

CITY OF CASSELTON
Monday, December 2, 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: Matt Thompson, Rich Hawkins, Dan Weber, Elizabeth Utley, City Auditor Sheila Klevgard, City Engineer Brandon Oye, Deputy Keenan Zundel and City Attorney Del Losing.

Minutes, Consent Agenda, Bills and Financial Report

Councilman Wangler made a motion, seconded by Councilman Buss to approve the minutes of November 4, 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 Eberhardt made a motion, seconded by Councilman Wangler to approve the following bills and refunds. All voted aye on roll call vote; **motion passed.**

A1 Radiator Sales	\$919.21
Aflac	\$135.52
Ameripride	\$123.41
Avesis Vision	\$87.35
Blue Cross Blue Shield	\$4,396.20
Butler Machinery	\$7,323.00
Cass County Electric	\$547.40
Cass County Heating	\$93.00
Cass County Treasurer	\$10,931.25
Cass Rural Water Users	\$28,137.48
Casselton Bus Assn	\$1,200.00
Casselton Lumber	\$61.59
Casselton Parks & Rec	\$5,000.00
Casselton Public Library	\$5,542.00
City of Fargo	\$3,276.55
Chris Eisenbeisz	\$100.00
Fargo Freightliner	\$198.59
Guardian	\$810.32
Hardware Hank	\$49.18

Haugen Cleaning	\$420.00
John Deere Financial	\$3,717.78
Johnson Pest Control	\$248.00
Sheila Klevgard	\$19.76
Jonathan & Tanya Metz	\$100.00
Midnight Solutions	\$120.00
ND DOT	\$1,593.90
Ohnstad Twichell	\$17,750.52
Orbitcom	\$151.15
Ottertail Power	\$3,787.91
Otto's Welding	\$868.70
Petro Serve USA	\$7,967.54
Powerplan	\$35.56
RDO Equipment	\$13,500.00
Structural Materials	\$113.40
Titan Access Account	\$52.00
Lois Titus	\$100.00
Verizon Wireless	\$146.19
Xcel	\$89.05

Financial Statement

Councilman Buss made a motion, seconded by Councilman Carvell to approve the financial statement. General Fund \$129,734.84; Special Revenue Funds \$790,454.49; Debt Service Funds \$963,310.63; Construction Funds \$2,399,491.40; Special Assessment Funds \$614,212.20; Enterprise Funds \$363,474.27; Trust and Agency Funds \$10,753.99; total \$5,271,431.82. All voted aye on roll call vote; **motion passed.**

Correspondence

Ottertail Power sent a letter notifying the city that they have relocated the poles to the new site and indicating their appreciation for the cooperation of the city.

NDDOT

North Dakota Department of Transportation is requesting permanent acquisition of 22,778 square feet of land owned by the city southwest of the Highway 18 curve to complete the radial T intersection project. Although they

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are offering \$3,661 for the land, city ordinance requires a bid process for any sale over \$2,500. In order to eliminate any complications or extra costs, Councilman Wangler made a motion, seconded by Councilman Carvell to donate the land to NDDOT. All voted aye on roll call vote; **motion passed.**

Rick Landgraff Excess Water Bill

The pipe for Landgraff's outside spigot had a hole caused by freezing which leaked any time the faucet was turned on. Utley, his investment property manager, stated that there is no moisture in the basement and the sump hole is on the other side of the house with no other drain for any large volume of water to go indicating that the 291 units of water did not come through that pipe. The auditor said the only work done on the meter was to attempt to test it and that's how the leak was found. After the leak was repaired, the meter was tested and found to be within tolerance. Anderson stated that the hole in the pipe is too small to account for the 291 units used over the three month period. Since the public works supervisor was not in attendance, the mayor suggested that he speak with the public works employee directly to see what work was done prior to making any decisions. Councilman Anderson made a motion, seconded by Councilman Eberhardt to table this issue until next month. All voted aye on roll call vote; **motion passed.**

Bingo Permit

Councilman Carvell made a motion, seconded by Councilman Spooner to approve the bingo permit for Knights of Columbus. All voted aye on roll call vote; **motion passed.**

Liquor License Renewals

Applications for renewal were received from Vets Inc., Red Baron, Maple River Distillery, Maple River Winery, Spare Time Lanes, Dusty's, Governors Pub/Country Kitchen and Cottonwood Golf Club. All background checks had not yet been received from the sheriff's office, but were on order. Councilman Wangler made a motion, seconded by Councilman Carvell to approve the applications. All voted aye on roll call vote; **motion passed.**

