

CITY OF CASSELTON
Monday, May 2, 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: Jackie Wruck, Lorne Sterner, man in front row, Jerry Christianson, Daniel Triller, Jim Schmitt, Paulette Schmitt, Steven Stremick, Kayla Anderson, Angela Kolden, City Auditor Sheila Klevgard, Public Works Director Kevin Mayer, Deputy Nate Boerboom, City Engineer Brandon Oye and City Attorney Del Losing.

Minutes, Consent Agenda, Bills and Financial Report

Councilman Eberhardt made a motion, seconded by Councilman Francis to amend the agenda by adding Gaming Site Authorizations and Auditorium Sound System to new business. All voted aye on voice vote; **motion passed**. Boerboom reported 49 calls including eight calls for suspicious vehicles/people. They have noticed several garage doors that have been left open at night and they have started ticketing the semis parked by the basketball courts. Councilman Wangler made a motion, seconded by Councilman Buss to approve the minutes of April 4 and 27, 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 approve the following bills and refunds. All voted aye on roll call vote; **motion passed**.

Aflac	\$51.52
Ameripride	\$240.93
Avesis Vision	\$105.31
Belling Tree Service	\$3,350.00
Birch Communications	\$302.70
Braun Intertec	\$4,155.75
Camrud Foss Concrete	\$1,650.00
Cass County Electric	\$772.84
Cass County Reporter	\$789.87
Cass County Treasurer	\$11,261.33
Cass Rural Water Users	\$20,251.84
Casselton Fire Dept	\$4,000.00
Casselton Parks & Rec	\$10,307.46
City of Fargo	\$3,416.84
Colonial Life	\$123.10
Dakota Supply Group	\$207.69
Expressway Suites	\$160.20
Fargo Tire Service	\$30.00
Fleetpride	\$363.33
Guardian	\$833.38

Inland Truck Parts	\$1,002.55
JobsHQ	\$369.00
Johnson Pest Control	\$55.00
Kaufman Construction	\$30,094.00
Richard Kjonaas	\$209.20
Mac's	\$63.62
Medica	\$3,757.67
Moore Engineering	\$1,517.50
Moorhed Electric	\$1,166.68
North Dakota One Call	\$37.10
Ohnstad Twichell	\$1,700.00
OK Tire	\$1,074.35
Ottetail Power	\$4,004.37
Petro Serve USA	\$842.73
Reardon Office Equipment	\$370.00
Sanitation Products	\$192.00
John Siverson	\$83.20
Sturdevant's	\$274.96
Verizon Wireless	\$157.33
Xcel	\$146.83

Financial Statement

Councilman Buss made a motion, seconded by Councilman Wangler to approve the financial statement. General Fund \$55,856.01; Special Revenue Funds \$751,075.13; Debt Service Funds \$1,690,448.45; Construction Funds \$453,489.58; Special Assessment Funds \$1,273,703.38; Enterprise Funds \$527,276.25; Trust and Agency Funds \$7,361.21; total \$4,759,210.01. All voted aye on roll call vote; **motion passed**.

Correspondence

- ND Dept of Ag will hold a free meeting about growing hops to be held at Cottonwood Golf Club in Casselton on Wednesday, May 18.

CITY OF CASSELTON
Monday, May 2, 2016
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Planning & Zoning

