

**CITY OF CASSELTON**  
**Monday, November 2, 2015**  
**REGULAR MEETING 7:00 P.M.**  
**Council Chambers**

Present: Mayor Lee Anderson, Councilmen Joan Carvell, Charlie Francis, Fred Wangler, Ed McConnell and Kent Buss. Also present: Shannon Bueche, Doug Howard, Rory Pederson, Leland Schmidt, Lorraine Herold, Bruce Jorgenson, Rodney Nelson, Kathy Nelson, Dan Weber, Carol Weber, Jessica Heuer, Sue Quittschreiber, Dan Triller, Steven Stremick, Julie Nelson, Greg Kempel, Diane Spoerl, City Auditor Sheila Klevgard, Deputy Mathew King, City Engineer Brandon Oye, Public Works Supervisor Kevin Mayer and City Attorney Del Losing.

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

Deputy King is working nights and finding garage doors open. He recommends garage doors be closed and cars locked to prevent any thefts. Councilman Buss made a motion, seconded by Councilman Francis to approve the minutes of October 5, 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 Carvell to approve the following bills and refunds. All voted aye on roll call vote; **motion passed**.

Aflac	\$180.24	Guardian	\$852.73
Ag Spray Equipment	\$164.89	Hardware Hank	\$84.36
American Welding	\$260.00	Johnson Pest Control	\$55.00
Ameripride	\$253.79	Lake Agassiz Water Authority	\$250.00
Avesis Vision	\$123.01	Lexus Nexus	\$60.44
Belling Tree Service	\$1,000.00	Mac's	\$11.99
Birch Communications	\$290.42	Midnight Solutions	\$120.00
Blue Cross Blue Shield	\$4,980.90	North Dakota One Call	\$32.45
Brenco Corporation	\$2,836.50	ND Water & Pollution Cntrl	\$175.00
Camas Sand & Gravel	\$2,258.20	Charlene Nelson	\$302.94
Cass County Electric	\$738.93	Ohnstad Twichell	\$1,500.00
Cass County Reporter	\$284.28	OK Tire	\$340.00
Cass County Treasurer	\$11,261.33	Ottertail Power	\$3,971.66
Cass Rural Water Users	\$24,879.88	Paul Bunyan	\$497.44
Casselton Drug	\$45.00	Petro Serve USA	\$365.37
Casselton Lumber	\$81.90	Powerplan	\$41.78
Casselton Parks & Rec	\$13,320.99	RDO Equipment	\$1,667.89
City of Fargo	\$3,524.00	Red River Glazing	\$265.00
Colonial Life	\$165.88	Sanitation Products	\$24.42
Dakota Supply Group	\$22.40	Sheyenne Gardens	\$110.00
Expressway Suites	\$160.20	Verizon Wireless	\$149.56
Fargo Freightliner	\$90.34	Xcel	\$107.55

**Financial Statement**

Councilman McConnell made a motion, seconded by Councilman Francis to approve the financial statement. General Fund \$55,319.18; Special Revenue Funds \$807,694.77; Debt Service Funds \$1,439,337.08; Construction Funds \$193,076.77; Special Assessment Funds \$982,690.71; Enterprise Funds \$463,587.32; Trust and Agency Funds \$14,527.01; total \$3,956,232.84. All voted aye on roll call vote; **motion passed**.

**Planning & Zoning**

Recommendation was to approve the plat for Schmidt 1<sup>st</sup> addition which subdivides a single parcel into a residential lot for a single family home and a mobile home lot. The intent is to split the lot so the home can be sold separately from the mobile home rental property. Oye stated that the title opinion has not been reviewed yet so they are looking for approval contingent on any major adjustments which may be found in the title opinion such as needed easements. Councilman McConnell made a motion, seconded by Councilman Francis to approve the plat if everything

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is in order. All voted aye on voice vote; **motion passed.** The commission also discussed 50 foot lots and recommended amending the ordinance to allow an existing residence to be rebuilt on a 50 foot lot as long as construction commences within two years of the house removal and current rules for lot coverage and setbacks are followed. This task was sent to ordinance committee to get the wording adjusted appropriately.

