

CITY OF CASSELTON
Tuesday, January 3, 2017
REGULAR MEETING 7:00 P.M.
Council Chambers

Present: Mayor Lee Anderson, Councilmen Joan Carvell, Mike Eberhardt, Charlie Francis, Char Gust and Kent Buss. Also present: Bob Runck, Peggy Runck, John Meyer, Randy Spielvogel, Angela Kolden, Deputy Nate Boerboom, Deputy Jacob Longlet, Jim Meyer, City Auditor Sheila Klevgard, City Attorney Del Losing and City Engineer Brandon Oye.

Minutes, Consent Agenda, Bills and Financial Report

Councilman Buss made a motion, seconded by Councilman Carvell to approve the agenda. All voted aye on voice vote; **motion passed**. Councilman Eberhardt made a motion, seconded by Councilman Francis to approve the minutes of December 5, City Attorney's Report, Municipal Judge's Report, Police Report and the delinquent utilities list. All voted aye on voice vote; **motion passed**. Councilman Eberhardt made a motion, seconded by Councilman Carvell to allow the payment to the library to be reflected in the 2016 financials. All voted aye on voice vote; **motion passed**. Councilman Carvell made a motion, seconded by Councilman Buss to approve the following bills and refunds. All voted aye on roll call vote; **motion passed**.

Advantage Computer	\$400.00
Aflac	\$19.80
Ameripride	\$199.80
Avesis Vision	\$121.13
Birch Communications	\$302.59
BNSF	\$5,419.70
Border States Electric	\$27.91
Cass County Electric	\$469.15
Cass County Reporter	\$891.77
Cass County Treasurer	\$107,158.54
Cass Rural Water Users	\$23,741.92
Casselton Drug	\$50.00
Casselton Fire Dept	\$4,000.00
Casselton Public Library	\$11,464.00
City of Fargo	\$4,283.62
Colonial Life	\$80.92
Becky Dunker	\$92.18
Essentia Health	\$25.00
Guardian	\$891.66
Hardware Hank	\$105.50

H&H Coatings	\$3,350.00
Jerry's Excavating	\$4,844.42
Johnson Pest Control	\$85.00
Juniper Environmental	\$5,450.00
Medica	\$3,055.89
Mid America Meter	\$240.48
Minnkota Recycling	\$408.98
Municipal Finance Officers	\$60.00
NDLC	\$1,864.00
ND DOT	\$2,467.92
ND Rural Water Systems	\$230.00
ND Water Users Assn	\$200.00
Ohnstad Twichell	\$9,360.00
Ojibwe	\$153.94
Ottertail Power	\$4,095.87
Sam's Club	\$14.98
Steve's Heating & A/C	\$499.60
Summit Group	\$112.45
Super 8 Bismarck	\$58.49
Xcel	\$157.03

Financial Statement

The following yearend transfers have already been made.

<u>Transfer From</u>	<u>Transfer To</u>	<u>Purpose</u>	<u>Amount</u>
Utility Cap Improv Fund	SRF 2012 Debt Service	Apply \$10 fee for Bond Pymts	\$46,250.00
City Maintenance-Sewer	Lagoon Land Purch 97-1	Cover Bond Payments	\$78,836.34
City Maintenance-Water	Water Tower Reserve	Cover Bond Payments	\$72,262.50

Councilman Gust made a motion, seconded by Councilman Carvell to transfer \$200,000 from City Maintenance to Water Tower 2017 and the balance of City Maintenance to the Major Equipment Fund. All voted aye on roll call vote; **motion passed**. Councilman Buss made a motion, seconded by Councilman Francis to approve the financial statement. General Fund \$54,766.78; Special Revenue Funds \$679,822.09; Debt Service Funds \$1,703,622.89; Construction Funds \$717,282.68; Special Assessment Funds \$1,137,815.41; Enterprise Funds \$537,759.07; Trust and Agency Funds \$18,168.99; total \$4,849,237.91. All voted aye on voice vote; **motion passed**.

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Correspondence

As per request from Metro COG, Councilman Eberhardt made a motion, seconded by Councilman Buss to appoint Charlie Francis as Casselton's representative to Metro COG's Policy Board for 2017. All voted aye on voice vote; **motion passed**. A check for \$144.00 was received from Memory Fireworks as a donation to the Casselton police department from the sale of 'police' fireworks. It was given to Deputy Boerboom who suggested that they use it for Nite to Unite.

Planning & Zoning Conditional Use Permit

Peggy Runck would like to open a holistic store called Heart & Soul selling essential oils, salt lamps, incense and candles. She is also planning to hold Make & Take essential oil classes. Her intent is to be open 30 hours per week with open hours to accommodate those who work in Fargo. Councilman Eberhardt made a motion, seconded by Councilman Gust to approve the conditional use permit as recommended by the commission. All voted aye on voice vote; **motion passed**.

Water Line Repair

Councilman Eberhardt made a motion, seconded by Councilman Buss to leave the limit that residents pay on water line repairs at \$2,000 if the driveway is not cut or broken and \$3,000 if it is. All voted aye on voice vote; **motion passed**.

