

KINDRED CITY COUNCIL MEETING MINUTES
3-14-2018: 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 – To approve the agenda with replacement of 7.A.ii. from Mr. Laude to Mosquito Control; Stoddard moved and Spelhaug seconded. RCV; Motion carried unanimously.

3. CONSENT CALENDAR

MOTION, passed – To approve the minutes of 02-07-18; Spelhaug moved and DuBord seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve the financials with additions; Spelhaug moved and Stoddard seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve a raffle permit application for Harvest for Hunger/CHS and a bingo permit for Kindred Park Board; Spelhaug moved and DuBord seconded. RCV; Motion carried unanimously.

4. BOARDS & COMMISIONS

- a. Kindred Community Club: The Kindred Community Club member Jamie Swenson spoke for herself and KCC President Dawn Johnson. The club is run and organized, primarily, by the same 5-6 members every year; and hosts three events in Kindred each year: Kindred Days, the Homecoming Spaghetti Feed, and Santa Days. They received a quote from an external event planning company and the annual quote for the 3 events was \$19,500.00. KCC feels this is unattainable for their organization with an annual operating budget of only about \$6000.00. Because of this and low volunteer rates, they are looking to end the KCC organization. They are seeking others to take over the annual Kindred Days event. The KCC currently has a few funds that they would be able to donate to an alternate non-profit organization if one were to take over the Kindred Days event. Jamie Swenson had just spoke with the Kindred Park Board on the matter and they were very receptive to taking over the Kindred Days planning. Mayor Wanner said the City would still continue to support Kindred Days (mailings, donations, event help, etc.) in the future. KCC may coordinate with Tabitha and Ms. Wear when ready to dissolve the organization.

5. COUNCIL BUSINESS

a. Old Business

- i. Update on external audit of City records. Had to reschedule due to March snow storm day. Now scheduled for Thursday, March 29th. ND State Auditor's Office still plan to send four employees to complete their field work in one day's office visit.
- ii. Discussion regarding new water utility billing software. Tabitha had a webinar with Softline Data, Inc. for the software called UBmax. It appears to be a very user-friendly system with the added options of online account access and bill and auto pay options. The one-time activation fee was \$300 less than expected, at \$845.00. The company works with Psion handheld readers. The City already owns a Psion handheld reader that was used prior to the currently used handheld. Softline Data will take the City's Psion handheld, refurbish and download the UBmax software at no charge. This is a savings of \$1,045.00 for the same unit Softline Data offers for purchase. They also offer a Touch Reader with internal memory that works with this software. Any homes that have an outside touch reader could be read and documented with the click of a button. The data is then downloaded from the touch reader to the software just like the Psion handheld, eliminating manual meter reading entries. The cost for the touch reader with internal memory is \$1,340.00. The total annual customer/service support costs are \$615.00. The transfer of data would take place over a weekend. City data would be sent to Softline Data on a Friday and they would return it on the following Monday, with software ready to use. Training sessions for software and readers would be that same week; included at no additional cost.

MOTION, passed – To approve the quote from Softline Data Inc. in the amount of \$2,800.00; DuBord moved, Stoddard seconded, RCV; Motion carried unanimously.

b. New Business

- i. Braaten Addition: Darren Rogness purchased Braaten Cabinets, located in the Braaten Addition, in May 2017. With this purchase, Mr. Rogness also acquired responsibility of the sewer connection that was established many years ago to the City of Kindred's lagoon system. Mr. Rogness stated he is ok with the administrative processes of billing Braaten Addition residents for sewer use but expressed concern over not knowing what the system includes and what processes to take for system maintenance or if there is a system failure of some kind. He is looking to open dialogue with the City concerning the sewer system ownership/maintenance, as well as possibly having the City take over billing the Braaten Addition residents separately, as opposed to the Addition receiving one bill and Mr. Rogness then collecting the sewer fees from the residents individually. Brandon Oye and Rich Schock provided information on placement and when the connection was made. Contracts and other documents the City has will be given to City Attorney Ms. Wear for review to clarify ownership and responsibilities. Rich will phone previous PWS Ken Blilie to gather his recollection of the project as well. And Mr. Rogness will check with previous owners, Ray & Terry Braaten, on any additional information.
- ii. Mosquito Control Contract: Paperwork was received from Airborne Custom Spraying for annual aerial mosquito control service. Completed applications need to be submitted before April 20, 2018 to avoid a \$100.00 processing fee, and DO NOT commit the city to spraying. Estimates for 2018 aerial applications for 500 acres is \$1,475.00 per spray.

MOTION, passed – To approve 2018 Airborne Custom Spraying Authorization Application, Spelhaug moved, DuBord seconded, RCV; Motion carried unanimously.

