

**CITY OF CASSELTON**  
**Monday, April 4, 2016**  
**REGULAR MEETING 7:00 P.M.**  
**Council Chambers**

Present: Mayor Lee Anderson, Councilmen Joan Carvell, Mike Eberhardt, Charlie Francis, Ed McConnell, Kent Buss and Fred McConnell. Also present: Dennis Huber, Jim Schmitt, Paulette Schmitt, Steven Stremick, Kayla Anderson, Jessica Heuer, Steve Link, Bruce Wheeler, Kenny Habiger, Tim Schmeets, Bernie Sinner, Morgan Forness, City Auditor Sheila Klevgard, Public Works Director Kevin Mayer, Deputy Nate Boerboom, City Engineer Brandon Oye and City Attorney Del Losing.

**Minutes, Consent Agenda, Bills and Financial Report**

Councilman Wangler made a motion, seconded by Councilman Eberhardt to approve the agenda. All voted aye on voice vote; **motion passed**. There were several vandalisms involving juveniles but overall calls were down from last month but up slightly from last year. Councilman Buss made a motion, seconded by Councilman Francis to approve the minutes of March 7, City Attorney's Report, Municipal Judge's Report, Police Report and the delinquent utilities list. All voted aye on voice vote; **motion passed**. In the past the city has paid for the insurance on both ambulances owned by the Casselton Ambulance Association. Now that they have a third ambulance they are requesting that coverage also be paid by the city. Councilman Wangler made a motion, seconded by Councilman Francis to pay for insurance on all three ambulances. All voted aye on roll call vote; **motion passed**. Councilman McConnell made a motion, seconded by Councilman Carvell to approve the following bills and refunds. All voted aye on roll call vote; **motion passed**.

Ag Spray Equipment	\$48.31
Ameripride	\$962.49
Avis Vision	\$110.21
Birch Communications	\$295.18
Blue Cross Blue Shield	\$3,520.02
Business Essentials	\$31.99
Cass County Electric	\$855.26
Cass County Reporter	\$501.79
Cass County Summerfest	\$1,000.00
Cass County Treasurer	\$11,261.33
Cass Rural Water Users	\$19,604.68
Casselton Ambulance Assoc	\$1,199.00
Casselton Cemetery Assn	\$14,300.00
Casselton Fire Dept	\$23,500.00
Casselton Parks & Rec	\$200.00
Casselton Public Library	\$42,911.25
Channing Bete	\$171.68
City of Fargo	\$3,443.44
Colonial Life	\$123.10
D.J.'s Plumbing	\$65.00
Dakota Supply Group	\$1,176.01

Essentia Health	\$155.00
Gordy's Service Center	\$18.00
Guardian	\$761.51
Hardware Hank	\$70.64
Jerry's Excavating	\$10,479.75
Job Authority	\$10,500.00
Johnson Pest Control	\$85.00
Lake Agassiz Water Authority	\$250.00
Mac's	\$8.99
Midnight Solutions	\$120.00
New Horizons Electric	\$462.70
Ohnstad Twichell	\$1,700.00
Ottertail Power	\$4,446.87
Ramada Bismarck Hotel	\$90.00
Starion Bond Service	\$678,214.25
Sturdevant's	\$92.11
Swanston Equipment	\$94.56
Team Laboratory	\$5,763.00
Verizon Wireless	\$150.36
Xcel	\$231.92
Ryan & Kari Zerface	\$100.00

The Starion bond did not get called in time for the May 1 payment date but will have a call date a few days later requiring payment of additional interest. Councilman Eberhardt made a motion, seconded by Councilman Buss to approve the bond payment including additional interest. All voted aye on roll call vote; **motion passed**.