Evan and Kayla Anderson have requested rezoning land west of Casselwood from agriculture to general commercial and a conditional use permit to open a daycare center serving up to 92 children. The commission recommends approval of both requests contingent on later approval of a plat which was presented as a proposal. Councilman Eberhardt made a motion, seconded by Councilman Carvell to approve rezoning the area presented as a proposal from agriculture to general commercial contingent on later approval of a plat. All voted aye on voice vote; **motion passed**. Councilman Francis made a motion, seconded by Councilman Buss to approve the conditional use permit to Kayla and Evan Anderson for a commercial daycare center on the north lot as presented contingent on later approval of a plat. All voted aye on voice vote; **motion passed**. A request was also received from Steven Stremick and Ken Johnson to have a high density condominium type development on four acres east of 1102 2nd Street South. Minimum distance between houses would be based on meeting fire codes, although Stremick anticipates 19 to 20 homes in the area. Two letters were received opposing the request due to lack of information on the plan. Stremick stated he would help develop the association the first year and the homeowners would be responsible for the association thereafter. A homeowners' fee would be used to pay for maintenance of driveways and yards. On-street parking availability would depend on how many homes are built and the location of driveways. An area could be reserved for three or four cars and cluster mailboxes. Oye noted that most new developments have two twelve foot driving lanes and one parking lane for a total width of 33 feet. It was also suggested to put the garages next to each other so driveways are close together allowing more room for parking on the street. Councilman Eberhardt made a motion, seconded by Councilman Francis to approve 33 foot wide streets in this area. All voted aye on voice vote; **motion passed**. Councilman Wangler made a motion, seconded by Councilman Buss to approve the conditional use for a high density condominium-type development contingent on approval of a plat and site plan. All voted aye on voice vote; **motion passed**. Stremick's plan for the land to the south includes two north/south roads and the city requests another exit to the east across the dike.

Vacate Portion of 4th Street South

The process when a petition is received is to accept it for filing, publish it for four weeks and address it at a future meeting. The petition is to vacate the south 30 feet of the 80 foot right of way on the dead end west of the golf course. It appears that it would only vacate the green space and not affect the road itself. Councilman Wangler made a motion, seconded by Councilman Buss to order the petition to be filed with the city auditor. All voted aye on voice vote; **motion passed**.

Gaming Site Authorization

Veterans Inc has submitted authorization requests for gaming at Udder Bar for a pull tab dispensing device and at Vets Club for bingo, pull tab jars, prize boards, sports pools and paddlewheels with tickets. Councilman Eberhardt made a motion, seconded by Councilman Francis to approve both gaming site authorizations. All voted aye on voice vote; **motion passed**. Plains Art Museum submitted a request for gaming at Governors Pub for a pull tab dispensing device. Councilman Wangler made a motion, seconded by Councilman Carvell to approve the gaming site authorization. All voted aye on voice vote; **motion passed**.

Raffle Permit

Councilman Wangler made a motion, seconded by Councilman Francis to approve a 50/50 raffle permit for Central Cass Booster Club. All voted aye on voice vote; **motion passed**.

Roof

Councilman McConnell made a motion, seconded by Councilman Eberhardt to accept the bid from M.J. Dalsin for \$46,831 to reroof the city hall and auditorium and pay for it from sales tax. All voted aye on roll call vote; **motion passed**.

CITY OF CASSELTON
Monday, May 2, 2016
REGULAR MEETING 7:00 P.M.
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Auditorium Sound System

Councilman Wangler made a motion, seconded by Councilman Francis to accept the low bid on acoustical panels for the auditorium from Tricorne Audio of \$3,455 and pay for them from the sales tax fund. All voted aye on roll call vote; **motion passed.**

Wood Pile Fire

There were verbal complaints to council members and three sheriff calls to Casselwood regarding the smoke from the latest fire. The second fire was after the 60 day deadline and was not called in to dispatch prior to starting the fire. What remains will be taken to the landfill after dirt can be shaken from the stumps. Wruck, manager of Casselwood, requested assistance from Stremick in cleaning the two apartments that smell of smoke. Francis would like the city to issue a ticket or other citation into municipal court. No action was taken.

City Newspaper

Councilman Carvell made a motion, seconded by Councilman Wangler to designate Cass County Reporter as the official city newspaper. All voted aye on voice vote; **motion passed.**

Engineer's Agenda

Eastview 1st Addition – The public works committee discussed bringing water and sewer from the south since it would be more cost effective for all the lots. As of May 2015 the estimate was \$425,000 from the south and \$150,000 less to come from the north. Some of the council members would like to see it brought in from the south but the decision was to table the topic until next month.

