

**CITY OF CASSELTON**  
**Monday, August 5, 2013**  
**REGULAR MEETING 7:00 P.M.**  
**Council Chambers**

Present: Mayor Edward McConnell, Councilmen Lee Anderson, Kent Buss, Paul Spooner, Fred Wangler, Joan Carvell and Mike Eberhardt. Also present: James Schmitt, Matt Thompson, Dean Johnson, City Auditor Sheila Klevgard, City Engineer Brandon Oye, Deputy Joe Hedin, Brad Morris, Bernie Sinner, Public Works Supervisor Kevin Mayer, Bruce Satrom and City Attorney Del Losing.

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

Councilman Anderson made a motion, seconded by Councilman Wangler to approve the minutes of July 1 and July 24, City Attorney's Report, Municipal Judge's Report, Police Report and the delinquent utilities list. All voted aye on roll call vote; **motion passed.**

Councilman Buss made a motion, seconded by Councilman Anderson to approve the following bills and refunds. All voted aye on roll call vote; **motion passed.**

|                        |              |
|------------------------|--------------|
| Adapco                 | \$1,064.00   |
| Aflac                  | \$135.52     |
| Ameripride             | \$136.69     |
| Avesis Vision          | \$108.88     |
| Bank of North Dakota   | \$350,220.00 |
| Blue Cross Blue Shield | \$4,846.20   |
| Border States Electric | \$115.08     |
| Camas Sand & Gravel    | \$1,650.00   |
| Cass County Reporter   | \$758.77     |
| Cass County Treasurer  | \$10,931.25  |
| Cass County Electric   | \$505.70     |
| Cass Rural Water Users | \$36,637.40  |
| Casselton Cold Storage | \$800.00     |
| City of Fargo          | \$4,522.90   |
| Crown Motor Co         | \$14,000.00  |
| Essentia Health        | \$48.00      |
| Fargo Water Equip      | \$2,671.30   |
| Gordy's Inc.           | \$176.97     |
| Guardian               | \$810.32     |
| Haugen Cleaning        | \$390.00     |
| Hawkins Chemical       | \$3,070.20   |
| Richard Henke          | \$314.29     |

|                         |             |
|-------------------------|-------------|
| Interstate Powersystems | \$329.09    |
| Johnson Pest Control    | \$55.00     |
| Kindred Plumbing & Htg  | \$13,368.12 |
| Moore Engineering       | \$47,678.85 |
| Nardini Fire Equipment  | \$223.50    |
| North Dakota One Call   | \$106.15    |
| ND State Fire & Tornado | \$3,685.98  |
| NorthStar Safety        | \$117.00    |
| Orbitcom                | \$608.50    |
| Ottetail Power          | \$3,929.95  |
| Petro Serve USA         | \$2,574.28  |
| Radisson Hotel Bismarck | \$69.30     |
| Sam's Club              | \$109.17    |
| Sanitation Products     | \$94.48     |
| Sig Olson & Sons        | \$2,240.00  |
| Sturdevant's            | \$278.50    |
| Sweeney Controls        | \$1,570.28  |
| Team Laboratory         | \$2,250.00  |
| Titan Access Account    | \$4,434.15  |
| US Postal Service       | \$200.00    |
| Verizon Wireless        | \$145.11    |
| Xcel                    | \$61.20     |

The week following the water line break the tower wasn't filling at the right times and was low on water, but it has been corrected. The mayor found a good deal on a payloader with Surplus Property. Councilman Eberhardt made a motion, seconded by Councilman Buss to purchase the loader for \$60,000. All voted aye on roll call vote; **motion passed.** After putting a bucket on the pay loader, the investment will be around \$75,000 however the value is estimated by the CAT dealer at \$120,000. The mosquito counts are down to 13 and 3 on the West Nile type, but the city and area sprayers are still working to prevent cases of West Nile.

**Financial Statement**

Tipping fees will be going up from \$35 to \$38 per ton in 2014. Councilman Anderson made a motion, seconded by Councilman Eberhardt to approve the financial statement. General Fund \$128,796.56; Special Revenue Funds \$909,164.63; Debt Service Funds \$978,823.84; Construction Funds \$165,874.92; Special Assessment Funds

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\$488,543.13; Enterprise Funds \$442,342.57; Trust and Agency Funds \$9,563.83; total \$3,123,109.48. All voted aye on roll call vote; **motion passed.**

**Correspondence**

Invitations were received from Moore Engineering to attend a dinner Thursday evening during the ND League of Cities annual conference. All members of council were encouraged to attend the conference.