Sidewalk Removal Request

A phone call was received to put the request on the agenda but the resident making the request was not in attendance. Councilman Gust made a motion, seconded by Councilman Francis to deny the request. All voted aye on voice vote; **motion passed**.

Alley Behind Granada Court

Water pools in front of the apartment garages every time it rains. The alley is higher than the concrete pad which is not cracked, so it appears that it hasn't sunk. Depending on where the closest storm sewer is located, a drain may not be able to be installed. The owners will contact Oye in the spring to look at it and compare it with the LIDAR that was taken last spring to determine what can be done to improve the drainage. It will then be decided how improvements will be paid for.

Raffle Permits

Casselton Golf Course, Inc. requested a calendar raffle permit to help fund the new tee box and Casselton Outback Dance Team requested a 50/50 raffle to help fund a dance team trip to Florida. Councilman Buss made a motion, seconded by Councilman Eberhardt to approve both permits. All voted aye on voice vote; **motion passed**.

Casselton vs KPH

The judge ruled in favor of the city. Usually an order then goes to judgment; however, KPH requested the city to accept dismissal of the case upon payment of \$128,590.53 which includes interest and each side paying their own costs. Councilman Buss made a motion, seconded by Councilman Gust to accept the payment and stipulation for dismissal. All voted aye on roll call vote; **motion passed**. Once the final bill is received from Ohnstad, Moore will be approached to pay 50% of the legal fees for the error they made.

2017 Salaries

To compare salaries even to other cities of comparable size has been difficult due to the difference in job descriptions. Eberhardt and Anderson have a hard time evaluating the public works supervisor and auditor since they don't work with them every day. A suggestion was made that a peer review would be helpful for evaluating both. It was believed that reviews are taken lightly because raises are not correlated; however, a subjective evaluation affecting pay rates can cause ill feeling. Buss suggested that a bonus could be put into the budget. The finance committee will

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look at other methods to review employees. Councilman Eberhardt made a motion, seconded by Councilman Buss to increase wages 3% across the board. All voted aye on roll call vote; **motion passed**. 2017 wages are: Clerk of Court \$1,415.66; Administrative Assistant \$12.77/hour; Public Works Supervisor \$55,393.71; Public Works Laborer #1 \$15.40/hour; Public Works Laborer #2 \$20.31/hour; Public Works Laborer #3 \$14.27/hour; Public Works Laborer #4 \$13.75/hour; Public Works Assistant Supervisor \$21.12/hour; Janitor \$14.35/hour; Auditor \$41,463.29

Bond Value Discussion

Using estimates given by the local banks the current sales tax revenues at 1% would cover annual payments for a \$2,500,000 bond but it would bring the total amount paid out up to \$3,500,000 and that was not what council had originally agreed to. The school can only bond an additional \$4 million in lease bonds and therefore needs \$4 million up front to meet the need of \$8 million. Three questions have been presented to the attorney general: may a city provide sales tax revenue to 1) a school for a facility if owned by and connected to a school, 2) a wellness center authority created by a joint powers agreement 3) benefit a wellness facility connected to a school owned and operated by a separate entity. A proposed alternate plan in case none of the options are approved is to use sales tax to pay for the cost of a retention pond and sewer work. However the estimated cost for that work is less than \$1,000,000. There was significant discussion about the expansion of the school and the need for larger facilities that are already in use by many groups. The questions brought up were what will the city get for the money and is it the city's obligation to help pay for it. Francis was assigned to put together some additional scenarios of what can be done if the attorney general gives a negative opinion.

Engineer's Agenda

State Highway 18/2nd Street N – Waiting for certifications from contractor.

State Highway 18/5th Street N – NDDOT said they are pushing the bid date to March 17. Councilman Carvell made a motion, seconded by Councilman Eberhardt to approve the NDDOT agreement and sump pump specifications. All voted aye on voice vote; **motion passed**.

Industrial Park Storm Sewer Improvements – There are still some punchlist items to be completed. Councilman Eberhardt made a motion, seconded by Councilman Buss to approve the contractor's application for payment #4 for \$40,095.00. All voted aye on roll call vote; **motion passed**. Councilman Buss made a motion, seconded by Councilman Francis to approve Moore's invoice 14512 for \$3,742.60. All voted aye on roll call vote; **motion passed**.

Water Tower Improvements – Now waiting for a response from Bureau of Reclamation. The application will be submitted for a 20 year loan period and the auditor will send the planned repayment method to ND Public Finance Authority. Councilman Francis made a motion, seconded by Councilman Carvell to approve Moore's invoice 14510 for \$3,705.00. All voted aye on roll call vote; **motion passed**.

Cass County Highway 10 – School Improvements – Oye will work with the school architect to get the correct size on the storm sewer.

LOMR – On hold due to lack of funds received from residents.

Police Report

Jake Longlet is Casselton's new assigned deputy for day shift. The summary 2016 report which will reflect a significant increase in number of citations compared to prior years will be given in February.

Councilman Francis made a motion to adjourn at 8:39 pm.

Next regular meeting February 6, 2017 at 7:00pm.

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Respectfully Submitted,

Sheila K Klevgard
City Auditor