

KINDRED CITY COUNCIL - REGULAR MEETING MINUTES
07-01-2020 at 7:00pm – Kindred City Hall

MEETING CALLED TO ORDER AT 7:02pm 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, Deputy Tyler Beckius, & Jan Russell.

APPROVE AGENDA

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

CONSENT CALENDAR

MOTION – To approve the following consent calendar items: City Council meeting minutes of 06-03-2020 & 06-23-2020, June 2020 financials and unpaid bills report, Raffle Permit for Kindred Wildlife Club, Tax Exemption on New Construction for 492 Beechcraft Blvd & 523 Piper St, and updates to Kindred Standard Specs & Details for driveway flares and lot grading;
Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.

COUNCIL BUSINESS

A. Old Business

- **Disposal of City Property: 521 Elm St:** Closing on the property was completed on June 30, 2020, making the sale final. Top Flight Construction are the new owners. The final sale price was \$55,500.00; less \$4,117.67 for closing/realtor fees, the net income received is \$51,382.33. Discussion on what fund to place the deposit; agreed to place in Fund #508 (reserve/equipment fund). Masonry work will still need to be completed yet this fall, and paid by the City (estimate was \$5,000 from Swenson Masonry).
- **COVID-19 Response:** New grant program is available from the ND Dept of Commerce to assist local businesses install or maintain safety measures during the pandemic. Tabitha will forward the info via email to our area residents. City Hall offices will reopen for normal office hours effective July 13th (Mon-Tues & Thurs-Fri, 8:30am-3:30pm) subject to change as needed.

B. New Business

- **Water main extension between Lil Buckaroo's & Catholic Church:** With the addition of the Baby Buckaroo's building and contractor's on-site, the initial thought by PWS was to try to save some expenses on contractor mobilization and have a water main extension installed from the Viking Addition area eastward within the utility easement on the south end of the Baby Buckaroo's lot. A hydrant would be added at the end of the line for flushing purposes. This would increase fire flow protection (approx. 300-400 psi) for highway properties and allow potential for water loop and more direct water services to any development on the east side of Highway 15. The plans need to be reviewed and approved by the ND Dept of Environmental Quality. Buckaroo's construction is ready to move ahead of the NDDEQ approval, so the savings/convenience opportunity is no longer valid. It is still something that will remain on the "improvement list" for city services.

- C. **Planning & Zoning:** Variance requests at May meeting were approved for a reduced alleyway setback on fencing and reduced setbacks on a demo and new construction for 60 7th Ave S. July meeting will have a public hearing on the setbacks for fencing at alleyway.

- D. **Pool/Park Board:** Adjustable basketball hoop has been installed. The process to remove the old post was lengthy and was a team effort between Park Board, City Public Works, RDO, and MLGC. It looks great! The Park Board is also using the City Park beautification funds to remove a number of trees that are diseased and have reached their life span. Thanks to Cass County Soil Conservation's Kindred resident, Jeff Miller, for his help with this project. Tabitha will coordinate with Mike Brown to send out notice to residents when this will happen.

- E. **Marketing:** Linda Cose had been hired by the Kindred Park Board to help with caring and tending to the flowers in the parks and possible new projects. She has since become busy with other life projects and will no longer be able to fill this position. If you are someone or know if someone who would be interested, please contact City Hall.

- F. **Police:** Deputy Beckius attended the meeting and provided the June 2020 report with 34 calls for service, as follows: 5-medical; 7-animal calls; 7-public assist; 2-suspicious; 1-alarm; 1-disturbance; 1-burglary; 4-traffic complaint; 1-domestic; 1-gun shot; 1-theft; 1-harassment; 1-found property; 1-gas drive off. Deputy Beckius noted the gun shot service call was located just outside city limits and no person/property was in danger. Multiple animal

complaints came from a newly vacant trailer in the mobile home park. The tenants were believed to be evicted but many dogs and cats remained at the home. Mayor DuBord asked to file an official complaint and forward the issue on to Michael Blevins, for code enforcement. Traffic calls were another topic discussed. Multiple reports of speeders and reckless driving on the north truck route. This area, even though it is by the High School, is not currently a school zone. Discussed options from additional stop signs, decreasing the speed limit, adding a radar speed limit sign, flashing signs, and speed bumps.

MOTION – To create a school zone on Dakota St from County Hwy 15 to 5th Ave N with installation of blinking lights and possibly one or two speed bumps;
Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.

F. Engineering:

- **Wastewater Treatment Improvements; Sewer Improvement District 2019-1:** Discussion on evaluating two-four sites for the out-of-town lagoon options. Process will involve contacting property owners to get preliminary feeling of interest in selling land and acquiring access agreements to perform soil borings. Once a site is chosen, a purchase agreement will be created and a conditional use permit will need to be applied for with the township. Preliminary study suggests site options on the West will be more viable than those on the East, in part due to the airport, river, and soil quality.