Year-End Transfers

Councilman Anderson made a motion, seconded by Councilman Buss to approve the year-end transfers as listed below. All voted aye on roll call vote; **motion passed.**

\$144,766.88	from Flood Control 2008 Const Fund	to Flood Control 2008 Spec Assess Fund	consolidate funds
\$78,100.00	from City Maintenance/Sewer	to Lagoon Land Purchase 97-1	bond payments
\$6,200.00	from City Maintenance	to Dike 98-1	bond payments
\$68,800.00	from City Maintenance	to Water Tower Reserve	bond payments
\$13,500.00	from Major Equipment	to City Maintenance/Sanitation	Down pymt on truck (\$10,000 to be reimb in January with grant)

Salaries

According to the NDLC salary survey, the mayor and council appear to be overpaid based on what other towns the size of Casselton are paying, although the public works director salary is comparable to Harvey and Bowman. The mayor suggests looking at the auditor's salary next year since the Affordable Care Act may cause a significant rise in health care costs this year. He also pointed out that Casselton may have more equipment than most towns, but the work gets done with fewer laborers. Upon recommendation of the mayor, Councilman Buss made a motion, seconded by Councilman Spooner to increase salaries three percent for 2014. All voted aye on roll call vote; **motion passed.** 2014 salaries are as follows: Auditor \$37,322.57; Administrative Assistant \$11.85 per hour; Public Works Supervisor \$50,517.37; Assistant Public Works Supervisor \$18.27 per hour; Laborer 1 \$15.39 per hour; Laborer 2

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\$14.88 per hour; Laborer 3 \$17.75 per hour; Assessor \$3,893.66 plus building permit fees; Clerk of Court \$1,301.89.

Police Report

This month there were two crashes, a rescue at the ethanol plant where someone had fallen into a bin, the owner of a barking dog was cited and thefts were down, which correlates to a juvenile not residing in town any more.

Engineers Agenda

Sewer & Street Improvement District #25 –

Moore and KPH had an all day meeting to verify and correct quantities in the contract so they will not need to look back on it in the spring. Councilman Eberhardt made a motion, seconded by Councilman Wangler to approve engineering invoice 6891 for \$35,351.05. All voted aye on roll call vote; **motion passed**. Councilman Wangler made a motion, seconded by Councilman Anderson to approve the contractor's application for payment #5 for \$1,066,952.99. All voted aye on roll call vote; **motion passed**.

Levy improvements –

There's a lease agreement with BNSF for the dike crossing the main line but there's no agreement in place for the spur on the west side of town or the west side of drain 64 on the east side of the city. The purpose of establishing a BNSF lease agreement is to have something in writing which allows the dike to be in BNSF right of way. The application fee is \$600 as with all BNSF applications, later a license agreement is received with a bill for the annual fee rate. Although the city will fix the gopher holes and other items that the Corps has issues with, the city will not be able to stay in the Corps program since the poles east of Tinta Tawa won't be moved. The question arose that if the city is not in the Corps program, is the lease agreement necessary. Due to concern over the annual lease fee the engineer was asked to get a copy of the current lease agreement to see what it shows for fees. Councilman Carvell made a motion, seconded by Councilman Anderson to table the new agreement until next month. All voted aye on roll call vote; **motion passed**. As clarification that getting out of the Corps program will not affect flood insurance requirements in the city, Oye explained that the Corps program is not related to the FEMA program except for land protected by an accredited levee, which Casselton does not have. All land in Casselton in the floodplain is based on existing ground elevation compared to the 100-year base flood elevation for the FEMA flood insurance program.

Councilman Eberhardt made a motion, seconded by Councilman Buss to keep the industrial park storm water detention pond on the Clean Water State Revolving Fund priority list. All voted aye on roll call vote; **motion passed**.

The Toppers Car Club is having a car show the weekend of Summerfest 2014. Swanks would like to hold their car show in Casselton as a separate event on another weekend. The insurance situation, if it is allowed as a separate event, will be checked out.

Next regular meeting January 6, 2014 at 7:00pm.

Councilman Wangler made a motion to adjourn at 8:29pm.

Respectfully Submitted,

Sheila K Klevgard
City Auditor