

CITY OF CASSELTON
Monday, November 7, 2016
REGULAR MEETING 7:00 P.M.
Council Chambers

Present: Mayor Lee Anderson, Councilmen Joan Carvell, Mike Eberhardt, Charlie Francis, Char Gust, Kent Buss and Fred Wangler. Also present: Sam DeMarais, David Fischer of Buell Consulting, City Auditor Sheila Klevgard, Public Works Director Kevin Mayer, City Attorney Del Losing, Deputy Mathew King and City Engineer Brandon Oye.

Minutes, Consent Agenda, Bills and Financial Report

Councilman Wangler made a motion, seconded by Councilman Francis to approve the agenda. All voted aye on voice vote; **motion passed**. Deputy King just got back from western ND for the protests and is trying to catch up. Fireworks were shot off over the weekend and someone was flying a drone around town. Councilman Eberhardt made a motion, seconded by Councilman Buss to write off a utility bill of \$133.85 for JH & JH Properties at 501 2nd St N from 2014. All voted aye on roll call vote; **motion passed**. Councilman Wangler made a motion, seconded by Councilman Buss to approve the minutes of October 3, City Attorney's Report – KPH motion for summary judgment was today, a written decision is expected within the next few weeks, Municipal Judge's Report, Police Report and the delinquent utilities list. All voted aye on voice vote; **motion passed**. Councilman Eberhardt made a motion, seconded by Councilman Francis to authorize immediate payment for skunk trapping through the end of November. All voted aye on roll call vote; **motion passed**. Councilman Wangler made a motion, seconded by Councilman Buss to approve the following bills and refunds. All voted aye on roll call vote; **motion passed**.

Aflac	\$19.80
Ag Spray Equipment	\$10.30
Ameripride	\$318.19
Avesis Vision	\$112.10
Birch Communications	\$314.99
Butler Machinery	\$669.00
Cass County Electric	\$420.41
Cass County Reporter	\$421.72
Cass County Treasurer	\$11,261.34
Cass Rural Water Users	\$25,844.36
Casselton Fire Dept	\$4,000.00
Casselton Lumber	\$21.32
Casselton Parks & Rec	\$10,811.85
City of Fargo	\$4,998.90
Colonial Life	\$80.92
Essentia Health	\$25.00
Guardian	\$833.38
Hardware Hank	\$149.48
Inland Truck Parts	\$1,050.92
John Deere Financial	\$227.92
Johnson Pest Control	\$55.00
Knight Printing	\$1,007.61
Mac's	\$92.08

Kevin Mayer	\$198.00
Medica	\$2,354.11
Midnight Solutions	\$120.00
Motion Industries	\$212.80
Municipal Govt Academy	\$50.00
North Dakota One Call	\$80.10
ND Insurance Dept	\$13.09
Charlene Nelson	\$86.49
NorthStar Safety	\$17.00
Ohnstad Twichell	\$11,471.69
OK Tire	\$894.35
Ottetail Power	\$5,523.92
Petro Serve USA	\$968.25
Sam's Club	\$52.46
Shortprinter	\$42.00
Clifford South	\$200.00
Statewide Services, Inc.	\$410.00
Sturdevant's	\$392.09
Structural Materials	\$287.40
Summit Group	\$356.50
Verizon Wireless	\$151.30
Xcel	\$91.80

Financial Statement

Councilman Wangler made a motion, seconded by Councilman Buss to approve the financial statement. General Fund \$54,307.42; Special Revenue Funds \$842,175.43; Debt Service Funds \$1,646,222.69; Construction Funds \$(130,897.89); Special Assessment Funds \$1,049,896.66; Enterprise Funds \$464,146.57; Trust and Agency Funds \$17,514.75; total \$3,943,365.63. All voted aye on voice vote; **motion passed**.

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Correspondence

Casselton's ISO fire rating improved from 06 to 04 based on the current situation which will reduce insurance rates for homeowners and commercial properties.