MOTION, passed – To approve Engineering Amendment No 2 and designate CM Spelhaug as the city representative for the project;
Peraza moved, Spelhaug seconded. RCV; Motion carried unanimously.

- **Newport Ridge Phase 4; Improvement District 2020-1 & Water Looping Project 2020-2:** Construction has begun. SWC has projected a drop in forecasted revenues and has sent out notice to cost share funding recipients to consider a voluntary reduction in project expenses or SWC funding requested. Since Kindred's project has already been approved, awarded, and construction currently in progress, there is no need for the city to consider reductions in funding. Moore will assist in responding to SWC. Discussion on KPH change proposal for wet soils, Moore is waiting for additional info before presenting. Reviewed purchase agreement and payment to Torgerson family for property easement with water looping north of the cemetery.

MOTION, passed – To approve permanent easement and purchase agreement with Torgerson Family Trust for \$1600.00;
Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.

- **7th Avenue Improvements:** Construction mostly complete, final items to be complete within next month. CAP #1 retains 10% of project total until complete.

MOTION, passed – To approve Contractor's Application for payment No. 1 for \$33,003.45;
Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve Moore Engineering Invoice 24086 for \$3,026.55;
Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.

- **Viking Addition Dewatering Well (2nd Ave S):** Changed project bid structure with options added so the City can choose which items to include in the project. Moore is using a virtual platform for bid submittals and openings. Not only beneficial due to COVID concerns, but makes it much more convenient for contractors and may potentially increase contractor interest/competition on pricing.

MOTION, passed – To approve electronic bid submittal and virtual bid opening;
Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.

- **Lift Station and Force Main Improvements – Phase 2 Wastewater Improvements:** Currently on hold until lagoon project is confirmed. Potential to combine into the same project since directly related and construction would likely take place at the same time.

- **Capital Improvements Plan:** Will be scheduling a meeting with Cass Rural Water on possibly updating the shared storage agreement.

MOTION, passed – To approve Moore Engineering Invoice 24065 for \$3,070.10;
Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.

- **Water Tower; Improvement District 2016-1:** KLM performed the 1-Year Correction Period inspection; coatings in excellent condition, a couple spots of rust were found, and grass work needs to be completed. Final payment will be requested soon. Moore will complete 1-year inspection in October.

MOTION, passed – To approve Moore Engineering Invoice 24098 for \$1,743.50;
Peraza moved, Spelhaug seconded. RCV; Motion carried unanimously.

- **Downtown Beautification & Sidewalks:** Moore will provide more information and updates to this next month.

G. PWS

- Received quote for electrical updates to the City Shop for \$2,343.98. Ok to proceed. Necessary for safety.
- Doing additional hydrant flushing, hoping to schedule a hydrant rebuild training with representative.
- Lagoon is nearing capacity again but will hold on discharge as long as possible.
- Water tower had an electronic system failure that resulted in overflow and pump issues. Sweeny Controls was able to repair and provided email documentation of cause.
- School baseball field water main blew and flooded the field
- With temperatures and humidity lately, took the old window air conditioner from City Hall and put in at City Shop. Due to age and size, it doesn't do much. Ok to purchase new window ACs for City Shop.

H. Finance: Preliminary budget for general fund will be due for approval at August 5th council meeting. Tabitha will work with CM Peraza on putting it together.

I. Auditor Report

- Discussed water/sewer rate study that Moore is assisting with. Will need to continue to review.
- Deputy Auditor Emily Teberg resigned her position with the City in June. She was unable to move from part-time to full-time and knows that Tabitha and the City need a full-time person to help with the full work load. COVID also played a role as her youngest child is unable to return to daycare until at least September. Tabitha has posted to position and will be accepting resumes until July 13th.
- Office closed from July 3rd-12th for the Independence Day holiday and vacation.

I. Council Reports:

- Stoddard: Speaking with Dwight from Ottertail, there has been a staff change and the previous commitment to install additional street lights on Elm St has been reduced. The costs to the City may be increased now. Will continue working on additional estimates. Also working on additional sidewalk updates; looking at ADA intersections on Elm St, 5th Ave N from Spruce St to Dakota St, and crosswalks across Dakota St from cul de sacs to the school.

MOTION, passed – To authorize Moore Engineering to study and provide a proposal for sidewalk improvements;
Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.

- Peraza: With previous discussions about a recreation/community center or city hall, the vacant Rustad lots by the City Park/Pool could be a good location to consider.

J. Mayor Report: Thank you again to all CMs and staff for involvement, energy, and commitment to our community. Continue to think ahead and brainstorm projects.

ADJOURNMENT

MOTION, passed – To adjourn meeting at 9:46pm;
Stoddard moved, Spelhaug 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