

**CITY OF CASSELTON**  
**Tuesday, January 3, 2012**  
**REGULAR MEETING 7:00 P.M.**  
**Council Chambers**

Present: Mayor Edward McConnell, Councilmen Pete Silbernagel, Phil Spooner, Steve Link, Fred Wangler, Paul Spooner, and Craig Tillisch. Also present: Dick Sinner, Gary Siverson, Public Works Supervisor Kevin Mayer, Diane Spoerl, City Engineer Brandon Oye, Lin Smithwick, Deputy Keenan Zundel, City Attorney Del Losing and City Auditor Sheila Klevgard.

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

Councilman Craig Tillisch made a motion, seconded by Councilman Fred Wangler to approve the minutes of December 5, City Attorney's Report, Police Report, Municipal Judge's Report, and the delinquent utilities list. All voted aye on roll call vote; **motion passed.**

The BNSF bills were just received but are due 30 days from invoice date which would require approval for payment now, prior to review by the city engineer. Councilman Pete Silbernagel made a motion, seconded by Councilman Craig Tillisch to approve the following bills, refunds and salaries for the month of January with the BNSF bills being approved contingent upon review and approval by the city engineer. All voted aye on roll call vote; **motion passed.**

Adapco	\$841.00
Ameripride	\$122.47
Avesis Vision	\$62.27
BNSF	\$25,465.75
Border States Electric	\$93.72
Cass County Heating	\$233.00
Cass County Reporter	\$305.17
Cass County Treasurer	\$10,164.66
Casselton Drug	\$180.00
Cass County Electric	\$501.77
Casselton Fire Dept	\$4,000.00
Casselton Lumber	\$271.49
Casselton Parks & Rec	\$11,737.34
Cass Rural Water Users	\$21,783.76
Casselton Bus Assn	\$25.00
City of Fargo	\$3,225.60
Dakota Driveline	\$75.00
Fargo Water Equip	\$10,600.00
Guardian	\$558.69
Hardware Hank	\$283.43
Haugen Cleaning	\$420.00
Jacobsen Tree Expert	\$525.00
Jayhawk Software	\$4,700.00
Jerry's Excavating	\$9,295.62

John Deere Financial	\$124.24
Johnson Pest Control	\$75.00
Lightowler Johnson	\$1,750.00
Lulu's Cooking @ The Vets	\$1,233.37
Medica	\$3,461.71
Midnight Solutions	\$240.00
ND Dept of Commerce	\$9,009.70
ND Municipal Finance Assn	\$60.00
ND Water Users Assn	\$200.00
NW Tire	\$160.00
Ohnstad Twichell	\$4,950.00
Orbitcom	\$309.28
Ottertail Power	\$4,122.37
Petro Serve USA	\$1,785.17
Powerplan	\$4,120.25
Sanitation Products	\$2,369.27
Todd Schaffer	\$13.97
Starion Bond Service	\$750.00
St Paul Stamp Works	\$99.15
The Title Company	\$63.24
Verizon Wireless	\$146.41
Xcel	\$124.15
Xtreme Printing	\$880.00

**Financial Statement**

New accounting and utility software has been recommended for approval by the Finance Committee. The Jayhawk JUS utility billing software has already been ordered. Proposed year-end transfers were discussed later in the meeting. Councilman Fred Wangler made a motion, seconded by Councilman Paul Spooner to approve the financial statement. General Fund \$123,676.90; Special Revenue Funds \$782,272.03; Debt Service Funds \$504,999.43; Construction Funds \$147,570.61; Special Assessment Funds \$127,034.26; Enterprise Funds \$365,343.60; Trust and Agency Funds \$12,542.53; total \$2,063,439.36. All voted aye on roll call vote; **motion passed.**

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**Correspondence**

A public hearing for a proposed electric transmission line for NSP will be on January 30, 2012 at 10:00 am at the Fargo City Commission Room, 200 3<sup>rd</sup> St N, Fargo. This line goes along the west edge of Mapleton corporate limits. A letter has been sent out by the ND Department of Health regarding the Casselton Inert Waste Landfill permit renewal. The comment period is from January 3<sup>rd</sup> to February 1, 2012.

**Public Works**

- The city has received \$800 from a state grant for mosquito control; these funds were used to purchase larvacide biscuits.
- Garbage totes are being delivered. Michele Rieniets wants to know if she can keep her dumpster. The current garbage truck will need to be replaced in 3 years, at which time a one-armed bandit will be purchased. The city will allow her to keep the dumpster until the one-armed bandit is purchased.
- On Thursday the CBA will hear from Brandon Oye regarding the Front Street project.
- Kevin Mayer and Mayor Ed McConnell will meet with Cass Rural Water to discuss the new water line and abandoning the bubble.
- The public works department mowed the cattails in the east dike and Swan Creek diversion. Grass clippings, pumpkins and branches were found in the Swan Creek diversion.

**Mayor's Report**

A finance committee meeting is planned regarding a property donation to Parks and Recreation. The property consists of two cul-de-sac lots, right by the pond and is adjacent to the bike path. Del Arneson would also like to switch to a personal guarantee rather than a letter of credit to the city.