Public Works

A portable generator used for the lift stations went down. A quote to repair it is \$8,000 and Mayer does not feel it's worth fixing at that price. He found a use one for \$15,000.00 in Cooperstown with 600 hours on it that could handle any of the lift stations including those with varied voltages. Councilman Wangler made a motion, seconded by Councilman Carvell to purchase the used generator for \$15,000.00 from Abraham Generator Sales. All voted aye on roll call vote; **motion passed**. Bulk water fees of \$5.50 per thousand plus a \$25 connection fee are charged to businesses that come to town and need water. Due to rate increases Mayer recommends an increase to \$8.00 per thousand. Councilman Carvell made a motion, seconded by Councilman Francis to increase the bulk water fees to \$8.00 per thousand with a \$25.00 connection fee. All voted aye on roll call vote; **motion passed**. Ernst Trenching has been using water but hasn't completed the job for CenturyLink yet. They have been contacted about repairing the boulevards.

Planning & Zoning

The commission recommends approval of a conditional use permit to Verizon Wireless through the end of 2017 with Verizon providing a certificate of insurance to the city. A lease has been fully executed for the city to receive payments after the construction of the tower and building. They are requesting a permit so when construction is approved by their budget it can move forward right away. Losing stated that the decision must not be based on the lease and there should be a basis for a denial. Councilman Wangler made a motion, seconded by Councilman Carvell to approve the conditional use permit as recommended through 2017. All voted aye on roll call vote except Eberhardt and Gust who voted nay; **motion passed**.

City Forester

Bill Carlson moved to Argusville and has found it more difficult to serve as city forester so under his direction the city has pursued acquiring a replacement. Sam DeMarais works for the Fargo park district as park forester and has a degree in urban forestry. An urban tree inventory was taken in 2013 indicating that more trees should be on the city boulevards. He has a plan for maintaining the current inventory with pruning, replacement with other varieties and increasing the total number of trees. One possible enhancement would be to inject ash tree every three years to protect against emerald ash borer. His final actions will depend on the available budget which he intends to supplement with grants. Councilman Eberhardt made a motion, seconded by Councilman Francis to appoint DeMarais and pay him \$7,000 per year. All voted aye on roll call vote; **motion passed**.

Planning & Zoning Appointment

Councilman Gust made a motion, seconded by Councilman Wangler to appoint Ed McConnell and Bruce Wheeler to March 2017. All voted aye on voice vote; **motion passed**.

Library Appointments

Councilman Gust made a motion, seconded by Councilman Wangler to appoint Jamie Shypkowski and Sheila Christianson to the library board to June 2019. All voted aye on voice vote; **motion passed**.

Cemetery Appointments

Councilman Gust made a motion, seconded by Councilman Wangler to appoint Kenny Habiger to the cemetery board to November 2021. All voted aye on voice vote; **motion passed**.

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Sheriff contract

Councilman Wangler made a motion, seconded by Councilman Buss to approve the 2017 contract for \$149,418.00. All voted aye on roll call vote; **motion passed.**

Gaming permit

Councilman Francis made a motion, seconded by Councilman Eberhardt to approve a bingo permit for charitable donations to St Leo's Knights of Columbus. All voted aye on voice vote; **motion passed.**

Bill Assessment

Councilman Buss made a motion, seconded by Councilman Wangler to assess an unpaid utility bill of \$304.47 to the property at 321 Langer Ave S. All voted aye on voice vote; **motion passed.**

Bond Agreement

A direct bond with Bremer Bank will be used to refinance the 2013 bond for Street and Sewer #25. Councilman Wangler made a motion, seconded by Councilman Eberhardt to approve the resolution and authorize the mayor and auditor to execute the bond documents with any changes deemed acceptable by bond counsel. All voted aye on voice vote; **motion passed.**

Online Payments

Jayhawk Utility Software has a module that can import and post payments to the customer accounts without manually entering the payments. This module in connection with a credit card processing company would allow the city to take credit card payments in person, online and over the phone as another payment option for customers. Payments could also be taken for other services such as traffic citations. Councilman Eberhardt made a motion, seconded by Councilman Francis to approve the purchase of software and contract with PSN (Payment Service Network) to provide credit card processing and online payments. All voted aye on voice vote; **motion passed.**

