

CITY OF CASSELTON
Monday, June 6, 2016
REGULAR MEETING 7:00 P.M.
Council Chambers

Present: Mayor Lee Anderson, Councilmen Joan Carvell, Mike Eberhardt, Charlie Francis, Ed McConnell, Kent Buss and Fred Wangler. Also present: Daniel Triller, Shannon Radcliffe Bueche, Jesse Hagen, Steven Stremick, Kayla Anderson, Angela Kolden, Morgan Forness, Steve Link, City Auditor Sheila Klevgard, Public Works Director Kevin Mayer, Deputy Mathew King and City Engineer Brandon Oye.

Minutes, Consent Agenda, Bills and Financial Report

Councilman Wangler made a motion, seconded by Councilman Eberhardt to amend the agenda by adding a raffle permit for Swanks Car Club. All voted aye on voice vote; **motion passed**. The trend as seen in the police reports has been an increase in open garage doors and Deputy King wants to remind the public to close the garage doors to help prevent a recurrence of last year's break ins. Councilman Wangler made a motion, seconded by Councilman Buss to approve the minutes of May 2 and 11, City Attorney's Report, Municipal Judge's Report, Police Report and the delinquent utilities list. All voted aye on voice vote; **motion passed**. Councilman McConnell made a motion, seconded by Councilman Francis to approve the following bills and refunds. All voted aye on roll call vote; **motion passed**.

Aflac	\$19.80
Ameripride	\$187.94
Birch Communications	\$304.43
Cass County Electric	\$751.96
Cass County Reporter	\$254.88
Cass County Summerfest	\$10,000.00
Cass County Treasurer	\$11,261.33
Cass Rural Water Users	\$21,680.16
Casselton Parks & Rec	\$5,000.00
Central Sales Inc	\$16,995.00
City of Fargo	\$6,188.18
Colonial Life	\$80.92
Gordy's Service Center	\$9.00
Guardian	\$930.99
Hardware Hank	\$160.20
Hawkins Chemical	\$2,074.86
Jerry's Excavating	\$1,246.40
JobsHQ	\$399.00
John Deere Financial	\$268.00
Johnson Pest Control	\$113.00
Medica	\$4,359.29
Midnight Solutions	\$120.00

Moore Engineering	\$30,251.15
North Dakota One Call	\$87.00
ND State Plumbing Board	\$25.00
Mike Nelson	\$160.00
New Horizons Electric	\$1,606.18
NorthStar Safety	\$124.62
Office of the State Auditor	\$165.00
Ohnstad Twichell	\$1,700.00
Ottetail Power	\$3,826.67
Paul Bunyan	\$462.08
Petro Serve USA	\$3,305.99
Productivity Plus Account	\$1,047.05
Railroad Mgmt Co III	\$176.86
Sam's Club	\$35.52
Sanitation Products	\$503.79
John Siverson	\$86.40
Statewide Services, Inc.	\$162.00
Sturdevant's	\$69.13
US Postal Service	\$110.00
Verizon Wireless	\$151.41
Xcel	\$114.28

Financial Statement

Councilman Carvell made a motion, seconded by Councilman McConnell to approve the financial statement. General Fund \$53,148.97; Special Revenue Funds \$790,824.95; Debt Service Funds \$1,701,197.92; Construction Funds \$447,916.33; Special Assessment Funds \$1,287,002.09; Enterprise Funds \$527,806.07; Trust and Agency Funds \$14,148.05; total \$4,822,044.38. All voted aye on roll call vote; **motion passed**.

Gaming Site Authorization

Councilman Wangler made a motion, seconded by Councilman Buss to approve the gaming site authorization for Horse Race North Dakota at Dusty's for a pull tab dispensing device only. All voted aye on voice vote; **motion passed**.

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Fireworks Permit

Councilman Eberhardt made a motion, seconded by Councilman Francis to approve a retail fireworks permit to Memory Fireworks next to Gordy's Travel Plaza. All voted aye on voice vote; **motion passed.**

Summerfest

A few changes to this year's event include music all day on Front Street including a comedy magic act. Because the school is closed for HVAC improvements, the events usually held there have been moved downtown. The Little Miss Summerfest Pageant and CBA supper will be at the park, Martins will host the variety show and a new event will be an outdoor movie north of the fire hall, with the movie to be chosen by a public vote. The cackle fest will again be at the Front Street recycling location on Thursday night. Although there may be less cars for the car show due to competition with West Fargo, Bueche requested the street closings remain the same. She also requested to close the 600 block of Front Street on Friday night due to the supper. Councilman Eberhardt made a motion, seconded by Councilman Buss to close the streets as needed for Summerfest. All voted aye on voice vote; **motion passed.** Councilman Wangler made a motion, seconded by Councilman Francis to change the contribution payment to \$12,000 for this year. All voted aye on roll call vote; **motion passed.** The extra money is being used to make electrical improvements at the pavilion in Governor's Park and additional 220 outlets on the poles across from the Vets Club and Governor's Park. The total project cost is about \$5,400 supported by funds from Parks & Rec, the Business Association, the city and an Endowment Fund grant. Councilman Francis made a motion, seconded by Councilman Eberhardt to waive the open container ordinance for Thursday and Saturday into Sunday morning. All voted aye on voice vote; **motion passed.** Councilman Buss made a motion, seconded by Councilman Francis to allow outdoor sales of liquor (no glass) in front of the liquor establishments in the downtown business district on Thursday and Saturday into Sunday morning. All voted aye on voice vote; **motion passed.**

Records Disposal

Councilman Carvell made a motion, seconded by Councilman Francis to approve disposal of old records from 2003 to 2011. All voted aye on voice vote; **motion passed.**

Raffle Permit

Councilman Eberhardt made a motion, seconded by Councilman Francis to approve a raffle permit to Swanks Car Club for Summerfest pending attorney approval. All voted aye on voice vote; **motion passed.**

Property Tax Exemptions for Improvements

Guidelines were received from the county assessor for allowing this type of exemption. The state has very few restrictions other than a residence must be 25 years old or older. The auditor suggested that the city set a minimum value for a qualifying improvement such as the renaissance zone which uses a percentage increase in value. The mayor sent it to the ordinance committee to review.

