

**CITY OF CASSELTON**  
**Monday, July 31, 2017**  
**SPECIAL MEETING 7:00 P.M.**  
**Council Chambers**

Present: Mayor Lee Anderson, Councilmen Joan Carvell, Char Gust, Fred Wangler, Charlie Francis and Kent Buss. Also present: Public Works Supervisor Kevin Mayer, City Auditor Sheila Klevgard, Sheila Krueger, Kristin Hackmann.

**Street Closure Request**

Wangler requested to close 6<sup>th</sup> Avenue North from 1<sup>st</sup> Street to the alley south of his property on Saturday, August 5<sup>th</sup> for an auction sale. Councilman Francis made a motion, seconded by Councilman Buss to approve the street closure. All voted aye on voice vote; **motion passed**. Mike Eberhardt arrived.

**Preliminary Budget**

*Library Budget* – Krueger explained that the state grant will go down in 2018, other fund raising that they do such as the Steak Fry and Pie Day is under Miscellaneous Income. They have a new color printer so operating costs will increase for color ink. They would also like to have an area in the library for STEM activities. They have about 13,000 active users in 2016; she showed information for Facebook impressions; e-books went live in April this year; they offer free computer and internet usage. She can see an increase in usage as awareness increases. Councilman Francis made a motion, seconded by Councilman Carvell to approve the library budget. All voted aye on voice vote; **motion passed**.

*Forestry Budget* – The wage and related taxes for the new city forester we increased and Tree Permit fees were reduced. Councilman Gust made a motion, seconded by Councilman Wangler to approve the forestry budget. All voted aye on voice vote; **motion passed**.

*Street Budget* – Wages in all departments have been increased 5% to allow for any increases approved later. Health insurance has gone down due to a change in who is covered. Machinery & Equipment was increased to replace the street sweeper and a forklift and the increase in Road Repairs is to do crack sealing. Councilman Wangler made a motion, seconded by Councilman Francis to approve the street budget. All voted aye on voice vote; **motion passed**.

*Sanitation Budget* – As we are still working to get the Heat/Fuel line item accurate after switching from fuel oil to natural gas a couple years ago, this amount decreased. Tipping Costs were increased in anticipation of some new homes. Councilman Carvell made a motion, seconded by Councilman Buss to approve the sanitation budget. All voted aye on voice vote; **motion passed**.

*Sewer Budget* – The Repairs & Maintenance line item increase is to replace a control panel for the lift station which will also serve East View Addition; it will be running more and it's over 50 years old. Councilman Wangler made a motion, seconded by Councilman Francis to approve the sewer budget. All voted aye on voice vote; **motion passed**.

*Water Budget* - Increased Water Purchases for additional homes in East View Addition. Meters are down because we budgeted extra last year to replace the handheld; now the water meters will start to be replaced. It will take ten years at 100 meters per year to keep them updated. Increase in Testing is due to the requirement for one more bacteriological test each month because a city population over 2,500 requires three samples. Councilman Buss made a motion, seconded by Councilman Eberhardt to approve the water budget with an increase in Water Charges of \$2,225. All voted aye on voice vote; **motion passed**.

*Cemetery Budget* - Councilman Gust made a motion, seconded by Councilman Wangler to approve the cemetery budget. All voted aye on voice vote; **motion passed**.

*General Budget* – the auditor presented the budget with changes that had been approved by the finance committee including a 5% increase for Sheriff Contract, reduction in Continued Education and Office Furniture/Equipment. Subsequent to the last finance committee meeting several notices had been received from other entities increasing their fees to the city. These increases included assessor fees, attorney fees and NDIRF insurance premium. In addition, the auditor recommended an increase in Miscellaneous Expense to \$25,000 to cover any other potential increases that may come up prior to the final budget meeting and an increase in Office Supplies to \$17,000 for a new laptop and server. Mayor Anderson also indicated that he thought the Summerfest amount should be brought back down to \$10,000.

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Councilman Francis made a motion, seconded by Councilman Eberhardt to approve the general budget. All voted aye on voice vote; **motion passed.**

*Levy* – After considering the needs of the cemetery and the library and the desire not to overcharge the public, Councilman Wangler made a motion, seconded by Councilman Francis to approve a proposed levy of 75.47 mills. All voted aye on voice vote; **motion passed.**

Councilman Buss made a motion, seconded by Councilman Eberhardt to accept the entire preliminary budget. All voted aye on voice vote; **motion passed.**

Councilman Wangler made a motion to adjourn at 8:31 pm.

Next regular meeting August 7, 2017 at 7:00pm.

Respectfully Submitted,

Sheila K Klevgard  
City Auditor