

KINDRED CITY COUNCIL MEETING MINUTES
4-4-2018: 7:00pm at Kindred City Hall

1. **7:04 MEETING CALLED TO ORDER by Mayor Wanner**, with CMs Spelhaug, Amerman, 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 deletion of 7Bi-Laude; Spelhaug moved and Amerman seconded. RCV; Motion carried unanimously.

3. **CONSENT CALENDAR**

MOTION, passed – To approve the minutes of 03-14-18; Amerman moved and Stoddard seconded. RCV; Motion carried unanimously.

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

MOTION, passed – To approve a Raffle Permit Application for Kindred Park Board/Cupcake Ball and Gaming Site Authorization for Friends of the Leonard Firefighters; Spelhaug moved and Stoddard seconded. RCV; Motion carried unanimously.

4. **COUNCIL BUSINESS**

a. Old Business

- i. Update on external audit of City records. ND State Auditor's Office did their field work on Thursday, March 29th. They spent the day collecting additional data and documents; also met with Mayor Wanner and CM DuBord. Discussion regarding fund accounting software. QuickBooks (current software) is not fund friendly, very few cities use due to this. Banyon Data and Black Mountain are much more common among cities. Black Mountain is the premium software and has the capability to accommodate larger populations. NDSAO recommended Banyon Data for Kindred's size. Wahpeton is Banyon's largest city currently. They are based out of Burnsville, MN so tech support would be local. Tabitha requested a quote: Banyon Data proposal for accounting software, payroll, and utility billing totaled \$14,450.00. From what Council and Tabitha has seen, reports are much easier to read. And fund balances would be easier to track as well. If City continued with the UBMax utility billing software, that would save about \$5000 off the Banyon Proposal. Tabitha will set up appointment with Banyon representative to test the software and will bring updated proposal to budget meeting.
- ii. Discussion regarding water and utility rates. Will revisit water rates at the May council meeting. Waste Management's annual increase of the City's garbage/recycling collection rates will be effective May 1st, 2018. Tabitha and Rich did an audit of garbage totes/residents to ensure that the City and Waste Management have accurate information for billing and collection. This included updating 67 errors on tote sizes, 29 errors on account names or house numbers, and adding 32 accounts to Waste Management records. Suggest removing the 32-gal garbage tote as only six homes have this size and it would simplify inventory and billing. Suggest removing "Recycling Charge" from monthly bills and adding that amount into the "Sanitation" rates; this is how the City is billed from Waste Management. A 3% increase to current WM rates to cover the annual increase. \$18.00 for 64gal, \$18.41 for 96gal, \$10.50 for each additional garbage tote.
MOTION, passed – To discontinue the 32-gal garbage tote and approve the Sanitation rate change of \$18.00/64gal, \$18.41/96gal; DuBord moved, Spelhaug seconded, RCV; Motion carried unanimously.
- iii. Braaten Addition: Darren Rogness, owner of Braaten Cabinets, was unable to attend this council meeting. City Attorney Ms. Wear reviewed agreements. The City helped assist Braaten Addition by securing the bond for the sewer project, which the City then charged Braaten Addition on a monthly basis until the bond was paid in full. The City would bill Braaten Addition for all units and Braaten Addition was responsible for collection of sewer/bond fees from its residents. Some agreements were with Cass Rural Water in 1996-1997; need to contact to confirm responsibility. Agreement was to have Cass Rural Water shut off water service if residents did not pay the sewer fees. Suggest Braaten Addition operate as a subdivision and explore home owner association type of structure. Will review City agreements with Woodlawn and Evergreen Associations and work on creating a renewed agreement for Braaten Addition that would void all previous agreements.

- iv. Discussion on shared curb stops in the city. Only one in town, shares access to two homes. The City is unable to shut off service for non-payment or emergency with the current system. Estimates to correct the issue could be expensive, especially if the service line goes under the home structures. Jeremy Sheeley with ND Rural Water Systems has equipment that can locate the service lines. Rich will coordinate with Jeremy to get this done so an accurate estimate and plan to move forward can be determined.

b. New Business

- i. Vector Control/Cass County Commission Mosquito Control Contract: Received 2018 Adult Mosquito Control Agreement with Cass County Commission for ground spraying of adult mosquitos. Will only be charged if service is requested; must provide 24-hour notice. Rates are \$115.00 per vegetation spraying and \$525.00 per truck mounted spraying.

