

CITY OF CASSELTON
Monday, March 6, 2017
REGULAR MEETING 7:00 P.M.
Council Chambers

Present: Mayor Lee Anderson, Councilmen Joan Carvell, Mike Eberhardt, Charlie Francis, Fred Wangler and Char Gust. Also present: Angela Kolden, Greg Kempel, Ken Habiger, Deputy Jacob Longlet, Jan Mevold, Morgan Forness, Mark Parisien, Evan Anderson, Barry Glienke, Stan Jablonsky, Tim Schmeets, Public Works Supervisor Kevin Mayer, Lowell Gunderson, Jonathan Warrey, City Auditor Sheila Klevgard, City Attorney Del Losing, Dillon Dunn 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 changing item number eight to appoint Scott Cramer. All voted aye on voice vote; **motion passed**. Councilman Wangler made a motion, seconded by Councilman Gust to approve the minutes of February 6, City Attorney’s Report, Municipal Judge’s Report, Police Report and the delinquent utilities list. All voted aye on voice vote; **motion passed**. Councilman Wangler made a motion, seconded by Councilman Francis to get new quotes for a sound system in the auditorium. All voted aye on voice vote; **motion passed**. Councilman Gust made a motion, seconded by Councilman Eberhardt to approve the following bills and refunds. All voted aye on roll call vote; **motion passed**.

Aflac	\$19.80	Lake Agassiz Water Authority	\$250.00
Ameripride	\$227.22	Medica	\$3,055.89
Avesis Vision	\$121.13	Midnight Solutions	\$531.23
Birch Communications	\$307.53	Municipal Govt Academy	\$25.00
Cass County Electric	\$560.59	ND Dept of Health	\$948.63
Cass County Reporter	\$720.07	North Dakota One Call	\$4.00
Cass County Treasurer	\$12,451.50	New Horizons Electric	\$1,628.44
Cass Rural Water Users	\$26,755.46	Ohnstad Twichell	\$1,700.00
Casselton Lumber	\$116.98	Chris Olson	\$55.06
City of Fargo	\$3,830.49	Ottertail Power	\$4,560.52
Colonial Life	\$80.92	Petro Serve USA	\$929.59
Dakota Supply Group	\$65.02	Sam's Club	\$72.78
Essentia Health	\$131.16	Statewide Services, Inc.	\$29,582.00
Expressway Suites	\$327.60	Sturdevant's	\$1,513.08
Fargo Freightliner	\$74.61	Swanston Equipment	\$103.02
Guardian	\$891.66	Verizon Wireless	\$253.08
Hardware Hank	\$26.73	Weber Insurance Agency	\$1,475.00
Johnson Pest Control	\$55.00	Xcel	\$447.70

Financial Statement

Councilman Eberhardt made a motion, seconded by Councilman Francis to approve the financial statement. General Fund \$55,233.95; Special Revenue Funds \$902,851.51; Debt Service Funds \$1,893,904.18; Construction Funds \$663,215.36; Special Assessment Funds \$1,445,408.98; Enterprise Funds \$331,417.07; Trust and Agency Funds \$47,721.97; total \$5,339,753.02. All voted aye on voice vote; **motion passed**.

Planning & Zoning

The commission recommended preliminary approval of Casselton Farms 2nd Addition. The dike right of way will need to be put in the city’s name prior to final approval, the developer suggested that the city could buy it and special assess it. Zoning still needs to be done. Councilman Carvell made a motion, seconded by Councilman Gust to approve the preliminary plat. All voted aye on voice vote; **motion passed**.

Street Flooding on 4th St N

There are no drains from 8th Avenue to 12th Avenue and the water flows to 3rd Street down to the storm drain at 13th

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Avenue. With the 5th Street project coming up in front of the school, Moore will look to see if it could be possible to add a storm sewer at 10th to drain north.

Sidewalk Removal

Mr. Parisien requested removing the sidewalk north of his driveway going north because the neighbors to the north don't have a sidewalk and the slope on those driveways wouldn't allow one. Councilman Wangler made a motion, seconded by Councilman Francis to approve removing the sidewalk north of the driveway with the caveat that it will be replaced when required by the city. All voted aye on voice vote; **motion passed.**

JDA Appointment

Councilman Francis made a motion, seconded by Councilman Wangler to reappoint Scott Wolff to December 2019. All voted aye on voice vote; **motion passed.**

Airport Authority Appointments

Councilman Wangler made a motion, seconded by Councilman Francis to appoint Mike Eberhardt to December 2021 as the council representative and Richard Herring to December 2022. All voted aye on voice vote; **motion passed.**

Dental & Medical Insurance

Renewals have been shown to the employees and all were satisfied with renewing the policies at the current city share rate of 67%. Councilman Francis made a motion, seconded by Councilman Eberhardt to approve the Guardian dental insurance renewal at a 5% increase effective April 1, 2017. All voted aye on voice vote; **motion passed.** Councilman Gust made a motion, seconded by Councilman Carvell to renew the Medica health insurance policy effective May 1, 2017. All voted aye on roll call vote; **motion passed.**

Special Assessment Commission Appointment

Councilman Wangler made a motion, seconded by Councilman Francis to appoint Scott Cramer to April 2023. All voted aye on voice vote; **motion passed.**