State Highway 18/2nd Street N – Gravel has been put down, curb and gutter should be in next week. The preconstruction meeting was held on April 13, 2016. Councilman Eberhardt made a motion, seconded by Councilman Francis to approve change order #1 for \$716.40 to add an alternate detour route for truck traffic. All voted aye on roll call vote; **motion passed.** Councilman Buss made a motion, seconded by Councilman Wangler to approve change order #2 for \$330.00 to set up two temporary mailboxes. All voted aye on roll call vote; **motion passed.** Councilman Wangler made a motion, seconded by Councilman Carvell to approve change order #3 for \$1,122.25 to set up a temporary safety fence in front of the church and to remove and reset two mailboxes. All voted aye on roll call vote; **motion passed.** Payment process is for the city to approve the bills; DOT pays and later requests reimbursement from the city. Councilman Buss made a motion, seconded by Councilman Francis to approve intermediate progressive estimate #1 for \$70,301.18. All voted aye on roll call vote; **motion passed.** A request was made to install a handicap access aisle in front of St. Leo's which basically brings the sidewalk down to street level and DOT has agreed that it would be recommended. The contractor estimates a cost increase of \$2,500-\$3,000. Councilman Wangler made a motion, seconded by Councilman Buss to proceed with installation of a handicap access aisle where handicap parking is currently marked in front of St Leo's. All voted aye on roll call vote; **motion passed.**

State Highway 18/5th Street N – The Plans-In-Hand meeting was held on April 20th with DOT and a public input meeting will be scheduled after bidding. DOT now requires wetland delineation on every project they do which is expected to cost \$2,800 to perform. This process is to determine if wetland exists and, if found, may require mitigation. Councilman Wangler made a motion, seconded by Councilman Francis to approve wetland delineation. All voted aye on roll call vote; **motion passed.** When asked, local DOT representatives didn't see a problem with the proposed road access to Highway 18 from the Johnson land but they would like to see formal concurrence from the city. Councilman Eberhardt made a motion, seconded by Councilman Buss to approve the preliminary street access plan for the Johnson property. All voted aye on voice vote; **motion passed.** Sizing a storm sewer pipe can be based on the size of the new development area or basing it on the current outlet size. Oye recommends using a 30 inch pipe because the outlet east of the school is 30 inches. This may cause the new development to need a retention pond or to send some water to the north. They will install the pipe lower than it is currently located requiring a small

CITY OF CASSELTON
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temporary pump station until the portion in front of the school is improved. Councilman Francis made a motion, seconded by Councilman Carvell to approve a 30 inch storm sewer outlet. All voted aye on voice vote; **motion passed.**

Industrial Park Storm Sewer Improvements – Preconstruction meeting was held on April 26th. The culvert permit has been received from Red River Valley and Western but the NDSU easement has not been returned yet. Councilman Wangler made a motion, seconded by Councilman Francis to approve Moore's invoice 12554 for \$1,517.50. All voted aye on roll call vote; **motion passed.**

Water Tower Improvements – Highlights of the draft facility plan: Page 5 top table shows growth projections through 2040 using growth rates of 1.5% to 3%. The last few years' growth rate was at 2.1%. The storage need would be 800,000 gallon up to 1,200,000 based on growth rates. It also shows that a new 500,000 gallon tower is the correct size at this time. Three locations were recommended with the final location selected at the property south of the current bubble staying on the east side of the railroad tracks. The plan is to take feedback from the public after the input meeting on May 19th to make a final report to be presented at the next council meeting for approval and then proceed to final design and detailed plans and specifications. Oye estimates a cost increase of \$4.53 per month per user on a 30 year loan at 2.5% interest.

Financial Audit

Cash balance is good which can be used for short term financing if held in a debt service fund and can be used anytime if in operating funds. Per capita debt and reserves affect bond rating so finding the right balance is the trick. Holding revenues flat can be a problem because expenses never go down and eventually will cause a sudden increase when costs get too high. Comparing to Oakes, Lisbon and Carrington, Casselton's sanitation charges are lower due to the fact that our tipping fees are significantly smaller. City sales tax rates are 2% and 2.5% in the other cities but due to special assessments Casselton's local revenue is higher. Casselton runs lean in employee salaries when compared to the same cities. Councilman Wangler made a motion, seconded by Councilman Francis to approve the audit. All voted aye on voice vote; **motion passed.**

Councilman Francis made a motion to adjourn at 9:25 pm.

Next regular meeting June 6, 2016 at 7:00pm.

Respectfully Submitted,

Sheila K Klevgard
City Auditor