

KINDRED CITY COUNCIL MEETING MINUTES
2-7-2018: 7:00pm at Kindred City Hall

1. 7:00 MEETING CALLED TO ORDER

Mayor Wanner called the meeting to order at 7:00pm with council members Amerman, Spelhaug, DuBord, and Stoddard present. Also present: PWS Rich Schock, City Engineer Brandon Oye, City Attorney Sarah Wear, Deputy Keegan Murphy, and City Auditor Tabitha Arnaud.

Mayor Wanner began the meeting with the Pledge of Allegiance.

2. APPROVE AGENDA

MOTION, passed – Spelhaug moved and Stoddard seconded to approve the agenda. RCV; Motion carried unanimously.

3. CONSENT CALENDAR

MOTION, passed – Amerman moved and DuBord seconded to approve the minutes of 12-6-17, 1-3-18, and 1-18-18. RCV; Motion carried unanimously.

MOTION, passed – DuBord moved and Amerman seconded to approve the financials, withholding invoice for RVS. RCV; Motion carried unanimously.

MOTION, passed – DuBord moved and Amerman seconded to approve off site permit for Kindred Spirits and raffle permit application for ND Muzzleloaders. RCV; Motion carried unanimously.

4. COUNCIL BUSINESS

a. Old Business

- i. Discussion regarding external audit of City records. February 21, 2018: scheduled with ND State Auditor's Office; will be sending four employees for one day office visit to gather final records
- ii. Discussion regarding retirement plan with Jackson National Life Insurance. Would like to cancel 457b plan with JNLI, which would require previous employees with balances on that plan to move their funds to a personal plan. Other retirement plan options will be explored for current and future city employees.
MOTION, passed – To cancel Jackson National Life Insurance 457b plan; Stoddard moved, Spelhaug seconded, RCV; Motion carried unanimously.

b. New Business

- i. Tax Exemption Claim for New Home Construction
MOTION, passed – To approve Tax Exemption Claim for New Home Construction submitted by N & A Nieman for 436 P-51 Blvd; Amerman moved, Spelhaug seconded, RCV; Motion carried unanimously.
- ii. Possible new businesses: CM DuBord stated that there have been prospects made from the Dollar General retail store regarding some property in Kindred. Dollar General's questions included the topics of zoning, ordinances, variance and conditional use requests, as well as building permits and codes. CM DuBord also stated he was contacted by Mr. Gette, owner of Quick Mart and Express Lane, over his concerns for the local grocery store's ability to remain open currently and if additional retailers are allowed to build in town, it could be unlikely that the grocery store would be able to continue operating. CM DuBord asked if there were any options that the City had that would prevent the opening of any type of business. Attorney Sarah Wear stated that as long as a person or company use owned property correctly under the City's zoning and ordinance regulations, it would have to be allowed. If the property owner were to file for a city variance or conditional use, there would be an opportunity to deny that request, which could prevent them from moving forward. Ms. Wear added generally, new businesses are welcomed to small towns because they generate tax revenue and provide additional services for residents.
- iii. Water and Utility Billing Review:
 - Rich and Tabitha worked with Jeremy Sheeley at ND Rural Water Systems. A service the NDRWS provides to it's members is a Water Audit. The city provided NDRWS with financials for the water billings, the water fund expenses and incomes. This report was presented, and suggestions were made to adjusting water rates, the most important suggestion was to remove the 2000-gallon minimum water usage from the base service rate. By charging a base service rate, the city could appropriate funds for capital improvements, equipment, the bond payments for the water tower project, as well as an emergency fund. The water usage for each account would then be billed as a separate line item and charges would be billed based on usage only.
 - Garbage rates will also need to see an increase before May 1st. As per the Waste Management contract, the rates will increase 2.5% from current rates. The recycling fee of \$1.75 is included with the garbage charges

from Waste Management, Tabitha would also like to re-organize the line item charges for the water billing to reflect this idea and to simplify accounting of funds

- Discussed the idea of switching water utility billing software. Current annual system support for RVS software is \$963.00 and is located in TX. Would recommend holding payment of that invoice until decision is made. New software called UBmax from Softline Data, has customer support in Minnesota. One-time activation fee of \$1145.00 would include install, transfer of data from RVS, handheld reader interface, and training on use. The annual supports costs would be about \$540.00, which also includes Bill-N-Pay feature that would allow residents to view invoices, account history, reminders, and pay online. Tabitha has scheduled a webinar with the provider to view the software in use. Will get a formal quote to present at March meeting.

c. Police Report

Deputy Murphy presented the January report. There were 9 calls for service as follows: 1-suspicious activity; 1-traffic complaint; 1-found property; 1-disturbance; 1-medical. Also presented the 2017 yearly report on behalf of Deputy Rufat Agayev. There were 203 services calls for 2017; up 5 from 2016's 198 calls. Community hours contracted: 960 hrs; logged: 1100 hrs.

