

KINDRED CITY COUNCIL MEETING MINUTES
10-02-19 at 7:00pm at Kindred City Hall

MEETING CALLED TO ORDER AT 6:58pm by Mayor DuBord with CMs Spelhaug, Amerman, and Stoddard present. Absent: Peraza. Also present: City Engineer Brandon Oye, City Attorney Sarah Wear, PWS Schock, and City Auditor Arnaud. Guests: Mark Ottis, Marlowe Rud, Lisa Anderson, Eric Engstrom, Bryce Andrisen, Jeremiah Otteson. Mayor DuBord began the meeting with the Pledge of Allegiance.

APPROVE AGENDA – Remove 9-26-19 meeting minutes, add Viking Addition and Kindred Library to Old Business, Private Sanitary Sewer Repair to New Business.

MOTION – To approve the revised agenda;

Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.

CONSENT CALENDAR

MOTION – To approve the Consent Calendar: council meeting minutes of 09-04-19, September 2019 bills and reports, tax exemption on new home construction for 519 Piper St;

Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.

BOARDS & COMMISSIONS

- Kindred Economic Development and Renaissance Boards: The contract for the proposal of services from Lake Agassiz Regional Council that was approved on 06-05-2019 has been signed and is not in progress. Mitch Calkins has completed the on-site inventory of properties in the preliminary boundary for the Renaissance Zone and will be putting together a draft of the Development Plan for the City to review. He is also working on a draft for the downtown zoning regulations that will be reviewed by the P&Z board. Intend to set some meetings with the City starting in November 2019.

COUNCIL BUSINESS

A. Old Business

- Viking Addition Sump Pump/Drainage Issue: Eric Engstrom, Bryce Andrisen, and Jeremiah Otteson were present to follow-up on the 09-26-19 Special City Council meeting regarding the Viking Addition pump and drainage issues. Otteson stated that they have spoken with all the neighbors and all seem to be in agreement to let the city take over the responsibilities and possibly assess the expenses to the affected properties. Brandon Oye stated that Moore Engineering can review the issues and provided a ball park estimate of \$5,000.00 for a project evaluation. Discussed the initial construction of that neighborhood development, previous homeowner responsibilities, billing of electrical use for pump runtimes, and process/options if the City takes over versus leaving the system responsibilities with the homeowners. Council was in agreement to move forward with the study by Moore Engineering and will continue to work out the details once that is complete.
- Elm Street Sidewalks/Concrete Projects Update: Camrud Foss provided the breakdown of charges for each parcel based on the contract including personal work, if it was completed. The special assessment totals were then calculated and each property owner was notified of the total and the 5-year annual installments. Property owners have the option to make payments to the city by October 30th. Any unpaid balances remaining on October 31st will be sent to Cass County as a 5-year special assessment to be applied to the property taxes.
- Radio Read Meter Update: Ferguson Waterworks and Skooter's Plumbing have about 30-50 meter upgrades remaining at this time. Scheduling of appointments has seemed to be a slight issue, but overall, it is going well so far. There was one home on 9-27-19 that needed an emergency curb stop repair; the water service line snapped before the meter and curb stop was damaged and could not be shut off, had to use gate valves to isolate service for repairs. The plan is to have the IT Tech Support on-site for one full day of training with the software and will use the system for the October meter readings. The meter reading date may be pushed back from our normal reading date, which has been the 15th.
- Kindred Public Library: Library representative Lisa Anderson returned to discuss the library's request for the city to assist with snow removal for the 2019-2020 season. The snow removal expenses over the last two winter seasons averaged \$2,200/season by Kelly Rustad. City equipment is not ideal for that location. Discussed options for collaboration between Kelly and the City and how to best help out.

MOTION – To approve payment of snow removal services up to \$2,500.00 for the library building for the 2019-2020 winter season;

Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.

B. New Business

- Private Sanitary Sewer Repair: A homeowner on East Elm Street called City Hall on 9-28-19 asking about the financial program the city offers if a property has a sewer line failure and needs it repaired. Homeowner shared that the sewer line has been backing up into the basement for a few weeks. They had the line cleaned and televised but could only get about 4 feet away from the house before hitting an obstruction. They believe the line is either shifted or collapsed. Resident was not present, but as of Monday he was getting additional quotes for repairs for area to the break and all the way to the sewer main and was seeking a second opinion on the line failure. Rich received a quote from Randall's Excavating that was \$5,000.00 for repair to break in yard or \$12,500.00 for full replacement to the main. Council agreed that if the property owner needed the repairs completed, they would just need to sign a waiver/petition for the City to hire a contractor to complete the work and the costs would be assessed to the property as a 5-year special assessment at 3% interest.