Metro COG Demography Meeting

Every five years Metro COG approaches the rural communities to see how much they expect to grow and what growth capacity the city has in their current infrastructure. They base the growth potential on the number of available lots and although Casselton has open land, it wouldn't be considered since there isn't any infrastructure in place. Therefore Casselton is considered at its limit. Mapleton has built 91 homes since 2010 but can't get a good bond rate because it's based on the 2010 census not the current number of residents. Mapleton has 169 total buildable lots available for homes. Sewer capacity is their main issue now. The preliminary report is expected to be available by the end of the year.

JDA Meeting

JDA has questioned what their place is in city growth. In the past they have helped new businesses find a location and assist in finding financing. Hagen suggested bringing representatives from Planning & Zoning, Job Development

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Authority, school board, city council and the park board together to hear an initial presentation from Metro COG as an informational public meeting to help develop a growth plan which will bring a more proactive approach to city growth. Barnesville utilized them for a comprehensive plan at a cost of \$33,000 but they are Metro COG members so it may have cost them less than it will cost Casselton. Having a master plan will soon become a requirement for bonding. They require a formal letter requesting a proposal and the city can later figure out how much the plan will cost and how to pay for it. Councilman Wangler made a motion, seconded by Councilman Francis to send a letter of intent to get a proposal from Metro COG. All voted aye on voice vote; **motion passed.**

Auditor's Bond

Councilman Wangler made a motion, seconded by Councilman Carvell to set the auditor's bond at \$2,000,000. All voted aye on voice vote; **motion passed.**

Stremick

There was discussion on who would put in the temporary road and where it would be put. The light pole that is in the 5th Avenue North proposed right of way will be moved with the NDSTREET project in 2017. Stremick was told to hire a contractor who can then get a permit from NDDOT to work in the highway right of way to install the temporary road on either side of the proposed Avenue right of way. There was discussion about where the water and sewer will come from for the daycare center and if the lines would be temporary or permanent. A new plat was also presented for the Johnson property and although the plat is basically the same as the proposed plat presented in May, there were some changes and it hasn't been reviewed by Planning & Zoning which will be meeting on June 20th. Councilman Carvell made a motion, seconded by Councilman Eberhardt to approve the plat of Casselton Farms First Addition. Carvell and Eberhardt voted aye on roll call vote; Francis, Wangler, Buss and McConnell voted nay; **motion failed.**

Engineer's Agenda

State Highway 18/2nd Street N – Work is substantially complete and the road is now open, inspection will be on Friday to get a punch list. The sidewalk may have to be ground down to assist with drainage on either end of the project. Seed has been drilled and hydro-mulch placed on top. Councilman Francis made a motion, seconded by Councilman Wangler to approve change order number four which added adjustments for ADA modifications and reinforcing steel. All voted aye on roll call vote; **motion passed.** Councilman Wangler made a motion, seconded by Councilman Buss to approve Intermediate Progressive Estimate #2 for \$225,177.25. All voted aye on roll call vote; **motion passed.**

State Highway 18/5th Street N – The wetland delineation report found two artificial wetlands in the ditch along Highway 18. Moore will be working with NDDOT to make the determination if mitigation will be required. The construction services portion of the project requires an RFQ so the city should plan to have an engineer hired by the bid date in November.

Industrial Park Storm Sewer Improvements – The culvert under the access road has been put in and concrete poured; the road will be opened on Friday if breaks are satisfactory. The contractor is leaving now and will be back in July to complete the project. Contracts have been reviewed by the attorney and recommended for approval. Councilman Eberhardt made a motion, seconded by Councilman Francis to approve the contracts for signature by the mayor. All voted aye on voice vote; **motion passed.** Councilman Francis made a motion, seconded by Councilman Buss to approve Moore's invoice 12746 for \$5,483.80. All voted aye on roll call vote; **motion passed.**

Water Tower Improvements – The total estimated cost of the project is \$2,110,000 of which the local share is estimated to be \$862,000 based on 60% funding through the Municipal, Rural & Industrial (MR&I) water supply program. Funding can go through the Drinking Water State Revolving Loan Fund at 2.5% over 20 or 30 years. The rate increase per user per month would be \$6.01 and \$4.48 respectfully based on 910 users. This report is for SRF funding; a slightly different version will be presented to MR&I. The DWSRF funding application will be started now.

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Councilman Francis made a motion, seconded by Councilman Buss to approve the final facility plan and authorize the engineer to prepare plans and specifications. All voted aye on voice vote; **motion passed.**

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

Next regular meeting July 5, 2016 at 7:00pm.

Respectfully Submitted,

Sheila K Klevgard
City Auditor