

CITY OF CASSELTON
Monday, November 4, 2013
REGULAR MEETING 7:00 P.M.
Council Chambers

Present: Mayor Edward McConnell, Councilmen Lee Anderson, Kent Buss, Paul Spooner, Fred Wangler, Joan Carvell and Mike Eberhardt. Also present: Matt Thompson, Robert Miller, Jonathan Warrey, Paula Mehmel, Tracy Frank, Katie Steig, Aaron Bye, Rich Hawkins, City Auditor Sheila Klevgard, City Engineer Brandon Oye, Deputy Joe Hedin, Public Works Supervisor Kevin Mayer and City Attorney Del Losing.

Minutes, Consent Agenda, Bills and Financial Report

Councilman Eberhardt made a motion, seconded by Councilman Anderson to approve the minutes of October 7, 16, 21 and 24, 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 Buss made a motion, seconded by Councilman Carvell to approve the following bills and refunds. All voted aye on roll call vote; **motion passed.**

A2Z Auto	\$35.00
Accent Signs	\$75.00
Aflac	\$135.52
Ameripride	\$1,773.47
Avesis Vision	\$108.88
Blue Cross Blue Shield	\$4,846.20
Bremer Bank	\$1,177.00
Butler Machinery	\$3,741.95
Bill Carlson	\$207.49
Seth Carlson	\$28.25
Cass County Reporter	\$496.68
Cass County Treasurer	\$10,931.25
Cass County Electric	\$484.89
Cass Rural Water Users	\$29,234.60
Casselrock Auto	\$45.00
Central Cass School	\$1,000.00
City of Fargo	\$3,266.55
Cote Mechanical	\$186.00
Dakota Tire Service	\$183.99
Fargo Water Equip	\$4,952.38
Gordy's Inc.	\$35.94
Guardian	\$810.32
Hardware Hank	\$191.00

Haugen Cleaning	\$480.00
Hawkins Chemical	\$1,256.16
Jet-Way Multiple Services	\$4,597.75
Kaufman Construction	\$59,888.46
Kevin Mayer	\$80.62
Midnight Solutions	\$120.00
Albert Myers	\$22.71
NDLC	\$420.00
North Dakota One Call	\$79.75
Charlene Nelson	\$98.35
NorthStar Safety	\$239.70
Ohnstad Twichell	\$1,500.00
Ottertail Power	\$3,421.76
Paul Bunyan	\$1,405.39
Kris Poulson	\$155.43
S & S Landscaping	\$89.99
Sam's Club	\$50.02
Sheyenne Gardens	\$14.00
Sturdevant's	\$648.10
Verizon Wireless	\$298.30
Wisnewski's Top Cut	\$650.00
Xcel	\$61.81

Financial Statement

Councilman Anderson made a motion, seconded by Councilman Wangler to approve the financial statement. General Fund \$129,474.09; Special Revenue Funds \$803,435.98; Debt Service Funds \$876,171.83; Construction Funds \$2,948,758.07; Special Assessment Funds \$445,866.42; Enterprise Funds \$370,931.68; Trust and Agency Funds \$11,233.27; total \$5,585,871.34. All voted aye on roll call vote; **motion passed.**

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Park Board

Warrey presented the projected budget for 2014 which included \$90,000 in programs and \$200,000 in parks maintenance and equipment. He also stated that there were 42 employees totaling \$81,000 in payroll for 2013. The Casselton Youth Basketball Association has snapped into the Fargo league which allows all 102 participants equal playing time. This program runs from mid-October through January at a cost of \$100 per child which includes the purchase of uniforms. They should be able to reduce the fees in future years since uniforms have already been purchased. Parks worked with DNR to get a new dock at the reservoir and a new 2,500 gallon septic tank was added to expand capacity at Tinta Tawa to allow them to keep the facilities open all the time. New asphalt will be laid on the south walking trail in 2014 with the help of a grant from the state. The pool cost more to run this year because the pool was rarely closed due to poor weather and it stayed open through the week before school started since colleges started later. The leaks at the pool were fixed at the end of the season. Plans are to improve the basketball courts with tear away rims and to keep the skating equipment. A suggestion was made to bring in some more difficult skating equipment. The board thanks the city for the grant for flowers and the \$10,000 budget item which is used to keep the pool open. Landscaping is in progress at Willow Bend and a shelter may also be added with the \$10,000 remaining in the fund. Their board has moved to accept the change in formula for how state funding is shared with the park district.

Sales Tax Grants Appeal

Rural Cass Community Theater's sales tax grant application for \$7,500 was rejected in October since they didn't meet qualifications. Mehmel, president of the organization, feels it does qualify as recreation since arts can be considered recreation. They don't turn anyone away who wishes to participate and include people of all ages from across the entire county although 90% are within the Casselton school district. Last year they had about 200 participants including 50 kids. The group has just finished setting up as an independent 501(c)(3) organization and is requesting funds to help with those costs as well as to offset the cost of the summer production thereby reducing ticket prices from ten to twelve dollars to eight to ten dollars. Their expenses include wages to directors, sets, performance rights, costumes and a paid production coordinator. They run a pretty close budget and are looking funding from Arts Partnership which in other communities receives funding from the city. Mehmel felt that rather than a budget item, sales tax was appropriate. Funds are solicited from state arts grants, business sponsorships and grants, and memberships, although funds are not solicited from other towns since the performances are in Casselton. The council indicated that they still felt that the sales tax fund was inappropriate at this time and that the purpose of the sales tax funds could be expanded. The ordinance committee could visit this option and the finance committee could look into the possibility of one time funding. The mayor felt that theater would work better under Parks and Recreation rather than under the city. Penny and Pals and Missoula Children's Theatre is about \$3,000 of the Park budget. Warrey will bring the idea to the Park Board for consideration as annual budget item.