MOTION, passed – To approve 2018 Adult Mosquito Control Agreement with Cass County Commission, Stoddard moved, Spelhaug seconded, RCV; Motion carried unanimously.

- ii. City Hall Building Repairs: Received quote from Gateway Building Systems to repair damages to South wall of City Hall building after it was struck by a vehicle while parking. Quote Option A for \$5050.00 to replace 4 panels where damage is, or Quote Option B for \$8200.00 to replace the full South wall. The insurance claim from responsible party will pay \$4550.00 of the repairs. City would owe additional \$500.00 for Option A or \$3650.00 for Option B. Replacing only the 4 panels would leave a very noticeable difference in materials, especially on the wall that receives direct sunlight all day. Was also noted that the steel panels all along the South wall were showing signs of rusting at the bottom, likely due to use of salt on sidewalk.

MOTION, passed – To approve Gateway Building Systems Quote for Option B, Amerman moved, Stoddard seconded, RCV; Motion carried unanimously.

c. Police Report

Deputy Murphy presented the March report. There were 10 calls for service as follows: 1-traffic complaint; 2-medical; 1-suspicious person; 2-animal calls; 1-fraud; 1-structure fire; 1-assult; 1-domestic. The suspicious person and assault turned into a medical call was a from a city resident at Express Lane; determined to be high on foreign substance and was transferred to Fargo for medical treatment. Logged 107 hours for March; contract is for 80/month. Incident at intersection of County Hwy 15 and Dakota St. resulted in a snapped stop sign. Responsible party agreed to pay for damages. City will send invoice for \$300.00 to cover expenses. Semi-truck that has cause issues with parking around town, was again parked on 5th Ave S, blocking the Fire Department's construction supply area. A delivery was denied due to the site being blocked. Deputy Murphy stressed the importance of reporting these semi issues, as well as any other issues, immediately by calling dispatch at 701-451-7660 so an officer can check it out. Officers must see the offense first hand in order to enforce and/or ticket.

d. Engineering

- **Water Tower; Improvement District 2016-1:** Updated contractor schedule puts the project past the completion date of Oct. 20th to Nov. 21st; liquidated damages for the project will be enforced if necessary. Discussed disposal of concrete in lagoons: Will only be allowed if it is broken up enough, contains no rebar, and Rich approves if conditions at lagoon are satisfactory. Otherwise the contractors are required to remove at their own expense.
MOTION, passed – To approve Contractor's Application for Payment No. 1 for \$49,500.00 and No. 2 for \$72,180.00 (hold both until SRF funds are received), as well as Moore Engineering Invoice #18026 for \$2,260.00; Spelhaug moved, Amerman 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 Planning Form submitted for water looping project to be placed on priority list for funding.
- **Sanitary Sewer Improvements:** CM Spelhaug contacted ND officials, including Senator Hoeven's Chief of Staff and Representative Cramer's office, to stress the need for funding to rehabilitate Kindred's lagoon system that is in serious need with the City's growth. Mr. Oye stated that the grant funding released \$55 million for projects last time; this time they are releasing \$70 million. They tend to fund approximately 75% of projects that are awarded. Could be a few months or more before decisions are released.

e. PWS

- Would like to incorporate fire hydrant specifications in city ordinance so as we update hydrants in the city all hydrants become universal, resulting in less inventory and equipment needed on hand.
- March 23rd, 2018 the sewer main on West Elm street was blocked and cause sewage backup into a resident's basement. Called in Jet Way to clear it. Lots of shop rags or towels cause blockage. They recommended a video screening of the line to determine if there are further issues.
- Getting an informational quote from Ferguson on radio read meters.