**Summerfest Update**

Summerfest 2015 was a success with extra income due to CBA running the 5K/10K and the Go Karts, which cancelled, would have used \$3,000. There were issues with the electrical at Governors Park so Bueche would like to upgrade the electrical so circuit breakers won't pop. She is looking at getting 220 at both Governors Park and across from the Vet's Club so a grant request is being submitted to the Community Endowment Fund and would like to use part of the city contribution for that purpose. She is looking to add more bouncy houses to bring more of a carnival feel and increasing the number of food vendors. More people stayed downtown all day this year. Plans for next year include additional music throughout the day, added events at Nickel Park, a movie outside by the fire hall and with the school redoing their heating system, events usually held there will need an alternate location most of which will be outside at Governors Park and on the main stage. Sunday services and the pancake breakfast will be at the airport. Since 32 Below's concert will be a free event, additional deputies will be needed. Next year's event is scheduled for July 21-24, 2016.

**Attorney's agreement**

A new agreement for 2016 was presented with the monthly rate of \$1,700 being the only change. Councilman Wangler made a motion, seconded by Councilman Buss to approve the attorney's agreement. All voted aye on voice vote; **motion passed.**

**JDA Appointments**

Councilman McConnell made a motion, seconded by Councilman Francis to appoint Bob Miller, Sheila Klevgard and Ken Habiger to an additional three year term. All voted aye on voice vote; **motion passed.**

**Blanket Bond**

The North Dakota Insurance Department provides fidelity bond coverage which covers public officials and employees for theft of money and property by public officials and employees with a zero premium. The city has previously requested \$1,000,000 in coverage but is allowed up to 25% of the total revenues and cash assets up to \$2,000,000. Under the formula they provide this amount is \$1,852,826. Councilman Buss made a motion, seconded by Councilman Wangler to request bond coverage of \$1,800,000. All voted aye on voice vote; **motion passed.**

**Dog & Cat Ordinance**

Ordinance committee proposed changes specific to animal waste needing to be picked up in the owner's own yard if the odor is offensive to surrounding residents and must pick up if the animal's solid waste is eliminate on any property not owned by the person having custody or control. An additional item added is to allow the municipal judge to order an animal be slain or permanently removed from city limits if there is visible evidence of a person being bitten by an animal. Councilman Wangler made a motion, seconded by Councilman Carvell to approve the first reading of the ordinance. All voted aye on voice vote; **motion passed.**

**Septic Systems**

Ordinance committee recommended not allowing septic systems at this time. A project could be installed under a 2% loan for expansion of the system through Bank of ND; this could also be used for roads. This gives a lower interest rate than a standard bond. Councilman McConnell made a motion, seconded by Councilman Buss to accept the committee's recommendation. All voted aye on voice vote; **motion passed.**

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**Engineer's Agenda**

*State Highway 18/2<sup>nd</sup> Street N* – Bid opening is November 13<sup>th</sup>.

*Industrial Park Storm Sewer Improvements* – Revised scope was approved by Cass County Sales Tax Committee for the 50% cost share. If project costs are to be paid using special assessments the city must follow specific resolutions. The preliminary map of the improvement district includes all industrial park area properties within city limits; the special assessment committee can decide who benefits. Councilman Carvell made a motion, seconded by Councilman McConnell to create Storm Sewer Flood Control Improvement District 2016-1 with no modifications made to the preliminary map submitted. All voted aye on voice vote; **motion passed**. Councilman Wangler made a motion, seconded by Councilman Francis to direct the engineer to prepare the report. All voted aye on voice vote; **motion passed**. Councilman Buss made a motion, seconded by Councilman Francis to approve the engineer's report. All voted aye on voice vote; **motion passed**. Councilman Francis made a motion, seconded by Councilman Buss to direct the engineer to prepare detailed plans and specifications. All voted aye on voice vote; **motion passed**. Moore has agreed to limit inspection time for this project to reduce cost. The goal will be to have bids in February and do the land survey now. Only the initial and final design phases are lump sum, the remaining engineering services are billed hourly. Councilman Wangler made a motion, seconded by Councilman Francis to approve the Engineering Services Letter Agreement if everything is in order. All voted aye on roll call vote; **motion passed**.

*Water Tower Improvements* – The State Water Commission is having another meeting on Wednesday; McConnell and Mayer will attend. Solicitation for engineers will be required in order to have that cost included in their funding.

*Master plan* – JDA is open to including some or all of the cost to hire a consultant in their budget.

*Cottonwood estates* – Five out of nine signed easements have been received.

Councilman McConnell made a motion to adjourn at 7:42 pm.

Next regular meeting December 7, 2015 at 7:00pm.

Respectfully Submitted,

Sheila K Klevgard  
City Auditor