

KINDRED CITY COUNCIL MEETING MINUTES

7-11-2018: 7:00pm at Kindred City Hall

- **MEETING CALLED TO ORDER AT 7:07pm by Mayor DuBord**, with CMs Spelhaug, Amerman, and Stoddard present. Also present: City Engineer Brandon Oye, City Attorney Sarah Wear, Deputy Keegan Murphy, PWS Rich Schock, and City Auditor Tabitha Arnaud.

Mayor DuBord began the meeting with the Pledge of Allegiance.

- **APPROVE AGENDA** – Revised: Remove 5B Finance, add Swearing in of Park Board member and Municipal Judge, move 7Bi ahead of all Board and Council Business, remove 7I Finance.

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

- **SWEAR IN NEW PARK BOARD MEMBER**

Ms. Lydia Ronningen read the Oath of Office and was sworn in as Kindred Park Board member for a 4-year term, expiring June 2022.

- **SWEAR IN MUNICIPAL JUDGE**

Ms. Dona Schock read the Oath of Office and was sworn in as Kindred Municipal Judge for a 4-year term, expiring June 2022.

- **CONSENT CALENDAR**

MOTION – To approve the minutes of 05-17-18, 05-30-18, 06-06-18, 06-20-18, and 06-26-18; Amerman moved and Stoddard seconded. RCV; Motion carried unanimously.

Kindred Spirits Owner, Josh Rauser, asked that the annual liquor license fee of \$1000.00 be considered for reduction, or a possible donation be made to the Kindred Days events instead. Discussion regarding reducing the annual fee for current (and process for future) applicants.

MOTION – To reduce the \$1000.00 annual liquor license fee for Kindred Spirits to \$500.00 for the current application period (07-01-18 to 06-30-19); Amerman moved and Stoddard seconded. RCV; Motion carried unanimously.

MOTION – To approve an Off-Site Permit for Kindred Spirits for 08-11-2018; Stoddard moved and Stoddard seconded. RCV; Motion carried unanimously.

MOTION – To approve a Raffle Permits for Kindred Concert Series, Kindred Wildlife Federation, and Kindred Youth Baseball; Spelhaug moved and Amerman seconded. RCV; Motion carried unanimously.

- **COUNCIL BUSINESS**

a. New Business

- i. Fargo Roofing & Siding owner, Matt Lehman, presented Council with a packet on their company. Offered the City their services to repair/replace damaged property from the June hail storm. Would welcome the opportunity to review the properties and provide a quote for the damages.
- ii. Elm Street sidewalks are still in need to repairs/replacements. Reminder that the cost/responsibility falls on the property owners. Residential sections are a must, while the business district may not be necessary. CM Stoddard talked with Mapleton to get information on their latest sidewalk project and to get names of contractors. He will work on drafting a letter to city residents and request bids from three contractors. If project would be more than \$150,000, request for bids would need to be published. Discussed deadlines and terms of payment (possibly Oct 1st; City would pay for the project and allow the property owners to pay their portion through a 5-year assessment with interest). Discussed how to address the owners of corner lots (handicap access or “common areas”); City could offer to pay for this portion of work or it could be split evenly among all property owners. Also discussed adding the Memorial Building/Pool parking lot project to the same contractor if pricing would be more reasonable.
- iii. Lighting of the flags at the Veteran’s Memorial was requested by a resident. Discussed power supply to the memorial, solar options, and previous vandalism to lighting.

MOTION – To approve purchase of two solar light fixtures for the two flag poles at the Veteran’s Memorial; Spelhaug moved and Amerman seconded. RCV; Motion carried unanimously.

b. Old Business

- i. Update on external audit of City records: ND State Auditor's Office was advised to put the work on Kindred's audit on hold until items requested of CPA Rotunda are received.
- ii. Update on Memorial Building and Pool parking lot: Have decided to go with concrete. CM Spelhaug spoke with RDO and they were receptive to the project and may have some community funds that they can contribute to help with the costs. Will get additional concrete quotes.
- iii. Discussion on animal and junk ordinance updates and review of the revisions.

MOTION, passed – To approve 1st Reading of Ordinance 2018-71 regarding animals; Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve 1st Reading of Ordinance 2018-72 regarding nuisances/junk; Stoddard moved, Amerman seconded. RCV; Motion carried unanimously.

c. Police

Deputy Murphy presented the June report. There were 18 calls for service as follows: 7-medical; 3-animal calls; 1-theft; 1-juvenile complaint; 1-fire alarm; 2-public assist; 1-loud party; 1-missing person; 1-traffic complaint. Theft call was a stolen credit card number used in Illinois. Missing person was child who was located sleeping in the top bunk of their bed. July 31st at 6:30pm, Cass County Sheriff's Office will hold an active shooter trainer for businesses in the City.

d. Engineering

- **Water Tower; Improvement District 2016-1:** Braun Intertec will be onsite Monday (7/16) to set up monitors for the water discharge. Tuesday Earthwork Services will begin contaminated soil mitigation and LTP will take care of the well abandonment.

MOTION, passed – To approve contract with LTP Enterprises, Inc. for well abandonment; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve contract with Earthwork Services, Inc. for contaminated soil mitigation; Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve Contractor's Application for Payment No. 5 for materials totaling \$73,449.00; Stoddard moved, Amerman seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve Moore Engineering Invoice #18725 for \$5,567.00 (includes \$2000 courtesy discount that was discussed last month); Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.