**Financial Statement**

The year-end transfer for applying the \$10 fee to bond payments which was approved at the last meeting was erroneously requested at twice the amount needed. Councilman Eberhardt made a motion, seconded by Councilman McConnell to approve the financial statement and correction of the transfer down to \$47,000. General Fund

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\$55,623.09; Special Revenue Funds \$704,826.79; Debt Service Funds \$1,997,140.08; Construction Funds \$458,835.44; Special Assessment Funds \$1,573,772.33; Enterprise Funds \$527,626.25; Trust and Agency Funds \$64,444.08; total \$5,382,268.06. All voted aye on roll call vote; **motion passed.**

**Correspondence**

- Casselton Ambulance has expressed interest in the lot where the old water tower is located. Council will keep that in mind.
- Metro COG is accepting submittals for planning assistance.
- NDIRF has their annual meeting on May 11 in Bismarck and the city is to submit their proxy vote.
- Thank you card from Kenny Habiger for the photo collage presented at the Christmas party.

**Equipment Purchase**

Councilman Eberhardt made a motion, seconded by Councilman Carvell to approve purchase of a ditch mower from Central Sales for \$16,995. All voted aye on roll call vote; **motion passed.**

**Second Reading of 50' Lot Ordinance**

This ordinance allows existing residences on 50' lots to be rebuilt if taken down, however to build on a vacant lot would require a conditional use permit. Dennis Huber, an appraiser, suggested allowing owners to rebuild without making a structure more non-conforming in regard to properties that may already be non-conforming with current ordinance, such as if there isn't a proper setback it could be rebuilt on the same footprint. Buss prefers that any 50' lot should be allowed to be sold and built upon. Councilman Wangler made a motion, seconded by Councilman Francis to approve the second reading which adds that if a property owner owns adjacent lots with a residence on each lot they are not treated as a single zoning lot. Francis, Carvell, Eberhardt and Anderson voted aye on roll call vote; Wangler, Buss and McConnell voted nay; **motion passed.**

**Retail Fireworks Application**

Request was received to sell from a steel structure stand in the parking lot next to Country Kitchen along Governors Drive. The fire chief has reviewed and recommends approval of the request. Councilman Wangler made a motion, seconded by Councilman Eberhardt to approve a new retail fireworks permit to Erin Moss dba Blondie's Fireworks. All voted aye on voice vote; **motion passed.**

**Raffle permit**

Councilman Eberhardt made a motion, seconded by Councilman Buss to approve a 50/50 raffle permit for Casselton Outback Dance Team. All voted aye on voice vote; **motion passed.**

**Waste Management Recycling Program**

Waste Management would like to do a curbside recycling program in Casselton with a separate tote for unsorted recycling products to be picked up once or twice a month. Estimating 800 households they figured a rough \$5-\$8 per household which would be set up as a voluntary program; however, the city would be charged for all 800 households. They are getting 80% participation in most cities. The city would still need to have downtown commercial collection and recycling sites available so there would be no reduction in equipment needs. Recycling prices are down on product and Mayer doesn't really expect a major decrease in tipping fees. Councilman McConnell made a motion, seconded by Councilman Francis to not start curbside recycling with Waste Management. All voted aye on voice vote; **motion passed.**

**Auditorium Sound System**

It has been suggested to move council meetings to the auditorium but the acoustics is poor. Anderson got a quote for microphones, speakers and sound dampening acoustical panels from Tricorne Audio. Consensus was that it's a good idea but another quote should be requested from HB Sound before any decisions are made.

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**Health Insurance Renewal**

A comparison was made between virtually identical BlueCross BlueShield of ND and Medica plans. Although there was a slight increase in cost the Medica plan offers 100% coverage of preventive/maintenance type medications and is the choice requested by the employees. Councilman Eberhardt made a motion, seconded by Councilman Francis to submit applications for the Medica 2300-0% HSA plan. All voted aye on roll call vote; **motion passed.**

**Residential Property Tax Exemption**

Councilman McConnell made a motion, seconded by Councilman Buss to make a resolution to continue the two year \$75,000 first owner residential property tax exemption per NDCC 57-02-08(35). All voted aye on voice vote; **motion passed.**

**Cemetery Appointment**

Councilman McConnell made a motion, seconded by Councilman Francis to appoint Lorne Sterner to the cemetery board through 2020. All voted aye on voice vote; **motion passed.**

**Township Meeting**

Eberhardt and Francis attended the Casselton Township meeting and found that in 1992 the county created an ordinance requiring townships to allow hog farm facilities with a permit; a soybean biodiesel plant wants to move in south of the ethanol plant; township is looking for a road grader. Eberhardt reported that Everest Township has an ordinance against feed lots.