Raffle permit

Councilman Wangler made a motion, seconded by Councilman Eberhardt to approve the raffle permit for Central Cass Post Prom. All voted aye on roll call vote; **motion passed.**

Board Appointments

Councilman Eberhardt made a motion, seconded by Councilman Buss to reappoint Del Losing, Jesse Hagen, Scott Wolff and Bill Hejl to the JDA for three year terms and Sheila Klevgard, Ken Habiger and Scott Kost to 2 year terms. All voted aye on roll call vote; **motion passed.** Councilman Wangler made a motion, seconded by Councilman Buss to reappoint Tom Sinner Jr to the library for another six year term. All voted aye on voice vote; **motion passed.** Councilman Anderson made a motion, seconded by Councilman Wangler to reappoint Maletta Meyer to the planning & zoning commission for an additional five year term. All voted aye on voice vote; **motion passed.**

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Correction to Minutes

The minutes from the special meeting on August 1, 2013 indicated the bond for the street project was a 20 year bond when in fact it is a 15 year bond. Councilman Wangler made a motion, seconded by Councilman Spooner to correct the minutes. All voted aye on voice vote; **motion passed.**

Engineers Agenda

Sewer & Street Improvement District #25 –

Relining of sewer lines was finished last Thursday. Insituform was very professional and met every self-set deadline. Most asphalt is done, however the mix plant will be shut down for the season next week; therefore, KPH is requesting to take 1st Street South from Langer to 6th Avenue out of construction for this year. Even if asphalt were available, they couldn't do a decent job on the street this fall. Mayer feels that maintenance as a gravel road will be fine for the winter, but spring could bring potential issues. The city should expect KPH to blade it until it can be replaced. 9th and 10th Avenues will not get a wear course this fall because the bed has been damaged due to water. These roads will be fine for the winter; however the edges will need to be tapered. The asphalt seams are not as good as earlier in the year however the aesthetics will improve with the chip seal. Compaction can be an issue in the colder weather and because the city did not request them to pave at these temperatures, Moore has a letter on file from Aggregate indicating that they back their product. Several manhole diamonds are left to install and expected to be completed yet this year. Seeding will be done next year but they will get the boulevards cleaned up now. Any decision regarding damages will be addressed next month after it has been determined what work was not completed. KPH signed Change Order #3 with a notation by the \$25,000 deduction that it is to be limited to 1% of the contract. Oye doesn't expect that to be an issue since the contract price is for \$5.3 million and it would have to drop to \$4.2 million to affect the combined cash deduction and in-kind repair. Councilman Wangler made a motion, seconded by Councilman Spooner to approve Change Order #3. All voted aye on roll call vote; **motion passed.** Councilman Wangler made a motion, seconded by Councilman Anderson to approve the contractor's application for payment #4 for \$1,331,595.50. All voted aye on roll call vote; **motion passed.** Councilman Anderson made a motion, seconded by Councilman Wangler to approve engineering invoice 6626 for \$80,264.70. All voted aye on roll call vote; **motion passed.**

Levy improvements –

BNSF lease agreements for right of way will be ready for the December meeting. Oye will also contact MRWRD for an easement.

Ditch block – Industrial Park I-94 Drainage –

The Maple River Water Resource District attorney and DOT have come to an agreement, so the city is just waiting to receive the drainage permit. The city is clear to go ahead with the work but the contractor needs to set up insurance through the DOT before he starts. There was discussion as to how to move water out of the industrial park, whether with a pump station, a swale through the farm land or a pipe under old highway 10. Councilman Buss made a motion, seconded by Councilman Wangler to approve engineering invoice 6623 for \$255.00. All voted aye on roll call vote; **motion passed.**

SB&B Addition – Sewer and Water Improvement

Fletschock is installing a private two inch water line and four inch sewer line in the public right of way connecting to the main on Front Street. He understands that whenever the city installs city mains along the avenue he will have to be reconnected to the new mains at that time.

FEMA –

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There was a stakeholders meeting on October 22, 2013 discussing the project status on the new flood insurance rate maps. Tentative dates for review are April 2014 for hydraulic model of elevations, preliminary maps in 2015 and final maps in 2017. Oye will send a letter to request technical assistance from Southeast Cass Water Resource District who has engineers to review the information on behalf of the smaller cities.

Next regular meeting December 2, 2013 at 7:00pm.

Councilman Wangler made a motion to adjourn at 8:49pm.

Respectfully Submitted,

Sheila K Klevgard
City Auditor