DWR Grant submittal will be placed on the biennial list for the State Water Commission. Projects in conjunction with the capital improvement plan list were submitted. This would allow for a 60% cost share if approved.

Police Chief

It is requested that the city have City Employee IDs to integrate with the security locks in City Hall. It would be a dual sided id for employees and council members. The cost will be \$2,400 to \$3,500. The expense would be taken out of the Public Building fund. Isaak moved to allow \$3,500

to be allocated from the Public Building fund for employee ids. Lenzen seconded. Roll call vote found Isaak, Lenzen, Biles, Miller and Czywczynski in favor.

The meeting adjourned at 7:57 pm.



Sean Cheatley, Mayor



Heather Ferebee, City Auditor

The following bills were approved and paid in April:

Check Range: 44068 to 44157, 44221, -99670 to -99667

Payroll Check Range: -72903 to -72828, 44072

Employees	91477.59	MicroMarketing LLC	1672.96
HEALTH INS	44011.34	Baker & Taylor	357.08
METLIFE	1665.43	J & M Hardware Inc	7.98
GAP Health	60.38	Regents of the Univ of MN	90.00
NDPERS 457	849.50	Cengage Learning	295.38
SIT	2123.48	Waylon Boyer	42.79
FIT	14077.13	Heather Ferebee	151.50
NDPERS 457	849.50	Granville Brinkman	151.50
Unemployment	295.44	Arntson Stewart Wegner PC	12512.16
FIT	14508.82	Nancy Bickerstaff	9.58
NDPERS Main	5917.14	Powerplan	3937.84
NDPERS Main 2020	3656.70	North Dakota Dept of Health	75.00
NDPERS PD	4319.26	Mercer County Treasurer	6957.55
NY Life Insurance	4344.50	Beulah Lumber Company	7.99
North Dakota Tax Comm	120.68	NAPA Auto Parts	443.00
City of Beulah	70.96	Bank of North Dakota	51193.12
Principal Life Insurance Co	367.66	Beulah JDA	736.14
US Bank	23375.31	Roughrider Electric Coop	3604.49
MDU	13411.22	Beulah Airport Authority	736.14
High Plains Concepts	600.00	USA Blue Book	136.25
Joe Green Lawn Care	24557.50	Bronson's Marketplace	126.21
High Plains Concepts	37683.75	Bank of North Dakota	6823.61
Downtown Gas & Auto	5532.00	Quadient Leasing USA Inc	218.07
North Dakota One Call Inc	2.60	Beulah Beacon	683.47
American Express	3331.10	Interstate Engineering, Inc	3568.86
Hawkins Inc.	5133.42	Ecolab Pest Elim Div	171.33
US Bank	4199.57	Information Technology Dept	400.80
Vestis	69.44	J & M Hardware Inc	621.51
Marco Technologies LLC	168.37		

Vestis	507.30	Postmaster	386.02
West River Telephone	2269.52	Scott Johnson	25.00
Presort Plus, LLC	12.85	Kathleen Myers	25.00
Farmers Union Oil Company	5562.82	Beulah Properties Inc	50.00
Sanitation Products	1960.10	Frey Consulting Inc	75.00
Chris or Stacie Anderson	50.00	Postmaster	320.00
Justin Krohmer	17.87	Electronic Communications	2519.00
Kathy Boutilier	50.00	AT&T Mobility	777.32
Orange Property Mngmt	100.00		
MARC	2295.41		
Westlie Truck Center	665.75		
AED Everywhere	380.75		
Pro Forms	208.29		
Lucky's Towing & Repair	300.00		
Neuberger Oil Co.	1025.00		
Lignite Tire	85.00		
Core & Main LP	1651.70		
Antelope Creek Trucking	4103.75		
Uniform Center	179.00		
Swanston Equipment Corp	1385.23		
The Hub Convenience Stores	881.52		
West River Telephone	71.50		
NDDEQ	92.66		
Interstate Engineering, Inc	231185.58		
Mark A. Kaffar	900.00		
Bronson's Marketplace	32.08		
Vestis	69.44		
Beulah Beacon	348.75		
Branch Mngmt Tree Serv	2600.00		
Beulah Park District	33563.92		
Waste Management	952.76		
Beulah Park District	4028.41		
Beulah Senior Center	774.70		
AT&T Mobility	43.23		
Beulah Airport Authority	1084.57		
Waylon Boyer	123.50		
MCED	3500.00		
Sanitation Products	1826.09		
Quill LLC	109.47		
NDACo Resources Group	80.44		
Heather Ferebee	214.40		
Frank Senn	423.92		