**2<sup>ND</sup> reading ordinance #243**

This ordinance amends how council members are paid. This change would not require attendance at the regular meeting in order to be paid. Councilman Phil Spooner made a motion, seconded by Councilman Paul Spooner to approve the second reading of this ordinance. Councilmen Steve Link, Craig Tillisch, Paul Spooner and Phil Spooner voted aye; Councilmen Pete Silbernagel and Fred Wangler voted nay; **motion passed.**

**JDA appointments**

Councilman Steve Link made a motion, seconded by Councilman Pete Silbernagel to appoint Julie Nelson, Bernie Sinner and Brad Morris to an additional 3 year term to the Job Development Authority. All voted aye on roll call vote; **motion passed.**

Tourism Board has a vacancy for a 5 year term. It was suggested to see if someone from the Governors Inn would be interested.

**Incorrect water bills**

Jerry Hjelmstad with NDLC does not know of any legal limitation as to how far back the city could bill for undercharged water usage, but indicated that the owner may complain that they can't collect the back charges from the water user (tenant). Public Works will have a person go into the homes and read the meters to check multiplier for billing. Councilman Pete Silbernagel made a motion, seconded by Councilman Steve Link to table this billing issue until all meters are checked. All voted aye on roll call vote; **motion passed.**

**2<sup>nd</sup> Street S Street Lights**

Residents of Sundance Apartments have requested additional street lights in that area. Jeff with Ottertail Power recommends 3 lights at an additional cost of \$10 per month. They will need to set one more pole and can put wires on current poles. Councilman Steve Link made a motion, seconded by Councilman Phil Spooner to go ahead and get the lights installed. All voted aye on roll call vote; **motion passed.**

**Engineers agenda**

- Brandon will present the Front Street project at the CBA meeting on Thursday in the auditorium to gauge the business owners' perception of what should be done on Front Street to improve the appearance of the downtown area. A handout of

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the capital improvement plan list will be distributed.

- A proposed timeline to complete the northwest quadrant sewer and streets project in 2012 was presented. A Public works committee meeting will be set for early next week to come up with the assessment district on this project. It should take some pressure off the Front Street main if relining these pipes takes care of infiltration from the northwest. The force main needs air release valves and a pigging station to clean the main going into the lagoons.
- Safe routes to school – Councilman Pete Silbernagel made a motion, seconded by Councilman Phil Spooner to make final payment to Opp Construction of \$13,221.15 All voted aye on roll call vote; **motion passed**. Councilman Craig Tillisch made a motion, seconded by Councilman Paul Spooner to make final payment to Moore Engineering invoice \$2,676.82 All voted aye on roll call vote; **motion passed**.

**Fund transfers**

Councilman Pete Silbernagel made a motion, seconded by Councilman Craig Tillisch to make the following transfers. All voted aye on roll call vote; **motion passed**. The grant from the city hall improvement will be applied to the sales tax fund when received.

<b>Amount</b>	<b>Transfer In</b>	<b>Transfer Out</b>
\$ 1,312.50	SSW Dist #22	Major Projects
\$ 85,500.00	Lagoon Land 97-1	City Maintenance
\$ 6,000.00	Dike 98-1	City Maintenance
\$ 71,500.00	Water Tower	City Maintenance
\$ 13,660.20	City Maintenance	Social Security
\$ 9,401.86	City Maintenance	Employee Retirement
\$ 41,894.00	Street Repair-Valley Grain	Major Projects
\$ 224,288.69	City Hall Improvement	Sales Tax

**Investment rates**

The finance committee did not want to put any of the city’s funds at risk with the investment options that were presented by Bremer Bank so CD and money market rates were requested from several banks with the best rates presented at .55% in a 12 month CD at Bremer and .55% in a money market savings account at 1<sup>st</sup> State Bank. Councilman Pete Silbernagel made a motion, seconded by Councilman Steve Link to move \$500,000 from savings into the money market account at 1<sup>st</sup> State Bank. All voted aye on roll call vote; **motion passed**.

**Designate depositories of public funds which meet the pledge of security requirements**

Councilman Phil Spooner made a motion, seconded by Councilman Pete Silbernagel to designate Bremer Bank and 1<sup>st</sup> State Bank as the designated depositories. All voted aye on roll call vote; **motion passed**.

**Records disposal**

The list of records that were disposed and those sent to archives in 2011 were presented to the council.

**Miscellaneous**

The deputies received a complaint from Harness trailer court regarding a truck parked on BNSF property south of the trailer court. The truck was running all night. Since the truck was not parked on a city street, the city can’t do anything about it.

Casseltap Lounge state liquor license has not been renewed effective January 1, 2012. Vandalism has decreased although there was some mailbox vandalism closer to Fargo. Underage drinking has been an issue. The kids are talking and giving out information for investigations to proceed.

Jim Thorson will work with Cass County Sergeant Mitch Burriss to set up a crime free apartment program.

The Attorney General’s state background check goes back 3 years on misdemeanors and 5 years for felonies. It was noted that the fire department and ambulance do a national check.

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Next meeting is February 6, 2012 at 7:00pm.

Councilman Fred Wangler made a motion to adjourn at 9:03pm.

Respectfully Submitted,

Sheila K Klevgard  
City Auditor