

**CITY OF CASSELTON**  
**Monday, March 3, 2014**  
**REGULAR MEETING 7:00 P.M.**  
**Council Chambers**

Present: Mayor Edward McConnell, Councilmen Lee Anderson, Paul Spooner, Joan Carvell, Kent Buss and Mike Eberhardt. Also present: Matt Thompson, City Auditor Sheila Klevgard, Deputy Joe Hedin, City Engineer Brandon Oye and City Attorney Del Losing.

**Minutes, Consent Agenda, Bills and Financial Report**

Councilman Buss made a motion, seconded by Councilman Anderson to approve the minutes of February 3 and 17, 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**.

Advanced Business Methods	\$694.62	Jayhawk Software	\$362.00
Aflac	\$135.52	Johnson Pest Control	\$143.00
Ameripride	\$414.29	Kerry's Kitchen	\$225.00
Avesis Vision	\$95.62	Mac's	\$81.57
Blue Cross Blue Shield	\$4,292.40	Kevin Mayer	\$21.00
Cass County Electric	\$671.47	Midnight Solutions	\$120.00
Cass County Treasurer	\$11,040.50	North Dakota One Call	\$6.60
Cass Rural Water Users	\$26,839.92	Ohnstad Twichell	\$1,569.41
Casselton Cemetery Assn	\$125.00	Orbitcom	\$278.10
City of Fargo	\$3,280.80	Ottertail Power	\$4,909.49
Earl's Repair	\$210.66	Petro Serve USA	\$1,586.95
Essentia Health	\$97.00	Sam's Club	\$51.98
Fargo Freightliner	\$2.40	Sturdevant's	\$163.12
Guardian	\$742.87	Third Day Homes	\$100.00
Hardware Hank	\$299.32	Verizon Wireless	\$146.26
Holt Landscape	\$45.00	Xcel	\$238.41
HR Collaborative	\$150.00		

**Financial Statement**

Councilman Anderson made a motion, seconded by Councilman Carvell to approve the financial statement. General Fund \$130,199.24; Special Revenue Funds \$630,933.86; Debt Service Funds \$1,207,723.88; Construction Funds \$1,249,242.90; Special Assessment Funds \$1,082,100.68; Enterprise Funds \$422,632.27; Trust and Agency Funds \$30,403.00; total \$4,753,235.83. All voted aye on roll call vote; **motion passed**.

**Correspondence**

Generations Connecting is sponsoring a Town Hall panel and discussion on underage alcohol use on Tuesday, April 22 at 7:00pm. All are encouraged to attend.

**Snow Removal Ordinance**

This ordinance makes it a violation to throw snow into the street from private property and allows for the city to charge the cost of such removal to the owner of the property from which the snow came. Changes made since the first reading were to make it a non-criminal infraction with up to a \$500.00 fine which can be assessed with the taxes if the violator is a property owner. Councilman Buss made a motion, seconded by Councilman Carvell to approve the second reading and final adoption of this ordinance. All voted aye on roll call vote; **motion passed**.

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**City Decorations**

The Christmas decorations and seasonal banners which are placed on the light poles are in need of replacement. The cost is estimated at \$17,000 of which \$6,000 is for the lights. The auditor suggested a sales tax grant request to pay for the new decorations. Councilman Eberhardt made a motion, seconded by Councilman Spooner to purchase the lights and banners and follow up with a grant application. All voted aye on roll call vote; **motion passed**. If the grant is not approved, the funds should come from last year's revenue reserve.

**Board Appointment**

Sue Tillisch is not renewing her term on the Planning & Zoning board so the mayor will make some calls to find a replacement. Councilman Anderson made a motion, seconded by Councilman Eberhardt to reappoint Bob Waslien to another 5 year term on Planning & Zoning expiring in 2019. All voted aye on roll call vote; **motion passed**.

**Renaissance Zone**

A zone is initially set up for 15 years and Casselton's renaissance zone will expire May 17, 2015. The Department of Commerce may extend the duration of a zone status in increments of up to five years. Councilman Anderson made a motion, seconded by Councilman Eberhardt to apply for a renewal of Casselton's renaissance zone for another five years. All voted aye on roll call vote; **motion passed**.

**NDDOT Cost Participation Agreement**

The state is requesting approval of the cost participation and maintenance agreement for the project on the curve of Highway 18 and County Road 10. The agreement is to have the city maintain 2<sup>nd</sup> Avenue North and the leg connecting to the radial T of County Road 10. Councilman Carvell made a motion, seconded by Councilman Spooner to approve the agreement and authorize the mayor to sign. All voted aye on roll call vote; **motion passed**.

**Public Works Employee Pay**

Public works employees are sent to Bismarck annually for training and testing for water and wastewater licenses of which there are a total of four licenses. They also must have continuing education credits to maintain those licenses. These licenses are required by the state to operate water and sewer departments. Although most employees have at least one license, currently only two employees have all four. Councilman Buss made a motion, seconded by Councilman Anderson to approve a wage increase of \$0.25 per hour per license earned and maintained, effective immediately. All voted aye on roll call vote; **motion passed**.

**Vision and Dental Insurance Renewal**

Avesis vision is offering a 5% increase with a two year rate guarantee. The Guardian dental rate is a 7% increase for the next year. Both of these policies renew April 1<sup>st</sup>. Councilman Anderson made a motion, seconded by Councilman Carvell to renew both policies. All voted aye on roll call vote; **motion passed**.

**Engineer's Agenda**

*Sewer & Street Improvement District #25 –*

Moore is waiting to receive an offer for a deduct for work that was not done. The city could settle for the cost of the steel dowel bars not installed in the north lane of concrete in front of the bank, the cost of a retrofit install or worst case, to remove the concrete and replace it with the dowels installed. The purpose of the dowels is to transfer weight from one panel to the next without failure of the aggregate interlock and therefore keeping each panel edge at the same height as the next. If the concrete is cut and retrofitted with the dowels, that will create another spot that will eventually crack and need to be crack sealed. Councilman Anderson requested that Oye bring a cost estimate to retrofit to the next meeting. Mayor McConnell stated that unless the city wants them to remove and replace the concrete the decision could wait until final settlement. Councilman Carvell made a motion, seconded by

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Councilman Anderson to pay Moore Engineering invoice 7215 for \$8,157.50 and 7343 for \$4,260.00. All voted aye on roll call vote; **motion passed.**

*Levee Improvements –*

BNSF has changed their position and decided that instead that an easement rather than a lease is appropriate in this situation since the levee is permanent. They quoted a price for an easement at \$0.49 per square foot and is a one-time payment of \$36,730. The mayor requested that a letter be sent noting problems the city has had with a bad crossing on Langer, the derailment and trains blocking the roads and request that they donate the easement. The letter should also be copied to Hoeven and Heitkamp.

*State Highway 18 / 2<sup>nd</sup> Street N –*

The NDDOT has presented a decision document in which they request the city to concur with the project concept as proposed. Councilman Anderson made a motion, seconded by Councilman Buss to approve the decision document as presented and authorize the mayor to sign it. All voted aye on roll call vote; **motion passed.**

*State Highway 18/County Road 10 Improvements –*

A meeting needs to get scheduled with the Cass County Highway Department to work out how to reconstruct the road in front of the school. Representatives from the school and the public will be invited to attend since potential future accesses could affect the project design.

Councilman Anderson made a motion to adjourn at 7:53pm.

Next regular meeting April 7, 2014 at 7:00pm.

Respectfully Submitted,

Sheila K Klevgard  
City Auditor