



## City Council Meeting Agenda

### City Hall – 153 E. Main Street

### Monday, February 3, 2025 - 7:00PM

City of Beach  
153 East Main Street  
PO Box 278  
Beach, ND 58621-0278

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Email & website:  
[cityofbeach@midstate.net](mailto:cityofbeach@midstate.net)  
[www.beachnd.com](http://www.beachnd.com)  
2003 ND City of the Year  
an equal opportunity  
employer

**Mayor**  
Walter Losinski  
PO Box 907  
Beach, ND 58621

**City Council**  
Tom Marman  
PO Box 613  
Beach, ND 58621

Sarah Ross  
PO Box 35  
Beach, ND 58621

John Stonehocker  
86 5<sup>th</sup> St. SW  
Beach, ND 58621

Lynn Swanson  
PO Box 26  
Beach, ND 58621

Beverly Wolff  
PO Box 1060  
Beach, ND 58621

Andy Zachmann  
PO Box 112  
Beach, ND 58621

City Auditor  
Kimberly Gaugler

Public Works Sup.  
Randy Dietz

1. Call Meeting to Order, stand as able for Pledge of Allegiance
2. Roll Call
3. Additions or Corrections to the Agenda & Approval
4. Recognize Visitors & Public Participation
5. Approval of Minutes
6. Approval of Vouchers
7. Public Works Report
  - Written Report
8. Auditor's Report
  - Written Report
9. Committee Report(s)
10. Unfinished Business
  - Appoint individuals to the Personnel Committee
11. New Business
  - Correspondence from ND Public Finance Authority
12. Adjourn

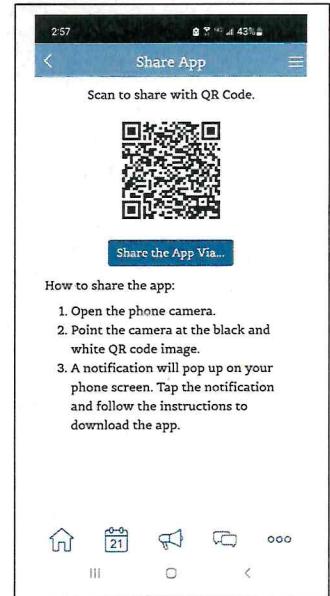
**NEXT REGULAR MEETING**  
Tuesday, February 18<sup>th</sup>

*“Leadership is a way of thinking, a way of acting and, most importantly a way of communicating.”*  
*Simon Sinek*

Landfill winter hours (November 1<sup>st</sup>-April 30<sup>th</sup>): first and third Saturdays of the month: 9 am - 2 pm (be sure to check [www.beachnd.com](http://www.beachnd.com) and the City's app for any changes/updates to the landfill hours)



See details about events on the Community Postings page of the city app!



**CITY COUNCIL PROCEEDINGS**  
**PUBLISHED SUBJECT TO THE GOVERNING BODY'S REVIEW AND REVISION**

A regular meeting of the Beach City Council was called to order by Mayor Losinski on Tuesday, January 21, 2025 at 7:00 p.m. Present when the meeting was called to order was City Council Tom Marman, Sarah Ross, Lynn Swanson-Puckett, John Stonehocker, Bev Wolff, City Auditor Kimberly Gaugler, Administrative Assistant Lea Massado, Sheriff Dey Muckle, and guest Gary Howard.

The Pledge of Allegiance was recited.

Roll call was taken. City Council Andy Zachmann was absent.

Mayor Losinski called for any additions or corrections to the agenda. Gaugler request adding an Application for Local Permit, correspondence from North Dakota League of Cities and correspondence from North Dakota Department of Agriculture. Wolff moved to approve the agenda with the additions, second by Ross. Motion carried unanimously.

**Minutes**

Minutes of the meeting on January 6, 2025 were presented. Wolff moved to approve the minutes, second by Ross. Motion carried unanimously.

**Sheriff's Report**

Sheriff Muckle reviewed his written report for the month of December consisting of 34 city calls, 1 written citation and 4 warning citations.

**Engineer's Report**

Engineer Ranisate reviewed his written report. The bid opening for the 2025 Street and Utility Project was held on January 15<sup>th</sup> at noon. The following four bids were received; BEK Consulting, LLC - \$4,799,920.00

Western Municipal Construction, Inc. - \$5,553,752.30

Crow River Construction, LLC \$6,400,378.50

JR Civil, LLC - \$7,104,423.50

The Engineer's estimate for the project was \$5,573,151.00. Engineer Ranisate's recommendation was to award the contract to BEK Consulting, LLC who was the lowest, responsible bidder.

Swanson-Puckett moved to accept the bid from BEK Consulting, LLC and provide them with a Notice of Award, second by Stonehocker. Motion carried unanimously.