- iii. Engineering Firm: City officials were presented with a proposal from Houston Engineering, Inc. The Fargo based engineering firm has been operating for 50 years, and worked in many surrounding communities, including Harwood, Horace, Oxbow, and Roseau, Goodridge, and Middle River, MN. Currently, Interstate Engineering is the City Engineer for Horace and Moore Engineering is the City Engineer for Harwood and Oxbow. According to City Ordinance 1-0401: Annually, at its first meeting in January of each year, or as soon thereafter as possible, the City Council may appoint the following officers: Auditor/Treasurer, City Attorney, City Engineer, City Assessor, one or more assessors, City Health Officer, Chief of Police, one or more policemen, Superintendent of Public Works, Housing Coordinator, and such other officers and boards as the City Council may deem necessary. Previously, the appointments have been in the June Organizational Meeting after the June city elections, following the ND League of Cities Municipal Calendar. Will plan to revisit this topic on the September agenda, with requests for qualifications in October, and Council appointments made in January. Brandon Oye, Moore Engineering, Inc. has been working for the City of Kindred since 2010 and has completed many water, sewer, and street projects in Kindred, including the Newport Ridge additions as well as the upcoming water tower project that begins in April 2018. Moore Engineering has also been handling Kindred's building code administration and inspections for many years. Moore Engineering has been the City Engineer for the City of Kindred since 1989.
- iv. Jennifer Guzik, spoke on behalf of the Kindred Public Library. The library would like to put small free public library boxes in both of Kindred's parks, to provide the City's residents with the "take a book, leave a book" concept that is of growing popularity. A Fargo resident makes the wooden boxes to donate for the free public library cause. The Kindred library would provide the up keep of the library boxes as well as supplying them with books. Kindred Park Board has given the ok to put a library box at Gilbertson Park. The council okayed placing a library box at City Park also. Possibly by the Memorial Building or Pool structures.

c. Police Report

Deputy Murphy presented the February report. There were 12 calls for service as follows: 1-traffic complaint; 1-disturbance; 4-medical; 1-vandalism; 1-burglary; 1-gas drive Off; 1-CO2 alarm; 1-public assist; 1-impaired driver. The vandalism call was a vehicle break in on Elm Street. Logged 220 hours over the last two months.

d. Engineering

- **Water Tower; Improvement District 2016-1:** Preconstruction meeting was held Feb. 15th. Discussion regarding authority for changes. If there are last minute issues or change orders, whom to contact first. Decided first contact should be Rich, then route to Mayor and President of Council. Discussion on work schedule and liquidated damages. Substantial completion is scheduled for October 20th, 2018, however, Maguire Iron's project time line sets completion at November 21st, 2018. Possible liquidated damages could apply if project is not completed by October 20th, 2018.
MOTION, passed – To approve Engineering Invoice #17698 for \$10,814.94 and Invoice #17897 for \$6,190.15; Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.
- **Sewer, Water and Street District 2017-1; NPR Phase 3:** Punch list to be completed this spring. ND State Water Commission suggests submitting future projects to be put on the funding priority list. Brandon presented a Water Main Looping project for Newport Ridge to supply the development with a secondary water

line connection to the City's water main. Currently, a single 8" PVC water distribution line serves the entire development. Looping a second main to the development would provide redundancy in service as well as increase flow rates and maintain adequate fire protection as the development continues to grow.

- **Sanitary Sewer Improvements:** Webinar with city staff on Private Property Infiltration and Inflow Reductions scheduled for March 16th, 2018.
- **GIS Webmap:** Held a training with Rich and Tabitha today. Very useful tool for both of them to have. From using for locates of curb stops and service lines, zoning, addressing, and creating mailing lists to parcel owners. Adding additional layers of information will be explored further.
- **Curb stop boxes:** No update currently.

e. PWS

- Snow storm on March 5th & 6th while Rich was out of state on vacation caused a bit of issues. Rich and Tabitha had quite a few calls from residents who were not happy with snow removal. Back up part time employees who were taking care of snow while Rich was gone were doing the best they could with the slushy, heavy snow. They were unable to use the snow blower and had to use Rich's pickup and plow. Do to the weight of the snow, a couple mailboxes were knocked down. Also, the storm happened on Monday and since garbage pickup is Tuesdays, many residents had their garbage totes on the streets. However, due to the storm, the garbage pickup was delayed by one day, so the garbage totes remained on the streets until Wednesday which reduced the ability to clean the snow up appropriately and leaving narrowly cleared streets. One seasonal employee quit due to the harassment received from residents. May need to explore hiring additional public works employees. Discussion with council on creating a chain of command for routing complaints/calls when an employee is on vacation.
- Discussed replacing garbage and recycling totes due to cleanliness. If totes are in resident's possession, it is their responsibility to clean them as needed.
- Had two water leaks this last month. One at the Cass County Housing apartment building used about 160,000 gallons. Also used about 68,000 gallons on the fire at Dakota Ag's building located on Rustad Drive.
- When starting demo at the water tower buildings found a geocaching box with contents inside. If someone is interested/able to access the geocaching locations online and remove the water tower location from the geocaching system, and maybe set up a new Kindred location for it, contact Rich to collect the box.
- Finally turned off the Christmas lights at the Memorial Building. Noticed the sidewalk/cement parking spaces are a bit eaten up by salt, possibly water softener salt was used. Council would like a contract created for users of the Memorial Building to sign upon pick up of key. Include salt use, equipment and facility use, liability clause, etc.

f. Finance: Will schedule two budget meetings with Harold Rotunda. Unavailable the 1st and 2nd Mondays.

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

h. Auditor Report

- Office closed March 16th and again on March 30th which is Good Friday/State Holiday
- Election – Filing deadline is April 9th at 4pm for candidate paperwork submission to City Auditor's office. CM DuBord stated that since no other candidates have submitted for Mayor yet, he has filled out the required paperwork to run for Mayor.
- Spring cleanup/roll off dumpsters are scheduled for May 7th-9th
- City wide rummage sale will be scheduled for end of April or early May. Tabitha suggested coordinating with a second-hand store who would come collect donations of gently used items that residents would like to get rid of after the rummage sale day. Will work out details.
- Spring newsletter will be sent out and will include all the rummage sale, donation, and spring cleanup info.

6. **ADJOURNMENT**

MOTION, passed

On a motion by Spelhaug and seconded by Stoddard, the meeting was adjourned at 9:13pm. 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