

CITY OF CASSELTON
Monday, February 4, 2013
REGULAR MEETING 7:00 P.M.
Council Chambers

Present: Mayor Edward McConnell, Councilmen Mike Eberhardt, Lee Anderson, Kent Buss, Paul Spooner and Joan Carvell. Also present: Jonathan Warrey, Karen Otteson, Joseph and Ashley Maasjo, Lorne Sterner, City Auditor Sheila Klevgard, Captain Dean Haaland, City Engineer Brandon Oye, Public Works Supervisor Kevin Mayer, Rich Hawkins and City Attorney Del Losing.

Minutes, Consent Agenda, Bills and Financial Report

Councilman Carvell made a motion, seconded by Councilman Anderson to approve the minutes of January 7, 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 Anderson made a motion, seconded by Councilman Eberhardt to approve the following bills and refunds. All voted aye on roll call vote; **motion passed**.

Aflac	\$115.50
Ameripride	\$129.40
Avesis Vision	\$87.35
Bank of North Dakota	\$52,845.15
Blue Cross Blue Shield	\$4,583.40
Cass County Reporter	\$922.72
Cass County Treasurer	\$10,931.25
Casselton Drug	\$76.59
Cass County Electric	\$535.50
Cass Rural Water Users	\$26,393.64
Casselton Lumber	\$167.88
Casselton Parks & Rec	\$15,584.70
Casselton Vet's Club	\$45.00
City of Fargo	\$2,718.10
Becky Dunker	\$142.39
Earl's Repair	\$373.09
Emergent, LLC	\$338.82
Essentia Health	\$72.00
Fargo Freightliner	\$658.86
Fargo Hose Company	\$67.65
Guardian	\$737.28
Hardware Hank	\$409.93
Haugen Cleaning	\$750.00

Jayhawk Software	\$700.00
Johnson Pest Control	\$55.00
Mac's	\$45.06
Gary Marier	\$23.10
Massage Inspirations	\$60.00
Midnight Solutions	\$120.00
Moore Engineering	\$11,471.49
ND Municipal Finance Assn	\$30.00
ND Municipal Judges' Assn	\$25.00
NorthStar Safety	\$136.71
ODB Company	\$441.83
Ohnstad Twichell	\$1,500.00
Ottertail Power	\$4,487.46
Powerplan	\$22.40
Sam's Club	\$58.81
Sturdevant's	\$605.94
Titan Access Account	\$55.46
Universal Services	\$44.00
Verizon Wireless	\$141.74
Weber Insurance Agency	\$50.00
Workforce Safety	\$5,573.50
Xcel	\$417.79

Financial Statement

Councilman Buss made a motion, seconded by Councilman Anderson to approve the financial statement. General Fund \$127,443.30; Special Revenue Funds \$560,893.84; Debt Service Funds \$725,660.62; Construction Funds \$4,757.20; Special Assessment Funds \$387,882.74; Enterprise Funds \$441,263.68; Trust and Agency Funds \$23,529.91; total \$2,271,431.29. All voted aye on roll call vote; **motion passed**.

Generations Connecting

2012 highlights included tutoring for grades 1 through 8, Senior Citizen's Prom, education activities including a Mini Health Fair for grades 4 and 5, support of Post Prom, Dollars for Scholars and Back-to School Night and a Town Hall meeting. Councilman Spooner made a motion, seconded by Councilman Carvell to adopt a resolution formally supporting the activities and actions of Generations Connecting. All voted aye on roll call vote; **motion passed**.

Police report

There were five crashes due to winter road conditions, two reports of burglaries and complaints of suspicious vehicles in the

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cemetery. Deputies are checking out the area.

Franchise Agreement

Councilman Anderson made a motion, seconded by Councilman Carvell to approve a second reading of the ordinance to extend the franchise agreement to Cass County Electric for another 20 years. All voted aye on roll call vote; **motion passed.**

Refinancing Bond

Refinancing the 2007 Refunding Improvement Bonds could reduce the interest rate below 2% and save the city \$215,000 over the life of the bonds. Refinancing costs would be added to the current balance so there would be no cash outlay. Payment dates would also remain the same. If approved today, Mike Manstrom with Dougherty and Dougherty would be able to lock in the rates in May. Councilman Eberhardt made a motion, seconded by Councilman Buss to approve refunding the 2007 bond issue. All voted aye on roll call vote; **motion passed.**

Planning & Zoning

A request has been received from Joe and Ashley Maasjo for a conditional use permit to construct and operate a commercial daycare center at 552 2nd Street S. Juli Lunde, the neighbor to the west, was opposed to the request due to safety and noise concerns. The recommendation of the commission is to approve the permit with the stipulation that the building be on the west side of the property and the playground to the east side. The stop sign on the corner should help with any traffic issues and the playground will have to be fenced anyway. Councilman Carvell made a motion, seconded by Councilman Spooner to approve the conditional use permit as recommended. All voted aye on roll call vote; **motion passed.**