Ordinance & Resolution Regarding Water & Sewer Rates

This ordinance will establish that water and sewer rates are to be set by resolution, set the dates of April 1 to October 31 when storm water cannot be discharged into the sanitary sewer system and deem it a nuisance for any discharge of storm water that doesn't drain or is discharged onto Park District property. Councilman Wangler made a motion, seconded by Councilman Francis to approve the first reading of the ordinance. All voted aye on roll call vote; **motion passed.** Councilman Wangler made a motion, seconded by Councilman Francis to set the water rates effective January 1, 2017 at \$20.00 for base rate, \$8.50 per thousand and \$10.50 per thousand for the conservation rate and reduce the sewer rate \$5.00 per connection (detailed rates shown in exhibits to resolution). All voted aye on voice vote; **motion passed.**

FEMA Recommendation

Western Cass County flood maps, including Casselton's, have been put on hold again and the expected delay is another two years. FEMA recommends that the city get a LOMR for the current map panel at a cost of \$9,000 for the LOMR application. Moore expects the cost to complete the application at \$7,000-\$10,000. The auditor will send letters to affected property owners that don't have a LOMR to discuss how much it could cost them and to see if it will be worthwhile. Losing will check into how property owners can pay for the LOMR. Councilman Eberhardt made a motion, seconded by Councilman Buss to table the LOMR. All voted aye on voice vote; **motion passed.**

Engineer's Agenda

State Highway 18/2nd Street N – This project is estimated to be \$13,000 under budget. Moore is working on the close out paperwork for NDDOT.

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State Highway 18/5th Street N – Currently working on the pump specification which needs to be approved by NDDOT. Extra work has been completed due to the 5th Avenue North development and many utility issues. Bid date on this project is in February 2017. Councilman Eberhardt made a motion, seconded by Councilman Buss to approve Moore's invoice 14073 for \$15,933.15. All voted aye on roll call vote; **motion passed**.

Industrial Park Storm Sewer Improvements – Project is at substantial completion; working on clean up and punch list. Councilman Wangler made a motion, seconded by Councilman Francis to approve Moore's invoice 14058 for \$8,664.65. All voted aye on roll call vote; **motion passed**.

Water Tower Improvements – There will be only one connection in use with Cass Rural Water to the south tower with an emergency connection to the north tower. A valve will be added to the south tower to shut off water pressure into the tower and send water to the north tower and valves will be modified so the tower can be shut off while maintaining water supply to the city. The plan is to raise the site for drainage, replace some ten inch ACP line and remove the old water tower and the bubble. A radio repeater is in the ambulance garage with the antenna on the water tower; plans are already in place to move the antenna. Committee came up with three recommended designs to go on the tower. Councilman Wangler made a motion, seconded by Councilman Carvell to approve the plans and specifications. All voted aye on voice vote; **motion passed**. MR&I will have a meeting tomorrow that Mayer will attend and Oye will attend via teleconference to find out more about how to finalize funding. The estimated cost to the city is \$1,202,000 with a decision needing to be made whether to bond for 20 or 30 years. Councilman Francis made a motion, seconded by Councilman Buss to approve Moore's invoice 14059 for \$14,892.50. All voted aye on roll call vote; **motion passed**.

Cass County Highway 10 – School Improvements – The school plans to relocate access points from the highway and remove parking on Highway 10 as well as drainage improvements. The architect requests a meeting with city officials to set goals for the improvements with a tentative 2018 construction period. Public works committee will attend the meeting.

Casselton Farms – Moore is working with Ken Johnson to develop the area.

Cottonwood Estates – Two individuals contacted Kevin about getting the easements signed and notarized.

Oye gave an overview of Moore's non-charged services to the city year to date.

Councilman Wangler made a motion to adjourn at 9:22 pm.

Next regular meeting December 5, 2016 at 7:00pm.

Respectfully Submitted,

Sheila K Klevgard
City Auditor