

KINDRED CITY COUNCIL MEETING MINUTES
5-2-2018: 7:00pm at Kindred City Hall

1. **7:00 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 additions; Spelhaug moved and DuBord seconded. RCV; Motion carried unanimously.

3. **CONSENT CALENDAR**

MOTION, passed – To approve the minutes of CC 04-04-18 and Spec. Tax Equalization Mtg 04-04-18; DuBord moved and Stoddard seconded. RCV; Motion carried unanimously.

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

MOTION, passed – To approve an Offsite Permit for Kindred Spirits contingent on receiving specific details on location within the property; Stoddard moved and Spelhaug seconded. RCV; Motion carried unanimously.

4. **BOARDS AND COMMISSIONS – Kindred Community Club**

Kindred Community Club representative Jamie Swenson spoke with Council regarding the City assisting with Kindred Days in August. The City will offer assistance with the following: road blocks before and after the parade, trash barrels (move into park, empty trash throughout day, return barrels to owner after event), portable toilets (2 needed, place by veteran's memorial), and postage for permit mailing of about 2000 flyers and sponsor letters. Tabitha will check with Waste Management on donation of dumpster at park for the weekend.

MOTION, passed – To approve payment up to \$500 and coordination of portable toilets, trash, barricades, and postage; DuBord moved and Stoddard seconded. RCV; Motion carried unanimously.

5. **COUNCIL BUSINESS**

a. Old Business

- i. Update on external audit of City records. ND State Auditor's Office has not been in contact with the City since their field work on March 29th.
- ii. Data transfer for UBMax utility billing software will be done this weekend. They will take the data electronically on Fri 5/5/18 and Monday software will be up and running. Tabitha will have two 3-hour phone training sessions next week and will then need to go thru the program thoroughly to be sure all data transfer accurately. Likely that each account will need to be updated and verified so that meter reading and billing can be done correctly and efficiently.
- iii. Braaten Addition: Ms. Wear has reviewed all three agreements and each says something different and there are no provisions included to supersede any older agreements. Parties involved include the City, Braaten Cabinets/Addition, and Cass Rural Water. Cass Rural Water was contracted to shut off water service to any home in the Braaten Addition delinquent on the sewer bill from Braaten Cabinets; they no longer wish to be involved in this way. Most recent contract states that Braaten Addition is responsible for billing, maintenance, etc. Ms. Wear will highlight the pertinent information, share with Council, and begin creating an updated contract.
- iv. Discussion on shared curb stops in the city. Jeremy Sheeley of ND Rural Water Systems assisted Rich in tracing the water line for the shared curb stop line. Signal was strong at North house. South home is connected straight to curb stop. North home was built later and tapped in on the South home's line. A garage and home addition were added on even later and was placed directly on top of the water service line. The total cost to remedy this situation would be quite expensive. After talking with both homeowners, it was decided that the current situation would continue as is and each would keep current on their utility account so the need to such them off would not be needed.

b. New Business

- i. Municipal Judge Schock updated Council on her completed training and requested the City pay for continuing education (1day seminar in Bismarck). Been talking with the Cass County Sheriff's Department on getting set up on the TRACS system for entering/processing citations. Will talk with auditor and judge in Casselton to get information/examples on their Municipal Court processes. Judge wage needs to be set by council; will examine previous wages/budgets to determine.
- ii. CM Spelhaug met with Mr. Oye to discuss pushing the Newport Ridge Water Looping Project ahead of the funding, as the school is planning to asphalt the elementary school parking lot this summer, to save the cost of digging through the parking lot again later. Cost outweighs the benefit, so decision was made to wait.

c. Police Report

Deputy Murphy presented the April report. There were 8 calls for service as follows: 1-traffic complaint; 3-medical; 1-suspicious vehicle; 1-animal call; 1-theft; 1-missing person. Theft was a civil dispute in an apartment. Missing person was a runaway juvenile that was located without incident. Reports of semi-trucks using Elm St instead of truck route. Will contact business to remind delivery drivers to use truck route as much as possible. Reports of speeding on North truck route. Discussion on how to best reduce speeds: speed bumps, change signs, flashing signs. Agreed to start with a 3-way stop at Dakota Ave and 5th Ave N and see how traffic responds to that.

