

Agenda for Council Meeting

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

Old Business

1. Cass Rural Water Usage for October- 189,470 gallons
2. Annual Budget- Submitted to Cass Co Gov.
 - a. Deadline is Oct. 10 will have information on changes after the deadline
 - b. Problems w/ Levy amount-
 - c. Mid June 2026, Tasha is meeting with Abby with League of Cities over the phone to fix our 2027 budget
 - i. Current budget (and all previous) have had everything through the general fund, this is incorrect. This makes our city look like we have a LARGE cash reserve preventing us from legally having a levy and having it approved from the county.
3. Projects- repairs
 - a. Sign by town entrance- waiting until spring 2026
 - b. Driveway approach addition to park
 - c. Add built in charcoal grill
 - d. Culverts by Proseed were replaced October 6th by Jerrys Excavating
4. Garbage Increase starting Jan. 1
 - a. All residents received notification of this with invoices sent in Oct.
5. Next year Ideas for community involvement
 - a. Dog play day in park and grilling
 - b. Movie in the park on weekday in su.,er
 - c. Water kickball
 - d. Car show
6. Improvements to park for next spring:
 - a. Purchase new bases
 - b. Increase power at the park before the Block Bash
 - c. Figure out why water in park doesnt work.

New Business

1. Sheriffs report
2. Pump House overflow solenoid
3. Roads being graded before winter
4. Block Bash Date
 - a. Sept 19, 2026 is current date we decided on but that is "Sunflower days" in Enderlin. Band said they can make it work but we may not have the turn out. Other ideas?
 - b. Labor day weekend is 4-7th
 - i. Also Leonard days & Bonesach ranch

Next Month Meeting December 8, 2025 with Thanksgiving Holiday on Thursday

Bills Paid this month

October Bills				
Name	Amount	Date Paid	Payment Type	For
Cass Co Reporter	\$69.75	10/4/25	Bill Pay	3x3 Ad for bloc bash
Cass Rural Water	\$1,398.10	10/4/25	Bill Pay	279,620 gallons for 8/1-9/02
City of Fargo	\$14.00	10/4/25	Bill Pay	September Water Testing
Tasha Pond	\$716.80	10/14/25	Bill Pay	22 hours of auditor work, 364 miles for Copper and lead testing dropped off in Bismarck for Water Testing, block bash game supplies
SK Bookkeeping	\$625.00	10/7/25	Bill Pay	25 hours of bookkeeping
Kathy Flick	\$320.00	10/14/25	Bill Pay	16 hours of mowing
City of Casselton	\$868.25	10/29/25	Bill Pay	32 small garbage totes, prorated chuck fox garbage, 2 garbage 350, 3 garbage totes
Cass Rural Water	\$1,239.20	10/29/25	Bill Pay	247,840 gallons of water
Otter Tail	\$240.10	10/29/25	Bill Pay	Acct. #6002521 Streetlight electric bill for Sept.
Ottertail	\$106.68	10/29/25	Bill Pay	Acct. # 6002522Pumphouse Electric bill for Sept.
Ottertail	\$52.30	10/29/25	Bill Pay	Acct # 6002523 Sewer Lift Electric bill for sept.
Ottertail	\$45.14	10/29/25	Bill Pay	Acct #6029884 Town Hall Electric bill for sept.
Ottertail	\$47.78	10/29/25	Bill Pay	Acct. #6048170 Picmic Shelter Electric Bill for Sept.
Total	\$5,743.10			
	updated 10/31/25			

Tasha's Time Sheet

October				
Date	Time In	Time out	Total	Description

			hours	
10/1/2025	4:00 PM	5:00 PM	1	responded to emails, looked into CERIS ND DMR due date 10/28, responded to Sandras email questions, read Water meter reading
10/3/2025	12:30 PM	12:45 PM	0.25	Picked up mail
10/5/2025	4:30 PM	9:00 PM	4.5	Updated bill spread sheet, fixed Agenda, Edited Meeting minutes, Resent meeting minutes and agenda, prepped meeting packets, uploaded water testing results to website, uploaded agenda and meeting minutes, Submitted Approved August meeting minutes, organized google drive for bills, submitted time sheet, answered Sandra Emails and sent documents to her, submitted quarter 3 water testing
10/6/2025	5:30 AM	6:30 AM	1	finsihed end of month financials with Sandra, printed, responded to emails,
10/7/2025	7:00 PM	8:00 PM	1	edited Budget, sent in for review again, responded to Cass Finance email,
10/8/0252	12::00 PM	12:30 PM	0.5	Deposited checks, updated spreadsheet,
10/8/0252	8:45 PM	9:00 PM	0.25	Started sending invoices
10/10/2025	12:00 PM	2:00 PM	2	Phone Calls with League of Finance, Phone Calls Cass Finance Director, Spoke to Mayor, Resubmitted Budget again, Scheduled appt Mid June with League of Finance to fix our budget for 2027,
10/14/2025	6:00 PM	6:45 PM	0.75	Took water sample, went through mail, uploaded into google drive
10/15/2025	12:00 PM	1:00 PM	1	sent invoices, responded to emails, requested Ottertail electric fix park lights and 102 reed st light
10/16/25	2:45 PM	3:15 PM	0.5	dropped water sample off in Fargo
10/17/25	10:00 AM	11:00 AM	1	sent remaining invoices, updated deposit sheet, sent deposits to Sandra, deposited checks,
10/19/202	2:30 PM	2:45 PM	0.25	Sent Sandra Loan info I found

5				
10/20/2025	8:00 PM	9:00 PM	1	Sent out Unknown water line info to all residence, mailed out Copper & lead results to all residents, picked up mail
10/22/2025	11:30 AM	12:00 PM	0.5	Sent bills to mayor, updated spread sheet
10/23/2025	12:00 PM	12:30 PM	0.5	deposited checks, updated spreadsheet,
10/25/2025	3:00 PM	3:30 PM	0.5	Picked up mail, ordered thank you cards
10/26/2025	2:00 PM	2:30 PM	0.5	Sent bills to mayor, updated spread sheet
10/27/2025	6:45 PM	7:45 PM	1	Submitted WSI, Submitted Quarterly DMR on ERIS, sent end of month bills to Accountant
10/31/2025	12:00 PM	2:00 PM	2	deposited checks, updated spreadsheet, typed out meeting agenda for Monday meeting, uploaded to website,
Total Hrs			20	
Total Wages			\$400.00	
Purchases				
Date	Item	Cost		
10/3/25	Mileage to Bismarck \$0.70/mile- 364 miles to drop Copper and Lead testing sample	\$254.80		
9/12/25	Dollar general receipt- City Block Bash Game supplies	\$22.04		
Total		\$676.84		