

KINDRED CITY COUNCIL - REGULAR MEETING MINUTES
05-06-2020 at 7:00pm via Microsoft Teams

MEETING CALLED TO ORDER AT 7:08pm by Mayor DuBord with CMs Spelhaug, Amerman, Stoddard, and Peraza present. Also present: City Engineer Brandon Oye, City Attorney Sarah Wear, PWS Rich Schock, City Auditor Tabitha Arnaud, and guests Bekki DuBord, Jamie Swenson.

APPROVE AGENDA

MOTION – To approve the agenda with revisions;
Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.

CONSENT CALENDAR

MOTION – To approve Consent Calendar: City council meeting minutes of 04-01-2020(x2) & Bills and Reports for March & April 2020;
Amerman moved, Peraza seconded. RCV; Motion carried unanimously.

BOARDS & COMMISSIONS

- A. Special Assessment Committee: Darrell Kersting is currently on this board and we have been advertising to fill two vacant seats. There are new assessment districts upcoming within the next year or so that will require SAC meeting to review projects and property assessments. This can be completed with a minimum of two people, but three provides an alternate in case of absence. City council members cannot fill in for vacant committee members. Tod Welter has emailed and expressed interest in sitting on the board. He is a long time resident and qualifies to be on the board.

MOTION – To appoint Tod Welter to Kindred Special Assessment Committee for a six-year term;
Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.

- B. Kindred Park Board: PB Member Bekki DuBord attended to present a list of updates to city council. Discussed updates to pool opening and summer activities/programs. Following CDC and DOH guidelines, looking to ND Smart Restart, state parks and recs, as well as other area communities to use best practices for keeping everyone safe and healthy. Hopeful for a June 1st opening. Updates posted to their facebook and website. Provided a list of maintenance and budgeting to take over groundskeeping of City Park, including mowing, trimming, garbage, weed/insect spraying, fertilizing. Hours average 3.5 hrs/time.

MOTION – To approve \$1500 budget to Park Board for 2020 City Park maintenance;
Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.

PB has hired Linda Cose for flower and landscaping at their properties and pool area. She is open to take on more of these duties for the City if there are additional projects we'd like to have done. Mayor DuBord and CM Amerman will meet to discuss further.

As discussed last month, PB is officially requesting the City partner with them to provide accounting services. Current accountant is retiring their services and is available for training. Approximately 10-15 hours per month are spent on recording financials, monthly/quarterly/annual reporting, payroll services, and budget processing. PB is offering a wage up to \$18.00/hr and would like to create an agreement outlining the specific roles/responsibilities. The city council and staff feel this would be a good partnership! The time frame for starting this would rely on when Deputy Auditor Teberg could begin full-time status.

MOTION – To approve \$1500 budget to Park Board for 2020 City Park maintenance;
Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.

- C. Kindred Community Club: KCC members Bekki DuBord and Jamie Swenson provided an update on the status of the annual Kindred Community Days event scheduled for July 31-August 2 this summer. They are remaining hopeful that the event can still take place as scheduled, but are monitoring the CDC and state guidelines and recommendations for large gatherings. Kindred Spirits has already decided to not hold a street dance or bring in a band. The board is hopeful that the city will once again be involved in the community activities throughout the event. They also are requesting the same services from the City as in past years: porta-potties for the park, road blocks for parade/events, garbage services at the park, postage for letters/flyers.

MOTION – To approve restroom/garbage services, road blocks, and postage for 2020 Kindred Community Days;
Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.

COUNCIL BUSINESS

A. Old Business

- Downtown Zoning: The public hearings for the final stage of rezoning the identified properties will be held at the May 20th P&Z meeting and the June 3rd Council meeting.
- Disposal of City Property: 521 Elm St: With the property rezoned, listing the property with a realtor for sale. New owners will be required to use the property as stated within Downtown Zoning District. Can add language into the purchase agreement for masonry work to be completed. Estimate is \$5000 for masonry work on brick front. Mayor DuBord and CM Amerman will be the sale committee to work on listing with realtor.

MOTION – To approve disposal of real property located at 521 Elm St with realtor Jamie Swenson; Peraza moved, Spelhaug seconded. RCV; Motion carried unanimously.

- COVID-19 Response: We will continue to follow state recommendations on public facilities for now and keep them closed to the public utilizing appointments as needed. Voting for the June 9th election has been changed by Cass County to only mail in ballots, so City Hall will *not* be a physical polling location. Mail in ballots can be requested at vote.nd.gov.

