

KINDRED CITY COUNCIL MEETING MINUTES

10-4-17

1. 7:03 MEETING CALLED TO ORDER

Mayor Wanner called the meeting to order at 7:03pm with council members Johnson, Amerman, Spelhaug, and Stoddard present. Also present were newly elected council member Jason DuBord, PWS Ken Blilie and Rich Schock, City Engineer Brandon Oye, City Attorney Sarah Wear, Deputy Rufat Agayev, and City Auditor Tabitha Arnaud. Guests: Matt Thompson w/CC Reporter, Joel Luing w/Moore Engineering, Marlow Rud, Barb Rude, Dave DuBord, Steve Haux, Caaden and Jennifer Rath, Ozzie Peraza.

Mayor Wanner began the meeting with the Pledge of Allegiance.

2. SWEARING IN OF NEW COUNCIL MEMBER JASON DUBORD

- a. Words of thanks were said to Ms. Johnson for her time and effort as a council member, followed by Ms. Johnson thanking her voters and supporters before stepping down.
- b. Mr. DuBord read his Oath of Office and took his position at the council member table. Council term expires in 2020.

3. APPROVE AGENDA

MOTION, passed

Amerman moved and Spelhaug seconded to approve the amended agenda. On a roll call vote, the motion carried unanimously.

4. CONSENT CALENDAR

MOTION, passed

Spelhaug moved and Amerman seconded to approve the minutes of 9-6-17 and Sp. Mtg 9-12-17. On a roll call vote, the motion carried unanimously.

MOTION, passed

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

MOTION, passed

Amerman moved and Stoddard seconded to approve an internal audit by the State of North Dakota or a third party. On a roll call vote, the motion carried unanimously.

MOTION, passed

Spelhaug moved and Amerman seconded to approve raffle permit applications for Kindred Concert Series and Kindred Public Library/Tour of Homes. On a roll call vote, the motion carried unanimously.

5. COUNCIL BUSINESS

a. Old Business

Water Bill Estimating: Ken Blilie spoke about reading meters Sept 7 & 8 with the help of his wife, Kitty, and Dave DuBord. Found 60-70 meters that had issues; some not working, some not being billed, some not having working outside readers. The majority of issues were located in the Newport Ridge additions where meters were never connected to the outside readers at all. Made lists of those needing repairs and began making the repairs as they were able. With the letter sent to residents with their September billing, some of the 15-20 homes that needed inside access to repair the meter issues have been completed also, with about 11 remaining to be scheduled.

- Steve Haux on behalf of the Norman Lutheran Parish shared his concern regarding the water billing, stating that the usage was not correct. They have tracked water usage on their own over the last year and it is not comparing to the city readings. Billing even showed excessive usage while the parsonage was empty during a time they had no one living there. Council advised

Steve to hold payment of bill until Ken and Rich could get into the property to check on inside meter and connection to outside reader.

- Sara Fitzpatrick expressed concern of her over \$400 water bill. She and her family have lived at this property for almost 3 years and had previously seen reoccurring “estimated usage” notes on the water bills. She had called Twila multiple times to ask the reasoning and how to correct the problem but was given “run around” answers and told “that was how it was done” and “it will all work out eventually.” Ken and Dave made the repair to Sara’s meter already and said the outside reader’s wire was cut. Likely, according to Sara, when renovations and window replacements were made by the previous owners.

MOTION, passed

DuBord moved and Stoddard seconded to approve Sara to wait on September water bill payment with no late charge assessed, until October meter reading is done and newest usage is calculated and payment plan will be determined. On a roll call vote, the motion carried unanimously.

Mayor and council members advised any other residents billed with excessive use resulting in large balances due should come talk with any of the council members to discuss payment options. No late fees will be charged and residents could be allowed until June 1, 2018 to clear up any past due balances.

Discussion regarding past due notices on rental properties. It is the owner’s responsibility to pay any unpaid balance from renters who are behind on payments or have left the property without contacting the city. Past due and disconnect notices will now be sent to the property owner as well as the occupant to help ensure the owners are kept aware of late or non-payment.

MOTION, passed

DuBord moved and Stoddard seconded to adopt a resolution to notify property owners on rental property of all past due notices. On a roll call vote, the motion carried unanimously.

Hydrant flushing is scheduled for October 19 & 20. Ken stated that it could take more than 2 days since it has been quite some time since the procedure has been done. We will just need to see how the process goes and may need to schedule additional dates in the future.

Tabitha let the council know that she declined the auditor services for Oxbow at this time due to the full work load and training still needed here for Kindred. Jim Nyhof, Mayor of Oxbow, was very understanding, stated to Tabitha that he is still open to Kindred and Oxbow working together in the future for auditor services.

b. New Business

- i. Discussion regarding park/restroom policies for cyclists that frequent Kindred. Restrooms at the memorial building are generally open from the outside from Memorial Day to Labor Day. During pool operation hours, cyclists are welcome to use the pool restrooms and showers also. Jason Gette stated that he is a host and posts information to a cyclist website, www.warmshowers.org, so cyclists are informed of Kindred’s amenities. He has opened his home to cyclists if the park restrooms are locked. Kindred is located along a national bicycle route called the Northern Tier Route which goes from Washington’s West Coast to the East Coast of Maine.

ii. **MOTION, passed**

Amerman moved and Spelhaug seconded to approve use of City Hall copier by Kindred Concert Series to print flyers (providing their own paper) for the October 27th concert. On a roll call vote, the motion carried unanimously.