**Reserve Fee**

There was discussion at the July meeting to remove the \$4 reserve fee from the water bills, although no action was taken. Councilman Wangler made a motion, seconded by Councilman Buss to remove the \$4 reserve fee from the water bills. All voted aye on roll call vote; **motion passed.**

**Job Development Authority Update**

A ten year financial summary was presented showing the progression of revenue from mil levy and city sales tax as well as outstanding business loans. Economic development is one of the purposes for the sales tax fund and was accessed to develop the loan program which requires local match funds. Once repaid and loaned out again, the second generation loan does not require any match funds and continues as an economic development tool. Current loans from seven or eight businesses extend from 5-20 years but over the years 15 companies have used the loan program. The Flex PACE loan through the Bank of North Dakota requires a 35% community match. The local portion is a 0% loan and the state portion becomes a grant. There has been almost a 4:1 increase in valuation from the original funding sources. Lake Agassiz has several loans outstanding in the loan pool but JDA does not have any PACE loans outstanding. The JDA is in a good position to continue without any need for the sales tax funds for the expected timeframe for the quiet zone to be paid off.

One of the potential growth opportunities is a rebar manufacturer looking at the industrial park. They came to visit after the 5-1/2" rain so they saw what drainage issues exist in the area. Ideas to mitigate the drainage are needed. The pump size could be increased once the ditch block is removed along the interstate to move the water straight east. Maple River Grain, Abbiamo Pasta and tenants farming the land suggest placing lateral cuts into the farmland and cleaning out culverts to move the water north. The natural flow is to the southeast although the drainage along 18 was graded to drain to the north to take pressure off the corner by the hotel. Another possibility would be to place a culvert under old highway 10 to move the water east. The farmer has a better chance of getting permission to dig from the Maple River Water Resource District and Oye can help initiate contact. Possible retention sites are across the highway south of Governors Inn and north of Industrial Boulevard west of the water tower, although since the land is so flat it would take a lot of land to gain very little retention.

The water will want to sit along Highway 18 and will need to stay away from John Deere. Another concern is that the city is running out of lots in town for residential development. 10 or 11 per year keeps our quality of life. Dell is not willing to develop the land himself.

**Gaming Site Authorization**

Plains Art Museum will be removing the blackjack table from Governors' Pub and therefore requests approval of their revised gaming site authorization. Councilman Wangler made a motion, seconded by Councilman Carvell to approve the revised authorization. All voted aye on roll call vote; **motion passed.**

**Security Requirement on Alcohol Permit**

A wedding reception is planned in the city auditorium with alcohol and minors present. The renter is requesting to have the security requirement waived for the event since it is a small private party and the minors would be 12 years old and younger. After a short discussion regarding liability issues Councilman Anderson made a motion, seconded by Councilman Eberhardt to deny waiving the security requirement. All voted aye on roll call vote; **motion passed.**

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**Street Assessment Resolution**

The assessment process starts once the dollar amount of the bond is known (\$3,460,000). The assessment committee must be notified to meet and decide how it is to be apportioned to each property. Notifications are printed in the paper and hearings are held where people can argue the dollar amount, the assessments are reviewed and a final hearing is held with council giving final approval. Assessments can be amended, but the bond amount is fixed unless the bonds can be called. Assessments are for the same amount as the bonding. Councilman Anderson made a motion, seconded by Councilman Spooner to approve the resolution. All voted aye on roll call vote; **motion passed.**

**Sanitation Truck Bids**

The city took bids to replace the sanitation truck. RDO bid \$120,045.51 for a Mack chassis and Fargo Peterbilt bid \$123,998 for a Peterbilt chassis and Sanitation Products bid \$112,959 for the packer. Both chassis met city required specifications. Total cost will be \$233,004.51 well under the original estimate was \$260,000. Estimated delivery date is 9 months on the packer which brings it to mid May 2014. Mayer was surprised that the Mack came in low bid because most cities are running Peterbilts. The unit will be a one man truck using an arm that picks up the totes. Benefits are faster, more efficient and reduced labor costs. A Workforce Safety grant for \$10,000 is to be reviewed this week. It is also possible that workers compensation rates will go down. The rear loader truck will be retained for downtown dumpsters as well as the cardboard truck. The Wayne Curbtender is an upgrade of the regular size loader that can lift a 2,000 pound, 400 gallon tote which will replace dumpsters in the future. The Major Equipment fund has \$200,000 to be used for this purchase. With this 27 yard packer the city may be able to collect residential trash in two days rather than four. Councilman Spooner made a motion, seconded by Councilman Eberhardt to accept the bid for the Mack and the packer. All voted aye on roll call vote; **motion passed.**