Park Board Update

Jonathan Warrey has been on the board since 2010. The board did an analysis of their strengths, weakness and threats and came up with initiatives. They have assigned members to be liaisons with the city, booster club, school board, CBA and Vet's Club. They are hoping it will improve communication and help seek out grant opportunities. Second, they plan to identify and write a grant to expand one new program in 2013. They are looking to advance programs for adults and other sports such as tennis, soccer, cribbage league and walking/biking trails. The Willow Bend Park will be opened this spring. It is designed for ages two to twelve; there is no water or shelter yet, but it can be expanded. They plan to expand public communication beyond the Out-of-Bounds article through a website or newsletter. There has been some initial talk about a shared facility with the booster club, school and park board. It wouldn't necessarily be on school property and the park board would be responsible for the operating expenses. The school board has made a commitment of up to \$25,000 per year for 20 years for the cost of the building. The city will put together a building committee to participate in the task force. Digger toys with pea rock were taken out of the plans in Willow Bend since they went with rubberized material. The skate park equipment doesn't get used possibly because it isn't challenging, but also because the older kids cause a mess at the ball courts preventing younger kids from wanting to hang out there. They welcome ideas for new programs that could be sustained. The park board meets the first Wednesday of the month at 5:00pm at the golf course club house. Eberhardt and Carvell will stay in contact with the school regarding the shared facility and Carvell will go to the park board meetings.

Clearing the Skating Rink

Brent Ham has used his Ranger to clear snow off the rink. A resident wondered if the city could use city equipment to clear it. The brushes on the broom are metal and would tear up the ice. The snow blower could be used to clear it when it goes by or when requested by the park board. No boards around the rink should make it easy to clear.

Board Appointments

Councilman Anderson made a motion, seconded by Councilman Eberhardt to appoint Jacob Holland of Wells Fargo Bank to a three year term on the Job Development Authority. All voted aye on roll call vote; **motion passed.** Councilman Buss made a motion, seconded by Councilman Eberhardt to appoint Richard Herring to another five year term on the Airport Authority. All voted aye on roll call vote; **motion passed.**

On-Call Pay

The employee who carries the on-call phone gets paid \$10 per day to check at the bubble, and their duties now include checking at the water tower. The Public Works Committee would like to change the pay rate to \$20 per day since they are doing twice the work. If the employee is called out to work they are paid a minimum of hour of pay. Councilman Eberhardt made a motion,

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seconded by Councilman Spooner to approve the on-call pay rate increase. All voted aye on roll call vote; **motion passed.**

Records Retention Disposal

Councilman Carvell made a motion, seconded by Councilman Anderson to dispose of the records as requested. All voted aye on roll call vote; **motion passed.**

Non-Smoking Ordinance

Councilman Anderson made a motion, seconded by Councilman Eberhardt to approve the 2nd reading of the city ordinance to adopt the state non-smoking law as it was effective December 6, 2012. All voted nay on roll call vote; **motion did not pass.**

Crime Free Housing

Fargo, West Fargo and Dilworth have a very strong crime free housing organization. It is voluntarily established by the landlords who do background checks on all new renters and have the right to evict them if they are involved in any crime. Background checks are performed by the sheriff's department with just a driver's license number. The sheriff's department checks for local activity and the state's background check gives more history. Rich Hawkins does background checks on his prospective renters looking for current warrants or other current issues that may cause him to decline renting to them. Corporal Haaland will get the city in contact with someone who can help set it up. Councilman Buss will be the contact.

Engineer's Agenda

Sanitary Sewer Improvement District #24 – The updated pump calibrations show that flow has increased with lower pressure, which is desired.

Sewer and Street Improvement District #25 – BNSF permits will be needed to access their property for roadway work and for the sewer line passing through. Moore received two proposals to investigate pavement thickness and soil conditions for the project. Braun Intertec's bid was \$4,000 lower with an alternative to taking core samples of the pavement. This option is called Ground Penetrating Radar and costs \$300 less than the coring option. Knowing the thickness of the pavement provides the contractors with base information so they know what they will be dealing with and help them develop their bids. It is a minor cost which will reduce future change orders. Councilman Carvell made a motion, seconded by Councilman Anderson to approve the Braun Intertec proposal including GPR for \$15,412. All voted aye on roll call vote; **motion passed.** Oye estimates a maximum sewer rate increase of \$18.10 and does not include the street work which will be assessed. A per resident cost estimate of the sewer rate increase will be given to the auditor to be sent out in an email notifying the public of the upcoming protest hearing.

Levee Improvements – Oye is not finding filed document with the county for levee right of way. He will be checking with Losing and Klevgard to see if the levee surveys are on file in the city auditor's office and not filed with the county. Oye will be sending an application to Cass County Flood Sales Tax committee for a sales tax grant. Survey work and tree removal estimates will be put together for the next meeting. Councilman Buss made a motion, seconded by Councilman Spooner to pay the Moore Engineering invoice 4850 for \$2,321.50. All voted aye on roll call vote; **motion passed.**

Ditch Block Removal – No update, still waiting on approval of the State Drainage Permit.

Next meeting is February 19, 2013 at 7:00pm.

Next regular meeting is March 4, 2013 at 7:00pm.

Councilman Buss made a motion to adjourn at 8:46pm.

Respectfully Submitted,

Sheila K Klevgard
City Auditor