

The regular Beulah City Council meeting of November 19, 2018 was called to order at 7:00 pm at Beulah City Hall by Mayor Travis Frey.

Present: David Czywczynski, David Ripplinger, Clyde Schulz, Kelsey Timmer, Gary Miller

Absent: Loren Daede, Kathy Kelsch, Eric Hoffer

Also Present: City Attorney Scott Solem, City Engineer Charles Hankins, City Coordinator Russell Duppong, Police Chief Frank Senn, Public Works Superintendent Kenny Yeager, John Phillips, Kent Ritterman, Brandon Schirado, Rachael Mortenson, Gorlyn Mortenson, Gloria Olheiser, Autumn Kus, Vern Muscha, Kate Johnson

Pledge of Allegiance

Schulz made a motion seconded by Czywczynski to dispense with the reading of the minutes of the last regular meeting on November 5 and approve as transcribed to the Council by email. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor.

Brandon Schirado of MDU commented on MDU's Statewide LED Street Light Replacement Plan. Most areas in town will receive a 90-watt street light. There are a few areas that will require 110-watt LEDs. They are going through the lights around town and making them uniform. There are areas where flood lights are being billed as street lights including the Civic Center, the lift station and the downtown basketball court. Those will need to be changed. The Sun Valley RV Park has 24 lights being billed as yard lights and those will need to be changed to street lights. There will be a savings of approximately \$500 per month for the city. The start date will be in February or March. Schulz questioned the difference between a 90 watt light and a 110 watt light. Schirado stated the lighting pattern on the 110 watt light is a little more round in size. It lights up an area better when put together with other 110 watt lights, Schulz questioned the city owned lights. Schirado stated the lights on Hwy. 49 are the city's lights and he has been fixing them as needed. Schulz commented he would like to find out the cost of replacing those.

Kent Ritterman of Moore Engineering presented the Water Treatment Plant Upgrade project status. The final walk through was completed Thursday, November 15. The water plant is 100% done. The one-year warranty period started August 10.

Ritterman presented the Northern Plains Contracting Final Pay Estimate #22 in the amount of \$122,795.14 with zero retainage. He explained the liquidated damages was decided at \$52,000. This amount was determined by the amount in the amendments from Moore Engineering and the change orders. The pay estimate would be adjusted to \$70,795.14. Timmer made a motion seconded by Miller to pay the Final Pay Estimate #22 in the amount of \$70,795.14 to Northern Plains Contracting contingent on the acceptance of final closeout documents. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor.

Timmer made a motion seconded by Schulz to approve payment of the Northern Plains Contracting Final Balancing Change Order #10 in the amount of \$1,782.38. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor.

Timmer made a motion seconded by Schulz to approve payment of Moore Engineering Invoice #19795 in the amount of \$14,351.00. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor.

Timmer made a motion seconded by Czywczynski to approve payment of the Moore Engineering 2018/19 Technical Support Invoice #19796 for a cleaning event in the amount of \$6,513.25. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor.

Ritterman commented on the Lime Sludge Disposal Project status and schedule. Pace was on site last week to unplug the inlet pipe but it was unsuccessful. Duppong stated the lagoon froze over and they couldn't find the pipe. They will wait until spring to try again.

Timmer made a motion seconded by Schulz to approve the Moore Engineering Invoice #19787 in the amount of \$2,999.50 for the Lime Sludge Disposal Project. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor.

Rachael Mortenson of the Beulah CVB presented an overview of the CVB's purpose. The CVB and Chamber have a cost share for the Executive Director and a part-time employee. The CVB does the Beulah City Guide, the upkeep of the Beulah Bay sign, and she would like to start visitor packets going again. She commented on the projects that are ongoing with CVB support. The ND Travel alliance partnership is a program they are involved in regarding tourism. The CVB is looking into branding. Beulah's current brand is "it's all right here", which is rather vague. Mortenson discussed some of the items the CVB has available for visiting groups. She commented the NDCC states the visitor's committee can serve as the advisory board and she went through the tax percentages for restaurants and hotels. The Occupancy and Restaurant & Lodging taxes have decreased the last two years. Mortenson presented the 2019 CVB Budget and stated the CVB may be able to make it if they receive 100% of both tax funds. She commented the future of the CVB is also the future of the Chamber. Timmer questioned if the Chamber building will be rented out. Mortenson stated they are trying to rent it and while it would help with funding it would not be enough. Miller questioned why the poker tournament was dropped. Mortenson stated it was a good event, but it had lost money in the past. Frey stated this is a lot of information and it will be looked into. Miller questioned why the funding was changed. Schulz stated it was brought to our attention that the City was not following NDCC. Ripplinger questioned if that is why money was set aside in a building fund. Phillips commented the revenue was never coming to Council in the past; it was just being sent to the CVB and that was the issue. It needed to be changed so the governing board approved the distribution. Mortenson commented the CVB had to use all of its funds in 2016 because funding was changed from actual to accrual. Discussion followed. Czywczynski stated the H&L Tax Committee could meet at the beginning of each monthly CVB meeting.