**Auditor's Report**

Gaugler reviewed her written report. Gaugler reviewed the financial report for the month of December. Swanson-Puckett moved to approve the financial report, second by Wolff. Motion carried unanimously.

**Committee Reports**

**Zoning** – Marman reported the Zoning Board met today. Representatives from Farmers Union Oil Company met with the Zoning Board to begin the process of preliminary review for the Hathaway Industrial Park Subdivision. The Zoning Board will hold a Public Hearing on

February 18<sup>th</sup> at 8:15 am for information purposes and comment on the proposed preliminary plat.

**New Business**

Ross moved to approve the corporate resolution presented by BMO Bank for the purpose of updating signature cards at BMO Bank, second by Swanson-Puckett. Motion carried unanimously.

An Application for Local Permit of a Sports Pool submitted by Beach Area Chamber of Commerce was reviewed. Ross moved to approve the permit, second by Stonehocker. Motion carried unanimously.

Correspondence was read from North Dakota Department of Agriculture stating there were no violations found during the recent pesticide facility inspection on January 9<sup>th</sup>.

Correspondence was read from North Dakota League of Cities regarding the 2025 Legislative Session and upcoming educational opportunities.

Marman request Swanson-Puckett and Ross consider rescinding their motion made at the previous meeting, approving Resolution 2025-09 with additional percentage increase of wages for the Public Works Supt, City Auditor and Administrative Assistant and that they approve the 5% increase that was budgeted. The request was respectfully denied. Marman moved to create a Personnel Committee, second by Ross. Motion carried unanimously. Mayor Losinski will provide a recommendation for committee members at the next meeting.

There being no other business, Swanson-Puckett moved to adjourn, second by Ross. Meeting adjourned at 8:15 p.m.

ATTEST:

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Walter Losinski, Mayor

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Kimberly Gaugler, City Auditor

**ACTION ITEMS:**

- Kevin Pavlish inspected old bank building and old locker plant building. Said we would need Mel Zent of Dakota West Inspection Services a structural engineer to inspect. How would you like to proceed?
- Something to think about: DOT now requires ELDT (Entry Level Driver Training) course before testing for a CDL. The least expensive I could find was Harlow's Bus Service in Dickinson for \$2000. Includes 15-20 hrs of computer time which can be done from home and 15-20 hrs of driving experience time after applicant gets the CDL Permit. They provide a bus to test with and the applicant ends up with a Class B license. Are we paying/reimbursing for this?

**WATER/SEWER:**

- Total Water Fund Beginning Budget \$422,500.00
- Total Water Fund Remaining Budget \$411,245.31
  - Water Supplies: \$24,238.03
  - Water Repair Parts: \$25,000.00
  - Water Sample Jan - City Shop = .3 mg/l
  - Frozen meter 338 3<sup>rd</sup> St SE.
  - 01/19/2025 Water Leak in front of Ambulance Building
    - 6" Cast Iron Repair.
    - Ordered replacement repair sleeves and parts.
  - 52,600 gal water on skating rink.
  - BPCC Report emailed 01.28.2025
  - Built shed over Sales Well Control Panel.
    - Waiting on tin and door to complete.
- Total Sewer Fund Beginning Budget \$154,675.00
- Total Sewer Fund Remaining Balance \$147,175.48
  - Supplies: \$19,832.59
  - Sewer Repair Parts: \$25,000.00
  - Jetted 300 block 3<sup>rd</sup> Ave NE – no blockage
    - Backup at 342 3<sup>rd</sup> Ave NE.
  - Backup at 452 Central Ave N. Good flow at manhole.

**STREETS:**

- Total General Fund Streets Beginning Balance - \$192,850.00
- Total General Fund Streets Remaining Balance - \$185,247.65
  - Repair & Maintenance (Equipment): \$50,000.00
  - Street and Alley: \$50.000.00

- Total Hwy Fund Streets Beginning Balance - \$73,890.00
- Total Hwy Fund Streets Remaining Balance - \$69,234.44
  - Repair & Maintenance (Equipment): \$7,500.00
  - Street and Alley: \$11,025.00
- Total Sales Tax Fund Remaining Budget - \$210,000.00
- Total Remaining Snow Removal - \$3,150.00
  - Spoke with Sheriff Muckle regarding accident at 4<sup>th</sup> Ave & 3<sup>rd</sup> St SE
    - New STOP signs will be installed when frost is out or as part of the water project.

#### **SHOP/EQUIPMENT/BUILDING/PROPERTY:**

- Major repair to Bobcat broom used to sweep sidewalks.
- Ordered with Ergonomics Grant
  - Electric Pallet Jack for recycle center.
  - Patch heater box.