- **Sewer, Water and Street District 2017-1; NPR Phase 3:** Contractor contacted Moore Engineering, stated the punch list was complete. Will schedule final walk through. If it is approved, can release Contractor's Application for Payment No. 4.
MOTION, passed – To approve Resolution Directing Assessments be Levied; Amerman moved, Stoddard seconded. RCV; Motion carried unanimously.
Will need to set meeting with Special Assessment Committee. Assessments will be submitted to Cass County in Fall of 2019 to begin collecting funds in 2020. First payment on bond is due May 2020.
- **Sanitary Sewer Improvements:** Kindred was not awarded state/federal grant funds from Senator Heitkamp's office. Discussion on when to move forward with lagoon expansion. City is extremely close to capacity. Discharge requests have been minimal thus far but could see an increase as the City continues to grow.
- **GIS Webmap:** Rich used GIS technology and materials over a week for locates and to update some records.
- **Ordinance Revisions for Sewer and Water Services:** Still in the works.
- **Elm Street Curb Drainage:** When it was time for the Fire Hall to do the curb work for their project, it was discovered that do the work as planned would increase the already prevalent drainage issues along the 500 block of Elm St. Moore Engineering came to the site to inspect. It was determined that the Citywide Street Resurfacing project in 2014 (Project 2014-1) caused some of the drainage issues. Tabitha verified with CPA Rotunda that there is an allowable balance of funds for this project that could be used to help with the repairs.
MOTION, passed – To look into curbing and sidewalk remedy along the 500 block of Elm St.; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.
Brandon will set meeting with Rich and Adam to assess the situation.

e. Park Board

- Confirmed water rate for Pool (Acct #81) is at cost. Will apply adjustment for June billing.
- Special Council meeting scheduled for Wed, July 25th at 7pm to discuss Park Board/Pool related items.

f. PWS

- Water line leak under City Hall building at SW corner. Bringing in ND Rural Water Systems on Friday to trace the service line to find the connection to the main in the street. Received a quote from Randall's Excavating for \$9800.00 to terminate existing water line and bore new service line into garage area. Quote includes all excavation, asphalt and concrete repairs, new curb stop install, and plumbing inside the building.
- Street Sweeter quote for repairs came in at \$11,117.14 (does not include fixing the A/C). Stated lack of maintenance upkeep resulted in equipment failure. Ok to repair, include A/C. Try to have it back before Kindred Days.
- Sewer force main to Woodlawn/Evergreen developments was hit by Ernst Trenching while boring fiber optic lines for Century Link. Reported to ND DOH and opened a Discharge Monitoring Report. Ernst Trenching took care of cleanup and repairs. Discussion over responsibility of line. It is a private line that was connected to the City's lagoon in the 1970s and responsibility belongs to the two home associations.
- Been busy with locates. Lots of them! Fiber optic line construction, new homes, new fences, etc.
- Lagoon: Created an aerator to introduce more oxygen into the system which will help move the good bacteria around to increase efficiency. Meeting Team lab tomorrow to introduce "bugs" that will help reduce sludge buildup.
- Street sign down at 1st Ave and Maple St. by a pickup and trailer hauling equipment. Worked with RDO and Cass County Sheriff's Department to identify suspect. Report was filed. Will send bill for materials to the company of the vehicle.
- Asphalt company doing the school parking lot will be in town next week. Had received quote (\$1000.00) from them to make the repairs to West Elm St and Dakota Ave from damage last fall/winter.
- Discussed adding signage across East Sheyenne St. between Gilbertson Park and the Softball Complex for high pedestrian activity.

g. Planning and Zoning:

- Mark Erickson was notified by the Board of Cass County Commissioner that he was re-appointed to Kindred's Planning and Zoning Board from the extraterritorial jurisdiction for a 5-year term ending July 1, 2023
- 2nd Reading of Ordinance 2018-69, which moves "manufactured or modular homes" from Permitted Uses into Conditionally Permitted Uses within SFR-3 zoned properties.
MOTION, passed – To approve the 2nd reading of 2018-69; Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.

h. Auditor Report:

- Given that there are many interruptions and new things that come up each day, there is simply not enough time in the day to complete all that needs to be done. Hence, not having the financials prepared for this meeting. Requested council to consider hiring a part time office assistant and to possibly close the office to the public for one day a week to allow an "administrative" day.
MOTION, passed – To approve closing the City Hall Office on Wednesdays, effective immediately; Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.
- Discussion to set the City's utility and regular monthly bills to auto pay if it is available. Yes!
- Discussion to add large balance to the City's mailing permit account, so as to avoid monthly deposits. Yes!
- Summer newsletter will go out before Kindred Days. Will allow a space for Park Board and Community Club to add info they'd like to get to residents.
- Discussed the need to get the retirement benefits set up for Rich and Tabitha. Will coordinate with Mayor DuBord and CM Spelhaug in August to get this moving.
- Banyon Data fund accounting and payroll software is installed and working on phone training for set up. Need fund balances from CPA Rotunda to finalize the setup. Will then schedule the 2-day onsite training.

i. Council Report – Stoddard: Library stated they have not received their levy payments from the City. Tabitha will get the Library and the Airport levy checks paid as soon as all property tax deposits have been completed.

j. Mayor Report: Discussion regarding the handmade canoe that has been in the City Hall garage for quite some time. It was donated by the person who made it, to use as a fundraiser for the new pool project. CM Stoddard had listed it previously on craigslist with no inquiries made. Value is estimated at \$3,000. Discussed putting it out during Kindred Days to try to find a buyer.

• **ADJOURNMENT**

MOTION, passed – To adjourn meeting at 9:57pm; 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