Schulz commented on the contract with Solem Law for the City Assessor for the next year. Schulz made a motion seconded by Timmer to approve the City Assessor contract with Solem Law at a rate of \$30,000 from October 2018 to October 2019. Czywczynski questioned if the city will hire an employee in the future. Frey stated it has been reviewed by the Employee Relations Committee. Schulz stated the City may not be able to afford a licensed assessor. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor. Frey appointed Solem Law as the City Assessor for 2019. Schulz made a motion seconded by Czywczynski to approve the appointment. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor.

Timmer commented the Civic Center Committee planned a meeting with the Beulah Fair Board, Beulah Chamber, Lion's Club and CVB members to discuss the improvements planned for the Civic Center. It went well, but it would have been nice to have more people attend. Timmer commented the total is \$105,740 which will include the electrical, LED lights, acoustics, sound system, air conditioning, and heating. Timmer made a motion seconded by Schulz to approve the improvements

of audio, lights, heating, air conditioning, electrical using the funds set aside from 2016 and 2017 in the Restaurant and Lodging tax fund of \$87,238 and request \$19,000 from the 2018 Restaurant and Lodging tax fund. Ripplinger questioned using the 2018 money that the CVB requested in the presentation. Schulz stated the 2016 and 2017 money has been designated for the Civic Center. Ripplinger commented we took money from the CVB that would allow community members to request new things for the community. Schulz stated the Beulah CVB and Chamber agreed on the percentages at the time it was started and then again at a meeting a year and a half ago. Civic Center improvements will hopefully increase usage which will help bring more meetings and weddings to the community and increase sales tax revenue. The city is responsible for the money that goes to the CVB. Phillips commented the CVB is just requesting the 2018 funds for their 2019 budget. Miller stated to a certain extent they use the Civic Center for projects, so helping with the Civic Center helps the CVB indirectly. He will go along with the 2016 and 2017 money, but not the 2018. Muscha commented there may be entities out there that may want to support the improvements to the Civic Center. Ripplinger and Czywczynski both stated the 2018 funds should be left alone. Timmer made a motion seconded by Schulz to amend to remove the 2018 Restaurant & Lodging funds of \$19,000. Czywczynski questioned if the city will receive any of the 2018 funds. Schulz stated that will need to be discussed at another council meeting. Frey commented there are other areas to discuss finding the funds from for the additional amount for the Civic Center. Roll call vote on the amendment found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor. Roll call vote on the motion as amended found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor.

Frey commented the school has a public meeting on the night of our next Council meeting. He would like to start Council at 5:00 pm on December 3 if possible. It will be posted if the time is changed. Frey commented the Economic Development Director position has been posted with applications due on December 7. Interviews were conducted for the Water/Wastewater Superintendent position. Employee Relations has decided to offer Justin Benz the position on an interim basis to receive some supervisory training. Benz is very well versed in the water/wastewater side, but he will mentor under Yeager for the supervisor side of things during the interim period. Frey stated he is looking at implementing a time tracking system for employees to refine some of our budgets.

Hankins stated he will be working on some clean water applications that are due December 13.

Duppong commented P&Z will be having a hearing on a replat on December 6. There will be a hearing at City Council on December 17. Duppong commented on some possible grants available.

Schulz made a motion seconded by Miller to approve the October financial reports as sent out. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor.

Ferebee presented a local permit for a 50/50 raffle for the Beulah Education Foundation at the Beulah High School gym from December 11, 2018 to February 22, 2019. Miller made a motion seconded by Ripplinger to approve the local permit as presented. Roll call vote found Ripplinger, Czywczynski, Schulz, Timmer and Miller in favor.

Senn stated Bill Barth has the police vehicle and hopefully they will be working on it this week.

Meeting adjourned at 9:22 pm.


Travis Frey, Mayor


Heather Ferebee, City Auditor

11/19/2018