

# Agenda for Council Meeting

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March 3rd 2025 / 7:00 PM / 203 Alley St.

## Old Business

1. Cass Rural Water Usage - 115,710 (349,263 meter reading)
2. SLFLF Grant
3. Online meeting with Cass Rural Water- went over plan for possible transition, more information to come
4. Sewer Line Telescoping grant
5. Water inspection- Spring Clean up
6. Levee Project stalled until spring
  - a. Cass County floodplain management ordinance meeting March 6 2025 8pm zoom
  - b. Flood Sales Tax Committee meeting Monday April 21 to review applications
7. Possibly have a company scope out locations of water stops in spring
8. Bill Martin's City Bill- As of 3/1/2025 \$300 due, Tasha is reconciling quick books to the checks deposited since 2023

## New Business

1. Sheriffs report
2. Grants
  - a. Garrison Grant- Decided to post pone filling out application for Spring
    - i. Will complete for fall once we get more information
    - ii. Need project idea- possible expansion/adding park playground equipment?
  - b. Outdoor Heritage Fund, NDCF Grant, additional grants
  - c. Grant finder- request to purchase
3. Cass Rural Water Letter- Tasha has it
4. Water Smiths-Fixed pump
5. Rural Catalyst Grant Survey due Tuesday March 4th 5pm- Tasha will fill out after meeting
  - a. Need to know what we would spend the money on if the grant could be used for anything.
6. Projects- thoughts on making a list to have available for grants?
7. Cass reporter- mistake (sent February meeting minutes before approved)
8. Casselton Fire Station Contract-Feb. 20 2025 7pm annual meeting

Next Month Meeting April 7th 2025

## Bills paid in February

Name	Amount	Date Paid	Payment Type	Confirmation #	For
Cass County Reporter	\$54.40	02/16/25			City Council Nov. 4 2024
Tony Roth	\$160.00	2/10/2025	Bill Pay		Jan. 2025 Auditor Job 8 hours
Tasha Pond	\$145.00	2/16/25	Bill Pay		Jan. 2025 Auditor Job 7.25 Hours
Petro Serve Acct. 0023902	\$609.00	2/16/25			Petro service Prev. balance \$600 with finance charge \$9.00
Total	\$968.40				

## Tasha's Time Sheet

February				
Date	Time In	Time out	Total hours	Description
2/3/2025	7:45 PM	8:30 PM	0.75	Water Testing, met with Tony after meeting to discuss additional job requirements
2/4/2025	12:30 PM	1:00 PM	0.5	Deposited checks at the bank and received statements
2/4/2025	1:45 PM	2:00 PM	0.25	Water Drop Off
2/6/2025	8:00 PM	9:30 PM	1.5	Garrison Grant, Community Forestry, OutDoor Heritage fund and NDCF grant Research, Email response to Marilyn about reconciliation questions
2/8/2025	1:00 PM	2:00 PM	1	Email Responses, Reviewed needed information for USDA Survey
2/9/2025	2:00 PM	3:00 PM	2	Organized google drive, began looking into revenue for each utility, requested Marilyn send me 2024 monthly bills to evaluate revenues for each
2/9/2025	6:00 PM	8:00 PM	2	Filled out USDA Survey (estimated monthly revenue from water and sewer from April 2024 form), organized google drive, started to organize a doc to keep track of city utility bills that Marilyn sends out to be able to record when they are paid
2/14/2025	12:00 PM	2:00 PM	2	Deposited checks at the bank, checked emails, make monthly duty list, updated deposit spreadsheet,
2/18/2025	7:00 PM	7:30 PM	0.5	Discussed Grant with Tony, shared files
2/21/2025	4:00 PM	4:15 PM	0.25	Respond to email, communicate question with accountant
2/24/2025	6:00 PM	7:00 PM	1	Updated bills spread sheet, saved files from Accountant, prepared checks to be deposited (Scanned), responded to emails
2/25/2025	1:15 PM	1:30 PM	0.25	Deposited checks
2/25/2025	7:00 PM	8:30 PM	1.5	Updated Deposit spreadsheet, Began preparing next meeting minutes and minutes to be approved, reviewed previous meeting minutes for unfinished business
2/26/25	5:45 PM	7:30 PM	1.75	Picked up mail, worked on agenda for next meeting, verified who paid Jan. & Feb. Bills (reconciled with accountant.) Drafted email to send to Accountant for end of month
2/28/25	2:30 PM	2:45 PM	0.25	Deposited Checks, Picked up mail
2/28/25	6:30 PM	8:30 PM	2	Finished meeting agenda, emailed agenda, communicated with accountant for Bill Martins missed payment, finished end of month details to send to accountant and send email, read and submit meter readings to Cass Rural Water, filed documents in google drive, emailed communication with Tony, updated spreadsheet for meter readings for the month
Total Hrs			17.5	

Total Wages	350	
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