**Special Highway Funds**

The \$112,000 received from the state earlier this year was earmarked by the state to be used for “extraordinary roadway maintenance purposes”, not normal maintenance. It was decided at committee level to use some of the funds to lay concrete under the dumpsters and driving lanes at both recycling centers. Bids were received from Kaufman Construction at \$5.41 per square foot and Ready Concrete at \$6.20 per square foot. Total for about 12,000 square feet is \$64,507.80 for both recycle centers from Kaufman Construction. This is the same price as PARAS is charging on the street project. Councilman Buss made a motion, seconded by Councilman Anderson to accept the bid from Kaufman Construction to install concrete at both recycle locations. All voted aye on roll call vote; **motion passed.**

**Service Truck Replacement**

The current service truck, a 1995 Ford ¾ ton, was purchased in 2003 for \$8,000, had a \$4,800 crane and box installed on it by the city and currently has 130,000 miles on it. Mayer looked at a 2005 Ford 1 ton v10 dually with complete service body and a 4,000 pound crane, which is heavier than what is in use now. It has 116,000 miles and an engine driven air compressor with hose reel and a power inverter to run grinders. Mayer stated that it is set up with exactly what he is looking for. He was able to get the price down to \$14,000 which is within the street budget. A pay loader, service truck and garbage truck were all purchased 10 years ago. Mayer stated that he tries to buy good used equipment that will last especially since they are used every day. There's some rust on the frame and the back bumper just needs to be buffed. Councilman Eberhardt made a motion, seconded by Councilman Buss to buy the service truck. All voted aye on roll call vote; **motion passed.**

**Engineers Agenda**

*Sanitary Sewer Improvement District #24 –*

The final balancing change order includes the credit on the old air release valve of \$738.50 closes out \$30,000 under budget with no contingencies used. Councilman Anderson made a motion, seconded by Councilman Carvell to approve final payment #3 to the contractor for \$13,368.12. All voted aye on roll call vote; **motion passed.** SRF loan

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Final Inspection and Acceptance form, SRF Recipient's Release and Assignment form, Initiation of Operation Certification letter and Operation and Maintenance Manual letters were presented for the mayor's signature to close out the project. The dips in Front Street have been filled with millings for now, although the full depth will be dug and replaced under warranty work.

*Sewer & Street Improvement District #25 –*

Del has reviewed the contracts and approved them for signature by the mayor. Councilman Wangler made a motion, seconded by Councilman Spooner to pay the contractor for partial payment #1 of \$134,360.01 after the engineer receives the overall project timeline. All voted aye on roll call vote; **motion passed**. Councilman Wangler made a motion, seconded by Councilman Spooner to approve engineering invoice 5918 for \$41,458.85. All voted aye on roll call vote; **motion passed**. Oye presented the SRF request for funds in the amount of \$413,773. Cleaning and televising the sewer lines will occur this week. The milling machine will be brought back in after mudjacking and curb and gutter replacement is complete.

*Levy improvements –*

Cass county sales tax committee approved a 25% of local share, \$23,750 grant for this project. A plan has been set to help resolve unacceptable items from the corps list. Another BNSF permit will be needed. Description work for the survey was discounted \$2,650.00. Councilman Buss made a motion, seconded by Councilman Anderson to pay engineering invoice 6009 for \$6,220.00. All voted aye on roll call vote; **motion passed**.

*Ditch block – Industrial Park I-94 Drainage –*

An approval letter was received from the water resource district with conditions that the city receives DOT drainage permission and the city is to notify them before starting any work. Now waiting for DOT and water resource district to decide who is going to direct the work.

*SB&B Addition – Sewer and Water Improvement*

Fletschock is looking at the option of doing their own private water and sewer service in which case there would be no inspection and they would maintain it. They don't want to pay the engineering fees to meet city specifications. City sewer main requires 8 inch minimum where all they need is 4 inch. Two manholes are recommended as well as a fire hydrant in front of their property. They are far enough away from a city line that they could install a septic tank. Jerry Fletschock will talk with his boys since they will be taking over the business.

**Police Report**

Nite to Unite is set for tomorrow evening. Deputy Joe Hedin invites everyone to the event. Ambulance, fire, sheriff's motorcycle and canine unit will be out. Food and ice cream floats will be provided from 5:30pm to 7:30pm in Governors Park.

Preliminary budget meeting set for August 19, 2013 at 7:00pm.

Next regular meeting September 9, 2013 at 7:00pm.

Councilman Eberhardt made a motion to adjourn at 8:59pm.

Respectfully Submitted,

Sheila K Klevgard  
City Auditor