- iii. Designate City Auditor Tabitha Arnaud and PWS Rich Schock as authorized signers on Elm River Credit Union accounts.

MOTION, passed

Stoddard moved and Amerman seconded to approve adding Tabitha Arnaud and Rich Schock as authorized signers on City of Kindred debit cards and accounts at Elm River Credit Union. On a roll call vote, the motion carried unanimously.

c. Police Report

Deputy Agayev presented the September report. There were 16 calls for service as follows: 2-suspicious activity; 1-public assist; 1-missing person; 1-threat; 1-narcotics; 1-vehicle break in; 1-stolen vehicle; 1-theft; 2-traffic complaint; 1-domestic; 3-animal calls; 1-search warrant. Also had a report of downed street sign on Linden by RDO. Also, complaints of speeding on Sheyenne Street East by Newport Ridge. Unable to enforce until the City posts reduced speed limits signage coming into Kindred from the East.

d. Engineering

- 2016-1 Water Tower – Project and funding update. MR&I/Garrison Diversion will be providing an agreement for approval. Project will be planned for construction next summer.
- 2017-1 Newport Ridge-Phase 3 – Project update. Contractor's (Northern Improvement Company) requested 13-day time extension due to soil conditions, clay removal, and substantial number of days lost due to rainfall.

MOTION, passed

Stoddard moved to approve Northern Improvement Company's request for 13-day extension to contact changing the completion date to October 14, 2017 for 2017-1 Newport Ridge 6th Addition – Phase 3 – second Amerman; RCV motion passed, Spelhaug-no, Amerman-yes, DuBord-yes, Stoddard-yes

- Sanitary Sewer Improvements update. Still waiting for funding.
- Discussion was had regarding a reservoir project that occurred 1991-1993 to connect to rural water. The project was to be paid by adding an additional charge to the water bill for residents over X number of years/months. Unsure of when the projects additional charge was to expire. It needs to be investigated by going through old council minutes. If it has since expired, that additional charge should be removed.
- Discussion regarding contacting North Dakota Rural Water Systems about doing a water audit. They examine all City records to determine water losses and rate analysis. They also offer onsite training and technical assistance with leak detection, curb stop & valve locations, hydrant repair and flow testing, meter testing and repair, among many other services. It is a free service NDRWS offers to city members.

e. Pool

Caaden Rath spoke about the pool sign he made as an Eagle Scout project. Requested reimbursement of \$267.46 as the City's half for supplies. Also, Kindred Community Club asked for a donation, as the City has done in the past, to cover supplies for Homecoming Spaghetti Feed on 9-15-17 in the amount of \$77.86.

MOTION, passed

Amerman moved and Spelhaug seconded to approve the payment of \$267.46 to Jennifer Rath and \$77.86 to Kindred Community Club. On a roll call vote, the motion carried unanimously.

f. PWS

Ken and Rich have spent much of their time training around the city and on the computer system, working on meter issues, cleaning and organizing shop areas. Have no record of maintenance on equipment and vehicles so everything will be getting a checkup and tune up. Ken stated PWS could use .5-1 additional staff. Ken will be gone for the winter (late November – spring) and is willing to work with Rich again in the spring to assist with additional training then.

Discussion regarding water coin-operated "vending machine" located at the water tower. Dakota Hills uses frequently to fill water truck for jobs. When Ken worked as PWS prior to retirement, he would empty coins and make bank deposits to Elm River Credit Union, ranging from \$100-\$300 per year. However, no coin or cash deposits have been made to ERCU or Kindred State Bank for water vending in the last 6 years. Waiting on documentation from Dakota Hills on logged expenses for water fills.

g. Finance

The City of Kindred will levy 55.98 mils for \$112,904 with the 2018 Budget.

MOTION, passed

Stoddard moved and Amerman seconded to approve the 2018 mil levy at 55.98 for \$112,904. On a roll call vote, the motion carried unanimously.

h. Auditor Report

For clarification, canvassing meeting and budget meeting are not to be paid as special meetings for council and city staff.

Discussion regarding vagueness on payroll periods within the policy book. Tabitha will update policy book and present at next meeting.

Tabitha will check with Cass County on certifying specials.

Grants to replace City Park basketball hoops will be explored at a later time.

Carpet cleaning quotes for City Hall came in around \$480-\$515. Ok to proceed with getting them cleaned. Vacuum at City Hall is not working. Ok to purchase new one.

MOTION, passed

Amerman moved and Stoddard seconded to approve carpet cleaning and purchase of a new vacuum for City Hall. On a roll call vote, the motion carried unanimously.

i. Council Reports

Stoddard – Will move forward with sidewalk project and begin getting estimates from contractors.

j. Mayors Report

Discussion regarding Leo the Lion (old water fountain from City Park) – Now that Leo has been refurbished he will be stored at the City Shop. Rodney Braaten will coordinate with Ken and Rich. Then in the 2018 spring/summer season, Leo will be placed in the City Park in his original location as a display piece only.

6. ADJOURNMENT

MOTION, passed

On a motion by Spelhaug and seconded by Amerman the meeting was adjourned at 10:10pm. On a roll call vote, the motion carried unanimously.

Next regular meeting will be held on 11-1-17 at 7pm.

(Minutes subject to council approval.)

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

Tabitha Arnaud, City Auditor

Jeff Wanner, Mayor