

KINDRED CITY COUNCIL MEETING MINUTES
10-3-2018: 7:00pm at Kindred City Hall

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

Mayor DuBord began the meeting with the Pledge of Allegiance.

- **APPROVE AGENDA** – Addition of Starion Financial representatives directly after approval of agenda.
MOTION – To approve the agenda with additions; Spelhaug moved and Amerman seconded. RCV; Motion carried unanimously.
- **Starion Financial Representative's** – Dale Hetland and Nicholi Knutson presented the City with a proposal of services their company could offer. Discussed automatic ACH withdrawal, remote deposit, auto reconciliation, fraud protection, procurement cards, interest rates, service fees. Referrals available upon request; currently work with the cities of Oakes, Mandan, and Horace. Council agreed that it would be worth exploring further and that Kindred's local banks still need the City's support. Mr. Hetland will follow up with CM Peraza and Tabitha.
- **CONSENT CALENDAR**
MOTION – To approve the minutes of 09-05-18; Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.
MOTION – To approve the financials; Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.
MOTION – To approve a Raffle Permit for Kindred Public Library and Kindred Area Arts Partnership; Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.
- **BOARDS & COMMISSIONS – Special Assessment Committee:** The term for SAC member Ray Otterson expired in July 2018 and he is possibly moving out of Kindred, so he is not interested in reappointment. As a result, the City of Kindred needs one additional person to fill the vacant position on the Special Assessment Committee. To qualify for this position, one must live within Kindred city limits. Will add to the newsletter and website.
- **COUNCIL BUSINESS**
 - a. Old Business
 - i. Eagle Scout Project: no current update.
 - ii. Elm Street Sidewalk Project: Discussed adding Elm Street 400 block (business district) and 5th Ave N at City Hall property. Mr. Oye shared that NDDOT offers enhancement program grants, such as safe routes to school. Moore Engineering could assist with the project by defining routes, determining projects costs, and assist with grant funding. CM Spelhaug shared that the Mainstreet Initiative may offer some assistance or guidance; one key foundation of the Mainstreet Initiative is walkability. Mayor DuBord stated that the City is still strongly considering sidewalk improvements throughout the rest of the town; Elm Street from County 15 to 4th Ave N will be the first phase. Reviewed ordinance revision 2018-73 that states the required width of constructed or reconstructed sidewalks must be no less than four feet, unless a lesser width is approved by City Council.
MOTION – To approve the first reading of Ordinance 2018-73 relating to width and placement of sidewalks; Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.
 - b. New Business
 - i. Tax Exemption Claim for New Home Construction
MOTION – To approve tax exemption claims for D. Gronwold at 481 Beechcraft Blvd and S. Dockter at 530 Piper St.; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.
 - ii. Proclamation read by Mayor DuBord declaring October 12, 2018 as Steel Union Day in honor of the Nashville musicians Steel Union who will be spending multiple days working with Kindred area youth through the Kindred Area Arts Partnership's Artist in Residence program.
 - c. Police

Deputy Murphy was not present for this month's meeting due to peace officer training but did provide the September 2018 report. There were 11 calls for service as follows: 1-medical; 2-theft/fraud; 4-suspicious; 1-vandalism; 1-alarm; 1-impaired driver; 1-car accident.

d. Engineering

- **Water Tower; Improvement District 2016-1:** Reviewed contractor's revised schedule comparing the actual delay and actual winter suspension. Once concrete is poured the foundation will be complete. Plan to begin steel work November 1st; will be erected by year end. New proposed completion date is 8/12/19.
MOTION, passed – To approve Contract Change Order No. 2; Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.
MOTION, passed – To approve Moore Engineering Invoice #19535 for \$4615.55; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.
- **Sewer, Water and Street District 2017-1; NPR Phase 3:** Correction period inspection is complete; need to inform contractor of any issues prior to November 3, 2018.
MOTION, passed – To approve Moore Engineering Invoice #19498 for \$1,500.00 (final project invoice); Amerman moved, Stoddard seconded. RCV; Motion carried unanimously.
- **Lagoon –** Heitkamp's office contacted Mr. Oye and CM Spelhaug regarding possible availability of \$77 million in grant funding in 2019. Have roughly 60 days to update flow and growth figures. Need to consider sizing, would need to meet with two CMs (Spelhaug and Amerman), and need to review land acquisition and estimate cost for land. 2008 was the last time the Moore Engineering researched the lagoon.
MOTION, passed – To approve Moore Engineering to research the lagoon improvements; Amerman moved, Stoddard seconded. RCV; Motion carried unanimously.
- **GIS Webmap:** Linked record drawings to GIS Webmap. Will look to schedule GIS training for CMs in Nov.
MOTION, passed – To approve Moore Engineering Invoice #19511 for \$1977.50; Peraza moved, Spelhaug seconded. RCV; Motion carried unanimously.
- **Ordinance Revisions:** Met with Rich and put together spec sheet to provide to contractors with building permit paperwork.
- **Elm Street Drainage Improvements:** Survey of area is complete; draft will be ready by October 15th.
MOTION, passed – To approve Moore Engineering Invoice #19518 for \$2325.00; Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.
- **NPR Phase 1 Inlet Sinkhole:** Asphalt is cracking, and inlet shows signs of deterioration. Draft letter and send photos to KPH (project contractor) regarding issue to get opinion on if the issue is general wear and tear or if something was missed.
- **FEMA Flood Insurance Rate Maps:** Community Officials Meetings will be held in Fargo this month to review preliminary FIRMs. East side of Kindred and Newport Ridge see improvements to land being moved out of the flood plain.

