

Minutes for Council Meeting

September 8th 2025 / 7:00 PM / 203 Alley St.

In Attendance:

- Tony Roth
- Merle Myers
- Tasha Pond
- Scott McConnel

Guest:

- Bill Martin
- Casey Strand

City Business

- Tony called meeting to order 7:04PM
- Merle moved a motion to approve previous meeting minutes.
 - Seconded by Scott
 - No discussion
 - Motion Passed
- No Sheriffs Report Available at this time
- Cass Rural Water Usage for August- 279,620 gallons
- 1. Annual Budget- approving tonight- need to send into Cass Co. by Oct 10 for amendments
 - a. Snow removal questions from Residents
 - i. Ice Dams and ditches dug out under snow removal
 - ii. Resident requested Jon Prien for Snow removal, he has no interest or time
 - b. Merle moved a motion to approve the annual budget
 - i. Scott Seconded
 - ii. No discussion
 - iii. Passes
- 2. Summer Block Bash- Final plan
 - a. Games
 - i. Cornhole
 - 1. Cody has a set of boards to use as well as Tasha has 2 sets
 - ii. Fishing
 - 1. Paper bags with candy, plastic bracelet and temporary tattoos with small fishing pole to “fish”
 - iii. Balloon Darts
 - 1. Balloons on plywood
 - 2. Pop them with Darts
 - 3. Purchased 300 balloons for event
 - iv. Ball Toss
 - 1. Multiple plastic cups on a board, kids throw ping pong balls into cups

- v. Water gun Ping Pong targets
 - 1. Tasha has 2 water guns, place ping pong balls on golf ball tees
- b. Whos job is whose?
 - i. Cody
 - 1. Tent- would like to set up on Friday Night
 - a. 20x20
 - b. 20x40
 - 2. table
 - 3. Chairs
 - 4. Blow up bouncy houses- 2
 - a. Need Generator- Scott bringing his
 - i. Have extras too
 - 5. Porta Potties:
 - a. Friday afternoon
 - b. 2 porta potties
 - ii. Jon
 - 1. Large generator for band
 - a. Picking up Friday afternoon
 - iii. Tasha
 - 1. No parking signs
 - 2. Make sign for parking in elevator parking
 - 3. Posters for games
 - 4. Slushie machine
 - a. Purchasing slushie mix from Shooting Park
 - 5. Cotton Candy:
 - a. Friend is bringing and making
 - 6. Face paint
 - a. My sister is planning on doing the painting
 - b. Paint ordered
 - 7. Cheap Bracelets for fishing game- will be ordered from Amazon
 - 8. Map: Working on it, going to come up with plan tonight
 - 9. Contacting Sheriff, Casselton Fire and Arthur Fire tomorrow to get a plan of when they want to arrive
 - iv. Tony:
 - 1. Purchasing food
 - a. Hot dogs
 - b. Hamburgers
 - c. Chips
 - d. Cookies
 - e. Ketchup
 - f. Mustard
 - g. Pickles
 - h. Cheese
 - i. Plates
 - j. Silverware
 - v. Unknown things:
 - 1. Garbages- Donated from Ken Peterson
 - 2. Electricity needed:
 - a. Band: Large rented Generator
 - b. Chuck:
 - c. Slushie

- d. Cotton Candy
 - e. Bouncy Houses
 - 3. Fuel for Generators
 - a. We have 2 cans
 - 4. Grills:
 - a. Scott
 - b. Merle
 - c. Tasha- as backup
 - 5. Who is grilling?
 - a. Tony
 - 6. What time should we be there Saturday?- Mostly done Friday
 - a. Band arriving around 1pm
 - b. Set up additional things, place signs ect. starting at 12 pm on Saturday
 - 7. Mosquitos- Should we have someone spray park?
 - a. Spraying Friday
 - 8. Mow Wednesday
 - c. Cass Co reporter- 2 ads running end of August and Beginning September
- 3. Grants:
 - a. Garrison Grant
 - i. Submitted
- 4. Lagoon drained- Jerrys Excavating working on lagoon
 - a. Sample submitted
- 5. Talk about purchasing a sprayer as a city and sending someone to get certified to allow the city to spray for mosquitoes- table until January
- 1. Sandra took over August 1st
 - a. Cleaning up quick books
 - b. Multiple concerns with balances not being reconciled or dont work out correctly
 - i. Bills and deposits
 - 1. Need to go back through bank account from previous 2-3 years for some things
 - ii. Bank did not deposit a check that was given to them in August 8th.
 - 1. I am requesting access to the bank account to make it easier for Sandra and I to catch mistakes and not having to Contact Tony everytime we need to contact the bank.
 - 2. May need to consider a different bank that scanned checks and shows the image on account/statement.
 - a. Ask if I can be added- *Update: can add me as viewer with no access*
 - iii. Few payments were "paid for" 2 times on quick books.
- c. Recommend rewording "Auditor/Accountant Payroll"
 - i. Sandra brought up a good point regarding that we dont pay "Payroll taxes"
 - 1. Wording it like we do could create a headache if we are audited.
 - 2. Recommendations:
 - a. Auditor/Accountant Expense
 - b. Auditor/Accountant Compensation
 - c. Council gave approval to change to what ever wording is most appropriate and accurate. Tasha and Sandra will figure this out.
 - ii. Questions:

1. Sandra says there are pre-paid water sample kits balance
 - a. Account has not been changed since 2017
 - i. Discussion:
 1. We have not used Pre-paid water sample kits since been 2019/2020
 2. Money can be transferred to water testing
 2. Pump House is on the books as "other current liability"
 - a. Nothing has been done since 2021
 - b. Payments made in 2018&2019 but nothing since
 - c. Current balance is \$11,335.25
 - i. Discussion:
 1. Physical building- possibly maintenance, unsure reason why this is on there
 2. Tony request Sandra speak to him about this.
 3. Water Maintenance is on the books as "Other current liability"
 - a. Nothing done since 2022
 - i. Discussion:
 1. Tony request Sandra speak to him about this. Unsure reason for this as well.
2. Garbage Rate Increase from Casselton Garbage starting Jan 1, 2026
 - a. Current vs. future
 - b. 96 gallons: \$17 to \$18 ***\$19
 - c. 350 Gallons: \$55 to \$67 ***\$69
 - d. 450 Gallons: \$64 to \$79 ***\$81
 - i. Discussion:
 1. We will raise the rates Starting January 1st. Will send out a letter with October Invoices.
3. Projects- repairs
 - a. Culverts- have quote \$7,000 bid to remove and replace
 - i. Merle moved a motion to have culverts replaced near Proseed
 - ii. Scott second
 - iii. Need to contact to figure out schedule
 1. Tony will communicate with Rahrs and Proseed to figure out a day that it works to have the completed.
 - b. Flag for park- purchased from Hardware Hank- already placed on the flag pole.
4. Auditor certification- required by 1 year of taking office on line
 - a. \$180 for training- 6 courses
 - b. <https://www.ndlc.org/264/Auditors-Certification-Program#:~:text=Each%20course%20requires%20a%2075.a%20one%2Dyear%20deadline%20requirement.>
 - i. Discussion:
 1. Council approved Tasha to complete the certification courses- Tasha will begin end of October and November
5. Someone asked if Tornado sirens work- Council member states that they do work.
6. Copper and Lead water testing- 3 residents left to collect from by Sept. 30

Next Month Meeting October 6, 2025

Scott Motion to approve

Merel seconded 8:11am

Bills Paid this month

August Bills					
Name	Amount	Date Paid	Payment Type	Invoice #	For
Tasha Pond	\$470.00	8/4/25	Bill Pay		23.5 auditor hours for July
Northstar Safety Inc	\$970.00	8/5/25	Bill Pay	DR5275-1	10mph speed limit signs (2) near proseed
Kathy Flick	\$660.00	8/12/25	Bill Pay		Cemetery 8.5 hours, city 24.5 hours mowing
Cass Co Report	\$117.62	8/26/25	Bill Pay	696637&696638	May 5 & June 2 City Meeting Minutes
ND Rural Water System Assocation	\$320.00	8/26/25	Debit Card		Membership invoice- unsure cost
RDO	\$7.31	8/26/25	Bill Pay	PO664056	Turf gard oil Mower maintenance
Marilyn Kemper	\$254.58	8/26/25	Bill Pay		9.5 hours accountant work, tote and D ring binder
Kathy FLick	\$450.00	8/26/25	Bill Pay		Mowing City: 19 hours, Cemetery 3.5 hours
WSI	\$50.00	8/26/25	Bill Pay		\$50 late fee WSI Quarterly report- late fee
OtterTail	\$97.39	8/26/25	Bill Pay		Picnic Shelter Electric Bill July \$51.20 and August \$45.18
OtterTail	\$367.75	8/26/25	Bill Pay		Pump House Electric Bill July \$an228.60 and August \$135.72
OtterTail	\$107.51	8/26/25	Bill Pay		Sewer Lift Electric Bill July \$57.11 and August \$49.40
OtterTail	\$93.02	8/26/25	Bill Pay		Town Hall Electric Bill July \$48.43 and August \$43.59
OtterTail	\$499.10	8/26/25	Bill Pay		Street Light Electric Bill July \$265.34 and August \$229.78
Cass Rural Water Users District	\$1,277.65	8/26/25	Bill Pay		255,530 gallons for July 3-Aug 1
Total	\$5,741.93				