- Snow recycler/blower is in need of new cutting edges again. Possibly put an auger in to help feed snow through. Blower can not handle wet snow and the City always needed help when it cannot be used. Will price out retrofitting or new blower for next season. With wet snow on 3-31-18, blower could not be used and Rich was plowing roads with plow truck, trying to get closer to mailboxes as postal carriers had requested just a few weeks ago. When on Rustad Drive, plow blade clipped the edge of the driveway and launched chunks of asphalt into the resident's yard and caused some minor damage to the resident's vehicle parked in driveway. Photos of damage were taken by resident and Mayor Wanner that same morning. City's insurance was contacted and an incident report was filed. ND Insurance Reserve Fund said paying on the claims should not be an issue but will need to review all information and speak with all involved parties prior to making a decision.
- Council and Rich have spoken of looking into getting a new City truck since current one is deteriorating. Found a 2007 Dodge Ram 2500 in Groton, SD. Specs: 233,000 miles, diesel, no rust, minor hail damage to hood, bluebook value \$20,000. Asking \$14,890.00. Will offer \$4,390.00 on trade in of 2000 Chevy service body pickup, making the total purchase price \$10,500.00. Rich would sell the City his 9'2" Boss V-Blade. Current cost for this blade, brand new, plus vehicle kit would be about \$7800.00. Rich's blade is only 4 years old and has brand new \$600.00 cutting edges just installed a few weeks ago. Cost would be \$4800.00.
MOTION, passed – To allocate \$20,000.00 to purchase a new city pickup and plow from City savings; DuBord moved, Amerman seconded. RCV; Motion carried unanimously.
- Kindred Park Board Director Mike Brown invited Rich to take a Certified Pool Operators class for the City Pool at no cost. Park Board is bringing someone in to certify the pool staff and wanted to extend the offer to PWS.
- Discussion regarding disconnect and reconnect fees for shut offs. According to documentation, current fees are \$25 during business hours and \$50 after hours. Council and city staff feel this is too minimal to encourage residents to stay on top of their utility bills.
MOTION, passed – To approve increasing disconnect/reconnect fees to \$50 during business hours and \$100 after hours; DuBord moved, Stoddard seconded. RCV; Motion carried unanimously.
- Water table at City Park is at 5 feet. Started the dewatering well and lift stations are now operating also.

f. Finance: Discussion regarding special assessments for emergency utility costs that was brought to council a few months ago by resident Jamie Swenson. She advised that the sewer line failure that occurred at her home on Elm St. could have been caused as a result of a water main project years ago. During excavation, the contractors dug through the sewer lines. Although repairs were made, those repairs have a life span of about 30 years. Other homes on Elm Street have the same type of repairs that failed at Swenson's property. Will continue to keep option in mind and discuss further at budget meetings. Can explore creating an ordinance that would allow the city to fund the repair costs and bill to resident as special assessment.
Special Council Budget Meetings with Harold Rotunda are scheduled for April 18th and May 17th at 7pm.

g. Auditor Report

- Election Filing deadline is April 9th at 4pm for candidate paperwork submission to City Auditor's office.
- Office closed April 19th & 20th
- City Wide Rummage Sale scheduled for Saturday, May 5th. Contact City Hall by April 30th to get your sale address published in the Cass Co. Reporter and Fargo Forum the week before.
- Donation Drop Off at City Hall for gently used items: Saturday, May 5th from 5pm-7pm at North overhead garage door. Donations can also be arranged by appointment at City Hall and will be collected until May 10th.
- Spring cleanup/roll off dumpsters scheduled for May 7th-9th. Will be located at City Hall. No curbside pickup.
- Spring newsletter will be sent out and will include all the rummage sale, donation, and spring cleanup info.

h. Council Reports – DuBord: Discussed Verizon Wireless tower project. Have Tabitha contact them and advise the City is currently building a new water tower and that could possibly be an option for them to place a tower as well.

5. **ADJOURNMENT**

MOTION, passed – To adjourn meeting at 9:15pm; Spelhaug moved, DuBord seconded. 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