

KINDRED CITY COUNCIL MEETING MINUTES
1-3-2018 @ Kindred City Hall

1. 7:03 MEETING CALLED TO ORDER

Mayor Wanner called the meeting to order at 7:03pm with council members Spelhaug, Amerman, DuBord, and Stoddard present. Also present: PWS Rich Schock, City Engineer Brandon Oye, City Attorney Sarah Wear, Deputy Rufat Agayev, and City Auditor Tabitha Arnaud.

Mayor Wanner began the meeting with the Pledge of Allegiance.

2. APPROVE AGENDA

MOTION, passed

Spelhaug moved and Stoddard seconded to approve the agenda with additions. On a roll call vote, the motion carried unanimously.

3. CONSENT CALENDAR

City Council meeting minutes of 12-6-17 were tabled to February's meeting.

MOTION, passed

Amerman moved and Stoddard seconded to approve the Park Board meeting minutes of 11-1-17, the City Council meeting minutes of 11-1-17 and special meeting minutes of 11-29-17. On a roll call vote, the motion carried unanimously.

MOTION, passed

Spelhaug moved and Amerman seconded to approve the financials with additions. On a roll call vote, the motion carried unanimously.

MOTION, passed

Amerman moved and Spelhaug seconded to approve raffle permit application for Kindred Area Arts Partnership and an Off-Site Permit for Kindred Spirits. On a roll call vote, the motion carried unanimously.

4. BOARDS AND COMMISSIONS

a. Special Assessments

- The 2017 TIF assessments were received by Cass County after property tax statements were already received. Those parcels were issued corrected tax statements to include the additions as well as a letter from the City explaining the issue.

b. Park Board

- 2018 pool sub-lease agreement has been updated and has been given to the Park Board for signatures.

5. COUNCIL BUSINESS

a. Old Business

i. Water Bill Estimating: Still one water meter remains to be checked. Resident is gone quite often for business.

ii. Discussion regarding external audit of City records. Final quote from ND State Auditor's Office in Bismarck for a first-time audit client is \$10,000-\$13,000. Per Auditing standards there are some things that need to be done when taking on a new client. Some of these procedures will not need to be done for additional audits for the City. NDSAO only bills for actual cost to their office. They do not strive to profit from any of the audits they complete. If less time is spent on the audit, the lower the cost.

MOTION, passed

Amerman moved and DuBord seconded to accept the ND State Auditor's Office audit procedure. On a roll call vote, the motion carried unanimously.

iii. Jamie Swenson following up on the allowance for city special assessments for emergency utility services for home owners. A copy of the West Fargo policy was provided as information. Basically, the City would cover the utility repair expenses, then bill the homeowner as a special assessment. Need to

gather additional information on whether the city finances or pays outright for the projects, what interest percentage to assess the homeowner if it is financed. Will discuss at Special Budget meeting with accountant to see if City is able to possibly adopt funding a portion of the cost or the full amount. Will continue to keep this idea in mind for any future utility work issues that arise.

b. New Business

- i. Approval of 2016 Audit by Harold Rotunda. Harold reported that 2016 was a very good year for the City. Operating revenues were at or above average, putting the City ahead of the curve. Fund accounts need to be addressed and determine whether they stand alone or mix all of them together.

MOTION, passed

DuBord moved and Amerman seconded to approve the 2016 City of Kindred Audit by Harold Rotunda. On a roll call vote, the motion carried unanimously.

Special Budget Meeting with Harold is scheduled for 1-18-18 at 6:30pm at City Hall. Will review preliminary 2017 and get into 2018 budget discussion.

ii. Retirement Plans

Discussion regarding the 457-retirement plan set up for previous employees, Twila Morrison and Darin Laverdure. Bill Kent, representative with Jackson National Life Insurance, was available to present information on Twila's withdrawal of funds and on future retirement plan options. The 457 plan was in the City of Kindred's name with Twila and Darin on as employees. That is why the check for Twila's account closure was sent to the City. It was determined that the full amount of the check received from Jackson National Life Insurance belonged to Twila. Tabitha will issue Twila a check for the balance. A 1099 will be issued to Twila for the federal taxes withheld. Mr. Kent will try to contact Darin to determine if he would like to move his funds to another account.

iii. 2018 Election: The following seats will be up for election at the June 2018 election:

- Mayor (1) position – 4-year term
- Council Person (2) positions -- 4-year term
- Kindred Park Board (3) positions -- 4-year term
- Municipal Judge (1) position -- 4-year term

Candidates can get required forms and information from Kindred City Hall.

iv. Designation of the official polling place

MOTION, passed

Stoddard moved and Spelhaug seconded to designate Kindred City Hall as the official polling place for the City of Kindred in 2018 elections. On a roll call vote, the motion carried unanimously.

v. Designation of City depository

MOTION, passed

DuBord moved and Stoddard seconded to designate Kindred State Bank as the official depository for the City of Kindred. On a roll call vote, the motion carried unanimously.

vi. Resolution Regarding Residential Tax Exemption

MOTION, passed

Spelhaug moved and DuBord seconded to approve the 2018 Resolution Regarding Residential Tax Exemption for new home construction. On a roll call vote, the motion carried unanimously.

c. Police Report

Deputy Agayev presented the December report. There were 18 calls for service as follows: 1-public assist; 2-welfare check; 2-traffic complaint; 2-burglary; 1-accident property; 1-property removal; 2-vandalism; 3-domestic; 1-alarm; 1-disturbance; 1-animal call; 1-assult. One vandalism case was someone set off fire extinguishers in the cabs of tractors at RDO.