C. Pool: End-of-the-season meeting with Park Board scheduled for November 6th at 6pm, prior to the council meeting. The pool cover replacement has been ordered and the 50% down payment was mailed, remaining due upon delivery. The damage will be covered by insurance and claim payment will be issued. Moore Engineering had mailed a final invoice on the Pool and Memorial Building Parking Lot Drainage assessment they completed. The invoice was zeroed out with a credit of \$2,167.50, so no additional expenses were incurred.

D. Marketing: Mayor DuBord reported that although there has been discussion the last few months of Ottertail Power Company upgrading and installing additional street lights on Elm St, it was brought to his attention that the city would be responsible for about \$50,000 in expenses. An internal miscommunication, however, OTPC has chosen to honor the "no cost" offer and will cover the upgrade/installation costs! Mayor DuBord is still interested in ordering new banners/decorations for the street light poles.

E. Police: Deputy Koerber presented the Sept 2019 report with 28 calls for service, as follows: 9-medical; 2-welfare check; 3-traffic complaint; 1-animal call; 5-public assist; 1-domestic; 1-juvenile complaint; 2-accident; 3-suspicious.

F. Engineering:

- **Water Tower; Improvement District 2016-1**: The brick building has been removed; new concrete driveway will be completed yet this fall. Discussed Maguire Iron's request for extra mobilization costs and Moore's response of denying the request. Discussed Maguire Iron's application for payment No. 16 and liquidated damages to withhold. City will send notice to Maguire Iron of liquidated damages withheld and, as a result, no payment will be made for CAP No. 16.

MOTION, passed – To approve Contractor's Application for Payment No. 16 requesting \$130,634.75, retaining \$141,000.00 for liquidated damages which results in "no payment"; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.

MOTION, passed – To approve Moore Engineering Invoice 22034 for \$37,356.90; Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.

- **Wastewater Treatment Improvements**: USACE is still working to complete the environmental process. Wetlands have been deemed non-jurisdictional which means not additional paperwork is necessary. Moore will meet with Public Works Committee to review the 75% Plans in Hand on 10-4-19 at 1pm at City Hall. Bidding will take place between Dec-Feb, with the project beginning next spring; completion could extend into 2021 for rehab of old cells.

MOTION, passed – To approve Moore Engineering Invoice 22056 for \$36,513.05; Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.

- **Newport Ridge Phase 4**: SWC Cost Share Application for the water looping was submitted, for possible 60% grant funding. Kindred's application was deemed low priority and will be deferred to the December SWC meeting. Moore has been meeting with the developers, estimated engineering fees are \$165,000.00. Project would be very similar to the 2017-1 NPR project that was completed last fall. Developers will work with Sarah Wear for the developer's agreement. Would look to bid project in Jan/Feb and complete project in August 2020. More info/documents to come in November.

- **Capital Improvements Plan**: On hold.

- **Building Inspections Agreement**: Scheduling a meeting in Oct/Nov.

- **7th Avenue Improvements (MLGC Site)**: Moore recommends a 26-ft wide street, will send the city specs to MLGC contractor so quantities/estimates for improvement can be obtained.

G. PWS

- Discussion on alleyway complaints; very rough shape, have added gravel about once a month but with wet weather and regular use improvements are not holding. Paving all would be ideal but is unrealistic. Will continue to add gravel and attempt to blade/grade as time allows.
- Had one giant tree come down on West Elm Street that blocked the road entirely. Cut it into a couple large pieces and moved off the street. A resident helped the property owner with cutting the tree up and removing most of it.
- Overseeing punch list items that are being completed at the water tower.

H. Finance: Final 2020 Budget Hearing – no changes made to the final amounts on the Preliminary 2020 Budget.

MOTION, passed – To approve the Final 2020 Annual City Budget with the General Fund levy of \$128,344.00; Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.

I. Auditor Report

- NDPERS retirement paperwork has begun. Should have it all in place to begin payroll deductions with first November payroll.
- Training with Emily is going well; she is doing a great job and is a wonderful amount of help!
- NDLC Annual Conference was full of useful information and it was a great opportunity to meet fellow auditors and city representatives!

J. Council Reports: none

K. Mayor Report

- Update on old Cass County Electric office building on Elm St. Contacts were made and it appears as though MLGC has expressed interest in buying the building from the current owner to set up offices here in Kindred!
- NDLC Annual Conference was a great experience. Learned of some different grant funds through the ND DOT and Mainstreet programs.

ADJOURNMENT

**MOTION, passed – To adjourn meeting at 9:37pm;
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