Construction Engineer for 5th St N Project

Five proposals were received and three companies were interviewed. The interviewing committee ranked the firms using a format supplied by the state. Following recommendation of the committee, Councilman Eberhardt made a motion, seconded by Councilman Francis to select Apex Engineering. All voted aye on voice vote; **motion passed.**

City Lot

A political subdivision cannot give away property so the city needs to sell the land. Upon further review it has been determined that the value of the lot may be less than \$2,500 because it is only 50 feet wide and quite long making it non-buildable as a standalone lot. Losing recommends selling the land for \$2,000 followed by a quit claim deed to the school with all costs to be paid by the school. The school needs the property for their project but would like to swap for land north of the school for the retention pond. This swap would be difficult with no legal description on the retention pond land although that land could potentially be purchased later at the same price. Councilman Francis made a motion, seconded by Councilman Eberhardt to sell the lot for \$2,000 to the school as recommended. All voted aye on roll call vote; **motion passed.**

Land at Old Water Tower

The water tower is on a buildable lot with street frontage and adjacent to two separate property owners. The ambulance service would like to add to their building but they don't believe they could afford to purchase the land. Francis suggested a possible lease. Losing will look into options to sell or lease the land.

CITY OF CASSELTON
Monday, March 6, 2017
REGULAR MEETING 7:00 P.M.
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Voter Education on Sales Tax Vote

The leaders from the school, park district and city have held a couple of meetings on Joint Powers Agreements and believe they have a good clear document. A draft is ready with ownership and other details; the hope is to have a final version soon. The plan is to mail an information flyer by Friday the 10th with information available for the Silver Threads meeting on Monday the 13th, and hold a public information meeting in the Media Center at the school on Thursday the 16th at 7:00 pm. The presentation will be given by Anderson with support from Warrey and Forness. Councilman Carvell made a motion, seconded by Councilman Francis to allow the mayor to give approval of the final version of the mailer. All voted aye on voice vote; **motion passed.**

Engineer's Agenda

State Highway 18/2nd Street N – They will be addressing comments received from NDDOT and then there will be a final payment.

State Highway 18/5th Street N – Changes in access to the school property at the Langer/5th Street North intersection impacts this project so there will be adjustments needed.

Industrial Park Storm Sewer Improvements – Adelman was brought in to create some temporary berms to prevent water from entering the industrial parks and as soon as weather allows they will need to finish the punchlist.

Water Tower Improvements – Comments from the Bureau will be addressed and returned to them. Moore is also waiting for State Historical Society to complete a 30-day review of the results from Juniper.

Storm Sewer Lift Station and Pond – Councilman Gust made a motion, seconded by Councilman Eberhardt for a resolution calling for an engineer's report. All voted aye on voice vote; **motion passed.** The engineer's report includes drawings of two ponds with discharge through the dike into Drain 64. Opinion of cost is \$1,090,000 with anticipated funding from Bank of ND at 2%. Also included was a breakdown of suggested assessment to benefiting properties. Councilman Wangler made a motion, seconded by Councilman Carvell resolving to approve the engineer's report. All voted aye on voice vote; **motion passed.** If Ken Johnson doesn't want to move forward with the westerly pond, the city could either move forward with it or hold off and do that portion later when the infrastructure is installed for Casselton Farms 2nd Addition. Oye acknowledged that it wouldn't be difficult to design the project with an alternate if Johnson hasn't signed the petition. Councilman Wangler made a motion, seconded by Councilman Eberhardt for a resolution ordering the engineer to prepare plans and specifications. All voted aye on voice vote; **motion passed.** Councilman Eberhardt made a motion, seconded by Councilman Wangler to pay NTI invoice 20484 for \$2,944 for soil stability analysis to be sure the slopes won't slide on the ponds. All voted aye on roll call vote; **motion passed.** Councilman Wangler made a motion, seconded by Councilman Francis to approve the engineering agreement which includes a replat including the lot to be sold to the school. All voted aye on voice vote; **motion passed.**

Cass County Highway 10 – School Improvements – Moore is working with the county and assisting with design. Oye will talk to them about adding in the storm sewer at 10th Avenue. This construction is scheduled for 2018.

Casselton Farms – Oye is working with the developer on the infrastructure improvements and hopes to have an engineer's report on that next month.

East View 1st Addition – It will be platted with a frontage road but Link would like to put in gravel driveways and culverts on the north lots for now. As a cost savings, Link would also like to be allowed to strip the land himself and reseed. Councilman Gust made a motion, seconded by Councilman Carvell for a resolution calling for the engineer's report. All voted aye on voice vote; **motion passed.** Councilman Francis made a motion, seconded by Councilman Eberhardt for a resolution approving the engineer's report. All voted aye on voice vote; **motion passed.** Councilman

CITY OF CASSELTON
Monday, March 6, 2017
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Carvell made a motion, seconded by Councilman Francis for a resolution ordering the engineer to prepare plans and specifications. All voted aye on voice vote; **motion passed.**

LOMR – Application was submitted to FEMA on February 24th, letters have been sent to affected property owners and a cost share request has been submitted to the county for the flood sales tax fund.

Sheriff's Report

Deputy Boerboom is now gone on deployment and a replacement will be starting soon after being out on maternity leave.

Councilman Francis made a motion to adjourn at 8:37 pm.

Next regular meeting April 3, 2017 at 7:00pm.

Respectfully Submitted,

Sheila K Klevgard
City Auditor