#### **LANDFILL/Garbage/Cardboard:**

- Total Garbage Fund Beginning Balance \$207,000.00
- Total Garbage Fund Remaining Balance \$199,281.63
  - Supplies: \$7,464.51
  - Repair & Parts: \$7,500.00
  - Conducted 2 Solid Waste Manager interviews. It was decided to leave the job open until middle of February to see if any other applicants were interested.

#### **MISC:**

- I attended Rural Water Expo in Bismarck Jan 21-23, 2025
- Tom attended landfill training in Bismarck Jan 28 – 29, 2025

## **Auditor's Report**

### **Monday, February 3<sup>rd</sup>, 2025**

1. On January 29, a representative from Midwest Assistance Program was in Beach to review our year-end reports being submitted to USDA for our drinking water and waste water loans. USDA Annual Drinking Water and Wastewater Reports are due by March 1<sup>st</sup>.
2. We continue to submit materials to our independent auditors, Point CPA, for audit review of year ending December 31, 2022.
3. As of January 31<sup>st</sup>, expenses for the year are \$80,222.77 and revenues collected are \$232,948.18. Four percent (4%) of the expense budget has been spent and eleven percent (11%) of the revenue budget collected.
4. City offices will be closed on Monday, February 17<sup>th</sup> in observance of President's Day. The Zoning Board Meeting and City Council meeting will be held on Tuesday, February 18<sup>th</sup>.
5. Quarterly and year-end reports are being completed. W-2's, and 1099's for 2024 are completed. Annual reports completed or near completion so far include; WSI Payroll Report, US Department of Commerce Boundary and Annexation Survey, US Census Bureau Building or Zoning Permits Issued for New Privately Owned Housing Units, and the Annual Renaissance Zone Progress Report.
6. We've received loan documents to be signed from Bank of North Dakota and ND Public Finance Authority for the 2025 Utility and Street Improvement Project. We will be working with Scott Wegner, Arntson Stewart Wegner PC as our Bond Counsel.
7. USDA Rural Business Development Grant application deadline is February 28<sup>th</sup>. Please let us know if you have suggestions for projects that would qualify to submit an application, there's still time!
8. As a North Dakota homeowner, you may qualify for a Property Tax Credit. Apply online at [tax.nd.gov/prc](http://tax.nd.gov/prc) by March 31<sup>st</sup>.
9. Please be sure to stay connected by checking our City social media sites for community messages.



Industrial Commission  
of North Dakota

Kelly Armstrong  
GOVERNOR

Drew H. Wrigley  
ATTORNEY GENERAL

Doug Goehring  
AGRICULTURE COMMISSIONER



January 28, 2025

Kimberly Gaugler  
City of Beach  
cityofbeach@midstate.net

Dear Kimberly Gaugler,

On January 28, 2025 the North Dakota Industrial Commission approved a \$2,819,000 loan requested by the City of Beach. The loan will be made under the Public Finance Authority's Drinking Water State Revolving Fund Program. This loan approval is contingent upon the ND Department of Environmental Quality determining project eligibility and expires in one year. If any other conditions to loan approval are known as of the date of this letter, an attachment will be included. If the first draw of funds is not made within one year of the date of approval, the applicant must submit a new application and related attachments for consideration by the PFA and its' advisors, as applicable.

We are providing a copy of this letter and a preliminary debt service schedule to your bond counsel. Please contact your bond counsel to discuss and coordinate the completion of the loan documents. Once the form of the documents has been approved, you will receive a letter from the Department of Environmental Quality concerning the submissions of payment requests for draws against the approved loan amount.

Please be sure to alert your Independent Public Accounting Firm or the Office of the State Auditor that the Drinking Water State Revolving Fund Program (Environmental Protection Agency's Capitalization Grants for Drinking Water State Revolving Funds, Assistance Listing #66.468) is considered a federal award for auditing purposes. Your financial statements may be required to be audited in compliance with the Single Audit Act with respect to the receipt and expenditure of loan proceeds. In addition, any equipment purchased with SRF funds must comply with the Federal equipment management requirements published in 2 CFR, Part 215. If you have any questions, please discuss this with your Independent Public Accounting Firm or the office of the State Auditor.

A copy of the annual or biennial audited financial statements, or the annual report, as appropriate under N.D.C.C. 54-10-14, **must be submitted to the Public Finance Authority every year that the loan is outstanding**. This requirement is set out in the form of the loan agreement.

Please feel free to call your bond counsel or us if you have any questions concerning the loan closing.

Sincerely,

Benita Eberts  
Business Manager

cc: Scott Wegner, Arntson Stewart Wegner PC ([swechner@aswbondlaw.com](mailto:swechner@aswbondlaw.com))

**Borrower: City of Beach**

**Loan approval subject to the following Conditions:**

ND Department of Environmental Quality:

- Approval of the plans and specifications
- Review of bid documents and authorization to award