

**KINDRED CITY COUNCIL MEETING MINUTES**  
**6-6-2018: 7:00pm at Kindred City Hall**

- **MEETING CALLED TO ORDER AT 7:00pm by Mayor Wanner**, with CMs Spelhaug, Amerman, and DuBord present. Absent: CM Stoddard. Also present: City Engineer Brandon Oye, City Attorney Sarah Wear, Deputy Keegan Murphy, PWS Rich Schock, and City Auditor Tabitha Arnaud.

Mayor Wanner began the meeting with the Pledge of Allegiance.

- **APPROVE AGENDA**

**MOTION – To approve the agenda with additions; DuBord moved and Spelhaug seconded. RCV; Motion carried unanimously.**

- **CONSENT CALENDAR**

**MOTION – To approve the minutes of 04-25-18 and 05-02-18; Amerman moved and DuBord seconded. RCV; Motion carried unanimously.**

**MOTION – To approve the financials; Amerman moved and DuBord seconded. RCV; Motion carried unanimously.**

**MOTION – To approve a Raffle Permit for Kindred Baseball Association; Amerman moved and Spelhaug seconded. RCV; Motion carried unanimously.**

**MOTION – To approve a Gaming Site Authorization for West Fargo Hockey Association (Th, Fr, Sat) and an AMENDED Gaming Site Authorization for Friends of the Leonard Firefighters (M, T, W); Amerman moved and Spelhaug seconded. RCV; Motion carried unanimously.**

- **COUNCIL BUSINESS**

- a. Old Business

- i. Update on external audit of City records. ND State Auditor's Office did contact Tabitha with regrets that it has been a busy spring and they are just now beginning to work on the City's audit. CM Amerman asked Tabitha to check the contract for a timeline clause and inquire if fees will be reduced since it has not yet been completed.
- ii. Braaten Addition Sewer: Ms. Wear will draft a letter to owner of Braaten Cabinets. This sewer connection is a private service line and will continue to be handled as it has been with previous owners.
- iii. Newport Ridge Phase 3 moved to City Engineer's report
- iv. Discussion on Municipal Judge wages. Needs to be paid a salary, not per court hearing. Judge Schock would be fine with one annual payment, possible in December each year. Hopefully soon, Judge Schock will be getting a login for the TRACS system so the City can begin receiving the revenue from citations issued. Would like to plan on having one or two set court dates per month so that scheduling can be more manageable.

**MOTION – To approve Municipal Judge wages of \$75/month for Jun-Dec 2018; Amerman moved and Spelhaug seconded. RCV; Motion carried unanimously.**

- b. New Business

- i. Discussion on Memorial Building. Propane tank is shared with pool. Mayor Wanner believed that the previously the City would pay for propane fills in the winter and the Park Board would pay for fills in the summer. Tabitha will check with Dakota Ag on billing and payment history. According to Rich, the propane tank was 80% full when the pool began operating last month. Parking lot was also a concern brought to council members. During the wet seasons, it creates a large mess and tracks mud onto streets and into the Memorial Building and Pool. Reviewed quotes for asphalt paving and concrete for the entire parking lot from the west end of baby pool to the east end of the memorial building. CM Spelhaug will check with RDO, as their employees use the lot for parking most often, to see if they would possibly have any community funds they'd like to contribute to the project.
- ii. Kindred Spirits requested removal of "No Overnight Parking" in front of their business on Elm St, in hopes of encouraging bar patrons to use safe driving judgements if impaired. Discussed potential snow removal issues in business district and possibility of letting drivers have friends or bar staff move a vehicle from the street to the gravel parking lot East of the bar.

**MOTION – To update signs to include restrictions during snow removal; DuBord moved and Amerman seconded. RCV; Motion carried unanimously.**

- iii. Discussion on ordinance violations in regard to proper procedure and citation fee schedules. Deputy Keegan shared his experience in Casselton: The Auditor would utilize the Sheriff Department's civil service to deliver a letter to the person in violation. The letter would state the violation, a time frame to comply, and if no result, the consequence would be a summons to appear before the Municipal Judge, who would make final decision. Will set meeting with CM DuBord, Deputy Murphy, and Tabitha to discuss details further.
- iv. Organizational Meeting to swear in new Mayor, Council and Park Board members will be Tues. June 26<sup>th</sup> at 6pm.
- v. City Council meeting for July will be Wednesday, July 11<sup>th</sup> at 7pm, since the 1<sup>st</sup> Wed is a holiday.

c. Police Report

Deputy Murphy presented the May report. There were 11 calls for service as follows: 2-animal calls; 1-theft; 1-impaired driver; 2-burglary; 1-juvenile complaint; 1-welfare check; 1-reckless driving; 1-vandalism; 1-fire alarm. One burglary call was from Rich reporting pry marks on the West memorial building door and the other was a juvenile who was staying home alone: heard noises, thought someone was breaking in, house and property were cleared and nothing was found. Logged hours for May were 114, contracted for 80 hours/month, averaging 110 hrs/mon. Bus drivers had an issue with 3-way stop at Dakota Ave and 5<sup>th</sup> Ave N; that has been rectified. Semi-truck parked at Elm St. and 4<sup>th</sup> Ave; issue remedied. Reviewed map of city with Rich to ensure proper signage is up. Would recommend finding a place that is approved for semi-trucks to park so that any truck parked illegally will have an area to go.