Deputy Agayev is no longer Kindred's assigned deputy. He will be taking on the community of Page. THANK YOU Deputy Agayev for all your work in Kindred and surrounding areas!

Deputy Keegan Murphy is now Kindred's assigned deputy. He is currently on the night shift until March and will move to day shift after that. Welcome Deputy Murphy!

d. Engineering

- **Water Tower; Improvement District 2016-1: Project Update**
- Received 3 bids for the project at the bid opening. Lowest was Maguire Iron from Sioux Falls, SD with bid of \$919,000.00
MOTION, passed
Spelhaug moved and Stoddard seconded to approve Moore Engineering recommendation to award the project to Maguire Iron at the bid of \$919,000.00 contingent upon funding approval. On a roll call vote, the motion carried unanimously.
- Sweeney Controls quote for the controls upgrade to the pump house were added to the funding.
- Need to plan how to pay for City's share of the bond. Estimate \$9.44/utility billing account/month to raise additional funds. Will discuss further at the Special Budget meeting later this month.
- Project looks to be substantially complete by October 2018. This includes new tower built, tied in, water switched from old, demolition of the old, and the punch list.

- **Sewer, Water and Street District 2017-1; NP Ridge Ph. 3**

- Substantially Complete on November 3, 2017

MOTION, passed

Amerman moved and Spelhaug seconded to approve Certificate of Substantial Completion. On a roll call vote, the motion carried unanimously.

MOTION, passed

Stoddard moved and DuBord seconded to approve Contractor's Application for Payment No. 3 of \$80,748.41. On a roll call vote, the motion carried unanimously.

- **Sanitary Sewer Improvements**
- Will try to schedule a webinar for February.

- **GIS Webmap**
- Moore Engineering still is working to complete the City's version that will be free of charge.

e. PWS

- ND Rural Water Systems is offering a 3-day training in Fargo in February. Ok to attend.
- Tracking equipment use to log miles, hours, and fuel.
- Water meters: 2 remaining to check. Have not estimated any meters since all were repaired.
- Had 1 house with frozen water lines and one connect that has issues.
- ND Rural Water Systems will help with multiple tasks that are needed, such as a water audit which evaluates the City's rates and water losses; Help will also be provided with hydrant repair/replacement. Will make a list of hydrants that need attention.
- Snow removal: Going well, some maintenance issues but was able to repair and move forward. Recycler/snow blower is getting repairs also.

f. Planning and Zoning

2. Ben Mauch's term expired December 2017 and Vicki Thompson's term expires February 2018. Both are willing and able to serve another term. Brian Lammers, P&Z Chair, recommends the City Council reappoint Mauch and Thompson.

MOTION, passed

Spelhaug moved and Stoddard seconded to appoint Ben Mauch to a 5-year term for the Planning and Zoning Board. On a roll call vote, the motion carried unanimously. Term expires Dec. 2022.

MOTION, passed

DuBord moved and Amerman seconded to appoint Vicki Thompson to a 5-year term for the Planning and Zoning Board. On a roll call vote, the motion carried unanimously. Term expires February 2023.

g. Auditor Report

- Discussion regarding auditor training opportunities and resources. Auditor from Oakes, April Haring, came in December and provided great information and structure to follow. Jim Brownlee, with Moore Engineering, was unable to come in over Christmas break due to family health issues. ND Municipal

Finance Officers Association, annual registration is \$30 and would provide a \$20 discount on registration to attend ND League of Cities Bismarck conference in March. Ok to register for both. Could possibly miss the March council meeting, depending on travel time from Bismarck after the conference has completed.

- Health Insurance premiums increased January 1st, and as requested at hire, would like to evaluate the Health Insurance benefit the city offered of 50% of the family premium. Offer was \$500/month. 50% of new premium would be \$650. No decision made.
- Would like to get a laptop computer so work can be done from home on off or sick kid days as well as when away at trainings.

MOTION, passed

DuBord moved and Spelhaug seconded to approve purchase of laptop computer and accessories up to \$1000.00 for Auditor use. On a roll call vote, the motion carried unanimously.

- Tabitha will be gone so office will be closed 1/11/18 & 1/12/18. Monday, 1/15/18, will be closed for paid state holiday, Martin Luther King, Jr Day

6. ADJOURNMENT

MOTION, passed

On a motion by Spelhaug and seconded by Stoddard the meeting was adjourned at 9:43pm. On a roll call vote, the motion carried unanimously.

Next regular meeting will be held on 2-7-2018 at 7pm.

(Minutes subject to council approval.)

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

Tabitha Arnaud, City Auditor

Jeff Wanner, Mayor