Discussion regarding nuisance ordinances on animals, pet waste, yard upkeep, and junk. Need to work out the specifics on how offender of violations is notified/cited.

d. Engineering

- **Water Tower; Improvement District 2016-1:** Cistern has been properly abandoned; cost \$1650. Well abandonment estimated cost is \$8000. Mitigation of contaminated soil estimate is \$33,200. Braun Intertec was on site to take additional core samples. Based on the findings, Moore Engineering is recommending to shift the tower placement south. If soil is of better quality there, there would need to be less testing and less contaminated soil excavated, which would reduce costs.

MOTION, passed – To approve Work Change Directive dated 5/2/18 with estimated cost of \$42,850; Spelhaug moved, DuBord seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve Contractor's Application for Payment No. 3 for \$56,859.30; Spelhaug moved, DuBord seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve Moore Engineering Invoice #18309 for \$17,977.75; Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.

- **Sewer, Water and Street District 2017-1; NPR Phase 3:** Punch list to be completed by contractor.
- **Sanitary Sewer Improvements:** Senator Heitkamp's office is set to release the approved projects list for the USACE Section 594 Grant Funding by Memorial Day, so we should know by the June meeting if Kindred's project was approved.

e. PWS

- Have been fielding phone calls regarding contaminated soils and the water being bubbly and smelly. The water issued have nothing to do with the water tower project. Cass Rural Water emptied, cleaned, and refilled the reservoir a few weeks ago. The control panels (that are set to be upgraded with the water tower project) failed when the system was rebooted. This caused the system to over pressurize the water tower and overflow multiple times. This resulted in the water containing a lot of air bubbles, which makes it appear cloudy when poured into a glass from the faucet. The bubbles disperse very quickly. All tests on the water have had normal results. CHS will be making fertilizer this week and will pump over 120,000 gallons of water. Although there will still be some areas in town that see the bubbles, this should flush most of the air out of the towns lines.
- Memorial Building: North and South doors are failing, will get contactors to quote repairs/replacement. Replaced lights. Possibly explore asphalt or concrete for the parking lot; maybe partner with RDO as they use it for employee parking. Ok for Fire Department to use the tables and chairs for events at the new fire hall.
- Compost dumpster filled up quickly. Now have two on site. Suggest getting larger signage to encourage residents to not dump their yard waste on the ground
- In need of gravel for alleys. Quote or just purchase? From whom? Advised to get from Rustad's.

- Street sweeper has broken down. Will take 3 weeks to get into shop for repairs. Estimate (without visually seeing the vehicle) is \$3000-\$5000. Received a quote from ProSweep to clean city streets in the meantime. Council advised to get the street sweeper repaired if quote is under \$10,000, and to wait to clean the streets once we receive the unit back.
- Researching and getting quotes for lagoon bacteria treatments to reduce algae, smell, sludge, and weeds.
- Repairing the lagoon fence as able.

f. Finance: Will add water rates to the Special Council Budget Meeting scheduled for May 17th at 7pm.

g. Auditor Report

- Compost/Yard Waste dumpsters are now available on West Elm St. PLEASE DO NOT DUMP ON GROUND!
- City Wide Rummage Sale will be May 5th.
- Donation Drop Off at City Hall May 5th from 5-7pm
- Spring Cleanup roll off dumpsters scheduled for May 7th-9th
- Office closed for Memorial Day
- City Election on Tuesday, June 12th at Kindred City Hall

h. Council Reports – Amerman: has had residents give good feed back on the Donation Drop Off; would like to look at the City starting a social media page (Facebook or twitter) or an email list to notify residents of urgent updates.

6. ADJOURNMENT

MOTION, passed – To adjourn meeting at 9:52pm; Spelhaug moved, Stoddard 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