e. PWS

- Working on a plan for the snow season; met with CM Amerman and Mayor DuBord previously. Discussed options to upgrade or replace current snow recycler/blower (a pull behind home-fabricated model).
 - **Option #1:** Estimate to modify/upgrade the current blower would be between \$15,000-\$16,500, which would include addition of fighting, cutting edges, gear box, balancing the driveline, and labor.
 - **Option #2:** The City does also have a backup blower that could be used with additions to the new JD tractor. Quote from RDO for \$18,225.00 would install a 2018 Laforge front hitch and PTO system so the backup blower could be used. This could potentially negatively affect the tractor's resale value.
 - **Option #3:** Quote from RDO for 2018 Erskine front mount snowblower for \$17,200, negotiated down from \$20,000. This blower model would be able to handle wet/heavy snowfall and shoot would give the option to blow snow straight up or angle to the side. Forward facing would also eliminate the need for driving backward or constant rear vision checks. RDO could potentially take the City's backup blower from Option #2 in on trade or help sell the unit if an interested party inquires. Another comparable Lucknow model estimates about \$25,000. Mayor DuBord made the recommendation to purchase the 2018 Erskine snowblower.
MOTION, passed – To approve RDO Quote for 2018 Erskine front mount snowblower for \$17,200 payable out of the highway fund; Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.
- **Skid Steer tires:** would like to get tall skinny tires to use for winter so the current tires do not wear out so quickly. Tires and maintenance are not included in the warranty or lease. Will get price quotes on winter tires.
- **Team Lab lagoon maintenance for bioaugmentation and grease control:** Oxygen layer came back after sludge reduction/shock treatment was completed. Next step is to continue the maintenance. Cost for remainder of 2018 is about \$2,000. Ok to move forward. Also discussed adding "solar bee" aerators that are wind generated to help keep the lagoon oxygen levels up. Will check with West Fargo on their used equipment as they are connecting to Fargo's wastewater system.

- Would like to purchase some street/curb markers or “snow stakes” to assist with efficient snow removal. Help with guidance during low visibility to keep curb/yard damage at a minimum. Could get additional stock for residents to purchase at City Hall for about \$2.00 each. Also met with the Post Office drivers to discuss snow removal around mailboxes. The City will clear snow as close to the mailboxes as possible, however, it is the property owner’s responsibility to keep snow clear of their mailboxes. The post office will not deliver your mail if the mailbox is not accessible.
- Flushed the City’s hydrants on October 26th with the help of Jeremy Sheeley from ND Rural Water Systems.
- Discussed semi-truck parking on County Highway 15. Have seen some trucks parking on highway by Express Lane. Further discussed options for temporary truck parking in town. Dakota Ag? RDO? City Shop? Will explore options.

f. Finance

MOTION, passed – To approve 2019 Final Budget with levy for \$141,613; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.

g. Auditor Report

- RFQs for City Engineer and City Attorney will be mailed out before Oct. 12th.
- Part Time Administrative Assistant: Hired Tawnia Olson. She has been training in on water billing software and helping with basic office duties. Plan to have her cover office hours for Tabitha’s scheduled time off this month: Oct 5, 12, and 15-19.
- Discussed outstanding water bills and policy of sending unpaid utility bills to collections or whether to assess to the property. Two accounts are seriously past due and if would like to assess to property, info needs to be sent to Cass County by November 1st.

MOTION, passed – To approve assessing the following unpaid utility bills to property taxes: Acct #172 R. Braaten \$770.65 and Acct #406 E. Johnson \$1061.37; Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.

- Scheduled meeting with USDA Rural Development Loan Specialist Ranetta Starr for 10/18/18 at 9am to discuss City options in regard to community development.
- Will be completing a spreadsheet compiling the insurance claims on the City properties damaged by the June hailstorm.

h. Council Report

- Spelhaug: Has been researching the Main Street Initiative Dashboard, Department of Commerce, and Renaissance Zones, to determine what the City/State can offer new businesses, such as property tax relief or grants/loans thru various programs.
- Peraza: Will set follow-up meeting with Tabitha and Starion Financial and will check in with the local banks on financial offerings/abilities.

i. Mayor Report

- Spoke with both local banks regarding option to help property owners if the need arises for emergency utility service repairs. Elm River Credit Union is willing to work with the City and property owners for such funding. ERCU would loan funds to the property owner with the City backing the loan, should the property owner default on the loan. The City could then assess the unpaid amount to the property to satisfy the loan. Will need to work out the details with the City Attorney and ERCU.
- Will continue working with Stacey Fett on the other aspects of the City budget. Discussed the annual audit that CPA Harold Rotunda completes yearly, stating that the ND State Auditor’s Office could do this as well.
- ND Game and Fish has approached Mayor DuBord to discuss the option of adding a fishing pond to Kindred. NDG&F would 100% fund the project and keep the pond stocked. This summer they completed similar ponds in the cities of Beach and Bismarck. Locations will be evaluated, and meetings will be arranged to discuss options, requirements, etc.
- The City has visitors this month from Oregon who are descendants of the man that Kindred is named after. Two brothers and their wives, planned a cross country vacation that allowed them to cross off a bucket list item of visiting the town that shares their last name: Kindred. They were wonderfully friendly people who really enjoyed seeing the history of their family name.

• **ADJOURNMENT**

MOTION, passed – To adjourn meeting at 9:48pm; Spelhaug moved, Stoddard 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