d. Engineering

- **Water Tower; Improvement District 2016-1:** Solicitation quotes were sent to NDDOH. Will be mailed out tomorrow, should be back by June 14<sup>th</sup>. Brad will attend a special council meeting either 6/18 or 6/20 to review quotes. These will be a separate contract, not a change order on the water tower project. Change order for cistern work included a two-day extension.  
**MOTION, passed – To approve Contract Change Order No. 1 for \$1,650.00; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.**  
  
**MOTION, passed – To approve Contractor's Application for Payment No. 4 for \$5,004.90; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.**  
  
**MOTION, passed – To approve Moore Engineering Invoice #18442 for \$9,428.68; DuBord moved, Spelhaug seconded. RCV; Motion carried unanimously.**
- **Sewer, Water and Street District 2017-1; NPR Phase 3:** Punch list being completed by contractor. Received final payment request. Once project is substantially complete, City takes responsibility of project. There is a one-year correction period that the contractor is still responsible for any issues.  
**MOTION, passed – To approve Contractor's Application for Payment No. 4 for \$23,000.00 contingent on punch list being completed; Spelhaug moved, DuBord seconded. RCV; Motion carried unanimously.**  
Will need to pass a resolution to assess properties for infrastructure. Will need to meet with Special Assessment Committee to begin that process.
- **Sanitary Sewer Improvements:** Senator Heitkamp's office has not released an update on funds.
- **GIS Webmap:** Met with Rich to go over locates and updating service lines and curb stops. Estimates to buy receiver: \$3,000, rod: \$150. Any tablet or phone can run the app. Rich would like to update known services eventually, based on time.
- **Ordinance Revisions for Sewer and Water Services:** Met with Rich to discuss including specs for water and sewer service lines, material types, tracer wires, curb stop boxes, etc. in building permits/contracts. Will work with Sarah on those documents.

e. PWS

- **Pool Help:** Mike brown authorized CPO time and labor. CPO took about 4-5 hrs personal time and 4 hrs city time. Want to schedule Rich for one weekend per month for emergencies. How best to handle pool time vs city time? Council is ok with a couple hours of work at the pool but should talk with the Park Board about reimbursement for personal time.
- Had a surprise health inspection from NDDOH on 5/30/18. Went thru all files, inspected lagoon, lift stations, pump houses. Preliminary report was good! Should get official results in about 3 weeks.
- Have a part time person hired as head groundskeeper at \$13.50/hour, getting about 10hrs/wk. Would like to hire additional help for lagoon fencing, mowing, and other misc. general labor. Possibly around \$10.00/hr, for about 10 hrs/week. Council: ok to move forward.

- Lagoon work: pulled weeds/cattails. Need to repair fencing. Talked with Team Lab regarding need to check sludge depth (need a flat bottom boat and a fish finder) to determine amount of buildup so treatment can be done correctly. Estimated initial shock treatment is \$1700 and \$1900 for 2018 monthly treatments.  
**MOTION, passed – To approve initial shock treatment with Team lab after mapping depths; Amerman moved, DuBord seconded. RCV; Motion carried unanimously.**
- Street sweeper is still at Swanston's; they haven't looked at it yet. Hoping to get to it within a month.
- Curb stops: Now know of 2 that will not turn off. City will need to repair them per our ordinance. One home may lose a very large tree due to the root systems being entwined with the water service line.
- Will be gone on vacation from June 25-29. Possibly have Ken fill in.
- Reservoir control panel was messed up again. Pumps were short cycling which increased the electric cycle rate from Ottetail Power. Sweeney Controls is still working on the new panel set up.

f. Planning and Zoning:

Mayor Wanner opened the public hearing for an SFR-3 ordinance update. Moving "manufactured or modular homes" from Permitted Uses into Conditionally Permitted Uses with in SFR-3. All other single family residential zones already have this home type under Conditionally Permitted Uses, so this update will simply create consistency with zoning. Mayor Wanner closed the public hearing.

**MOTION, passed – To approve the 1<sup>st</sup> reading of 2018-69; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.**

g. Auditor Report:

- City Election is June 12<sup>th</sup>! Polls open 7am-8pm. Will check on absentee and early voting.
- Water billing software is operational. Bills were sent out a little late because of all the fine tuning needed. Then the deliveries were slowed additionally with a post office issue. Have been fielding a lot of calls regarding the "cluttered lines" and the water rate structure change from 5/17/18. Over all, very happy with the system thus far.
- Progress on office work still seems slow, especially now with construction and home sale season in full swing.

h. Council Reports – All CM's said words of thanks to Mayor Wanner for his time with the City!

• **ADJOURNMENT**

**MOTION, passed – To adjourn meeting at 9:23pm; Spelhaug moved, DuBord seconded. RCV; Motion carried unanimously.**

(Minutes subject to council approval.)

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

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Tabitha Arnaud, City Auditor

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Jeff Wanner, Mayor