**Steven Stremick**

He would like to extend sewer and water across 5<sup>th</sup> Street for the development on the north at the time the road is dug up next year. However, since the daycare would like to get going soon he is requesting authorization to have the new section of 5<sup>th</sup> Avenue running north to be left as gravel until the Highway 18 road work is done and then concrete it. Councilman Carvell made a motion, seconded by Councilman Buss to approve a gravel road until a permanent road can be done. All voted aye on voice vote; **motion passed.**

**Morgan Forness**

The school is interested in the city lot between the school and the elementary playground.

**Engineer's Agenda**

*Eastview 1<sup>st</sup> Addition* - In review: an improvement district has already been created and the engineers report shows eight larger lots. A sewer line from the north could only service these eight lots and one from the south could provide service to the entire section of land but was not agreed to by Frith, the owner of the south land. A developer's agreement would need to be signed with a promissory note which would be released at the time a residence is built on the lot. New FEMA maps will reflect a correction showing the floodway where the legal drain is located along the lots, rather than the old location going through the lots. A preliminary plat has been approved and a final plat will be presented.

Councilman Francis made a motion, seconded by Councilman Eberhardt to confirm the resolution to direct the engineer to prepare plans and specs based on the engineers report prepared on March 2, 2015. All voted aye on voice vote; **motion passed.**

*State Highway 18/2<sup>nd</sup> Street N* – A preconstruction meeting will be held on Wednesday, April 13<sup>th</sup> at 9:00 am at city hall with Northern Improvement. They will determine the construction schedule at this meeting.

*State Highway 18/5<sup>th</sup> Street N* – Preliminary plans have been submitted and a plans in hand inspection meeting will be held on Wednesday, April 20<sup>th</sup> at 1:30 pm. A public information meeting will occur on Thursday, May 19<sup>th</sup> at 7:00 pm in the city auditorium. Final plans will be completed in July with bidding in November.

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*Industrial Park Storm Sewer Improvements* – The railroad draft permit has been received and will be sent over to be reviewed by Losing. Council will hold a special meeting to approve the permit in order to get the contract awarded in time. Other permits are coming along and Moore is working with NDSU for easements. Councilman Wangler made a motion, seconded by Councilman Buss to approve Moore’s invoice 12409 for \$5,445.86. All voted aye on roll call vote; **motion passed.**

*Water Tower Improvements* – Environmental comments are being received for the facility report as required by DWSRF. Braun Intertec gave a quote of \$6,668 for one boring location. Councilman Francis made a motion, seconded by Councilman Buss to accept the proposal for \$6,668. All voted aye on roll call vote; **motion passed.** Garrison Diversion Conservancy District (GDCCD) board meeting is on Thursday, April 21<sup>st</sup> to approve the recommendation by the GDCCD Executive Committee and State Water Commission to fund the Casselton Water Tower project through the MR&I program. Councilman McConnell made a motion, seconded by Councilman Francis to put the ACP transmission pipe on the State Water Commission planning forms. All voted aye on roll call vote; **motion passed.** The Letter Agreement from Moore Engineering summarizes the intent to add a new tower and remove the old bubble and tower. The cost breakdown for work on 1) civil engineering portion of the project including studies and reports for a facility plan, 2) DWSRF funding administration and 3) MR&I funding administration totals an estimated \$50,000. Councilman Francis made a motion, seconded by Councilman Buss to approve the letter agreement for the water tower project. All voted aye on roll call vote; **motion passed.**

Steve Zimmer, Lorne Sterner and Del Losing met to discuss long-term city planning. Zimmer suggests it would likely cost at least \$10,000 to start and possibly more depending on the scope of the project. City needs to decide what is needed and who will do what.

Councilman Wangler made a motion to adjourn at 8:54 pm.

Next regular meeting May 2, 2016 at 7:00pm.

Respectfully Submitted,

Sheila K Klevgard  
City Auditor