B. New Business

- Designate official city newspaper:

MOTION – To designate Cass County Reporter as official city newspaper; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.

- Waste Management Rates: January 1, 2020, Waste Management had a landfill increase that was not passed on to residents, knowing that effective May 1, 2020, the City's annual contract increase of 3% was scheduled.

MOTION – To approve 3.0% increase on current garbage/recycling rates; Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.

- Employee Reviews Jan. 2020: January 31, 2020, annual employee reviews were completed for Rich and Tabitha. The follow-up was missed at the February meeting, and additionally since. Wage discussions considered that both positions now involve full-time supervisor roles with added staff.

MOTION – To approve wage increase for R. Schock to \$25/hr and T. Arnaud to \$19/hr, retroactive to January 1, 2020; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.

- Police: Deputy Beckius was unable to attend the meeting but provided the April 2020 report with 22 calls for service, as follows: 5-medical; 2-animal calls; 5-public assist; 1-suspicious; 1-fire assist; 1-reckless driving; 1-disturbance; 1-911 hang up; 1-loud noise; 1-accident; 1-traffic complaint; 1-domestic.

D. Engineering:

- **Wastewater Treatment Improvements; Sewer Improvement District 2019-1**: Waiting on landowner response to offer. Environmental assessment is 2-3 weeks out until completion. Reviewed user rate study; rate increase will need to be decided in the next few months, as the funding agencies require proof of ability to make payments.

- **Newport Ridge Phase 4; Improvement District 2020-1 & Water Looping Project 2020-2**: Sanitary sewer and water main have been installed. Reviewed agreement with airport on drainage and fencing.

MOTION, passed – To approve agreement with Kindred Davenport Regional Airport Authority; Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve Change Order No. 1; Peraza moved, Amerman seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve Engineering Agreement Amendment No. 1; Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve Moore Engineering Invoice 23556 for \$5,250.00; Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.

- **7th Avenue Improvements**: Comstock Construction will begin work early June.
MOTION, passed – To approve Moore Engineering Invoice 23539 for \$1,912.50; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.

- **Viking Addition Dewatering Well (2nd Ave S):** Project estimates were high. Adam, Rich, & Brandon met to review project options to try to decrease estimates before bidding.
- **Lift Station and Force Main Improvements – Phase 2 Wastewater Improvements:** Preliminary study shows ability to support future growth, possible sewer main replacement for section of Elm St.
MOTION, passed – To approve Moore Engineering Invoice 23538 for \$11,352.50; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.
- **Capital Improvements Plan:** Still need to set public works sewer meeting.
MOTION, passed – To approve Moore Engineering Invoice 23540 for \$25,981.32; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.
- **Water Tower; Improvement District 2016-1:** Project is on hold for grass establishment; need final schedule from Maguire Iron; potential final payment in month or two.

E. PWS

- Discussed drainage issues between catholic church and Lil Buckaroo's.
- Street crack sealing was something that use to be budgeted for annually and contracted with a Bismarck company. With no sealing completed since 2014 street project, looking to reestablish this annually.
MOTION, passed – To approve \$10K-15K per year from street fund for crack sealing repairs; Peraza moved, Spelhaug seconded. RCV; Motion carried unanimously.
- Reviewing equipment to dispose of or upgrade. Values determine how items can be sold (ad, bid, auction):
 - \$500 or less, can be sold without council approval
 - \$501-\$2500, PWS can decide how to be sold, council must approve
 - \$2501 or greater, sale must be published and council must approve
- More sign replacements will be completed over the summer.
- Lagoon is struggling to keep up, believe part of the cause to be residential sump pump discharging into the sanitary sewer system instead of outdoors.

G. Auditor Report

- Annual liquor license renewal for Kindred Spirits will be next month.
- Vet clinic is scheduled for Monday May 18th from 4-7pm by Enderlin Vet Clinic. It will be a drive-thru set up this year rather than keeping distance with lines.
- Have had complaints on trash/junk accumulation and pet leashing/waste cleanup.

H. Council Reports:

- Spelhaug: Hoping to get about 50 pounds of Kindred Barley plotted this season!

- I. Mayor Report: Working on ideas for a possible new city hall. Excited for rekindling of relations with Park Board, seeing it as a way to care for our community and the desire of our boards.

ADJOURNMENT

**MOTION, passed – To adjourn meeting at 9:39pm;
Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.**

(Minutes subject to council approval.)
(Agenda deadline is noon Wednesday the week before the meeting.)

Tabitha Arnaud, City Auditor

Jason DuBord, Mayor

Date approved