Discussion regarding parked and continuously running semi-truck over 3-day period at Elm St. and 4th Ave. S. Deputy Murphy will research owner and contact. City could post signage in that area so that law enforcement can enforce ordinance that restricts semi-truck parking on city streets longer than one hour.

Cass County Sheriff's are hosting Cocoa with a Cop at City Hall February 23rd, 2018 from 4-6pm.

d. Engineering

- **Water Tower; Improvement District 2016-1:** DWSRF funding approval received, contracts ready, Preconstruction meeting scheduled for Thursday, Feb 15th. Engineering Amendment No. 2 will allow MEI to hire subcontractors, specifically KLM Engineering, instead of the City hiring directly.
MOTION, passed
Spelhaug moved and Stoddard seconded to approve Engineering Amendment No. 2 for Construction Engineering Services. RCV; Motion carried unanimously.
- **Sewer, Water and Street District 2017-1; NPR Phase 3:** Punch list to be completed this spring.
- **Sanitary Sewer Improvements:** Sent email with survey to schedule a lunch webinar with city staff on Private Property Infiltration and Inflow Reductions.
- **GIS Webmap:** Draft is ready for review, will set meeting with Rich and Tabitha to train on use.
- **Curb stop boxes:** Discussion regarding updating city ordinance to include required valve box installed over curb stops on future builds as well as insure tracer wires are run along with new service lines to the homes. Will work on drafts to present in March.

e. PWS

- Trying to be more energy efficient at the City Shop. Using more propane for heating versus electric heat. Need to Check with Dakota Ag to trade in 125-gallon propane tank for one with larger capacity.
- Rich will be gone out of state March 1-8. Training part time snow removal employee on morning routines of checking lift stations and such. Will have him check with Jeff or Tabitha each morning; likely be on the clock for about 1 hour each day.
- Replaced 1" water meter at Road Runner. Original meter was installed in 1968 and was about 86% plugged.
- One meter discrepancy found when reading meters, prompted replacing the wire to reader. Still one home owner to contact to verify meter is working properly; never home and has not responded to requests for contact from City.
- Performed maintenance to all pumps on hand.
- Reservoir controls at the pump house are still running. Funds were approved to be added to water tower bond, still need to sign Sweeney Controls contract.

MOTION, passed

Amerman moved and DuBord seconded to approve Sweeney Controls contract for \$17,100 (includes electrical) for the pump house controls. RCV; Motion carried unanimously.

f. Finance

Harold Rotunda will try to attend the March meeting to discuss budgeting. Preliminary budget for 2019 needs to be submitted by end of May. Need to discuss that property taxes were not increased for 2018, whether council is comfortable increasing property taxes for 2019. CM DuBord would like a list of funds to include where the income come from and what expenses are allowed for each.

g. Assessor: Tax Equalization Meeting is scheduled for April 4th, 2018 @6:30pm

h. Auditor Report

- Office closed Feb 19th for President's Day/State Holiday
- ND League of Cities March Madness training is March 6th & 7th so office will be closed and won't make it to the council meeting 3/7/17. Council agreed to move the regularly scheduled council meeting since both Rich and Tabitha would be gone. March City Council meeting will be held Wed, March 14th at 7:00pm.
- Resident accidentally hit the south side of the City Hall building with vehicle while trying to park there. Resident has insurance coverage and contacts have already been made regarding a quote for repairs.
- Discussion of rental/deposit fees for City Hall and the Memorial Building. Council would still like to offer the facilities at no charge, \$100.00 cash/check deposit required, create liability contract for users to sign.
- Working with Waste Management to schedule roll off dumpsters for spring clean-up.

i. Council Reports

- **Amerman:** Currently is the city representative for the library board. State requires the library to have a city representative to their board. CM Amerman would like to offer the position to another City Council Member. CM Stoddard volunteered.
- **DuBord:** Would like to schedule 1-2 budget meetings with Harold before end of May when preliminary 2019 budget is due to Cass County Auditor's Office.

5. **ADJOURNMENT**

MOTION, passed

**On a motion by Stoddard and seconded by Amerman, the meeting was adjourned at 9:12pm. RCV;
Motion carried unanimously.**

(Minutes subject to council approval.)

(Agenda deadline is noon Wednesday the week before the meeting.)

Tabitha Arnaud, City Auditor

Jeff Wanner, Mayor