

KINDRED CITY COUNCIL MEETING MINUTES
11-7-2018: 7:00pm at Kindred City Hall

- **MEETING CALLED TO ORDER AT 7:04pm 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**
MOTION – To approve the agenda; Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.
- **CONSENT CALENDAR**
MOTION – To approve the minutes of 10-1-18 & 10-3-18; Amerman moved, Stoddard 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 St. Maurice Church and Kindred Wildlife Club; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.
- **BOARDS & COMMISSIONS – Special Assessment Committee:** Still one vacant seat on this board.
- **COUNCIL BUSINESS**
 - a. Old Business
 - i. Elm Street Sidewalk Project: No changes or updates requested to Ordinance 2018-73 since first reading.
MOTION – To approve the second reading of Ordinance 2018-73 relating to width and placement of sidewalks; Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.
 - One Elm Street resident submitted a request to be exempt from the project as they feel their sidewalks are in good condition. Discussion followed on when exceptions should be allowed. CM Stoddard and PWS Schock reviewed the property and although the sidewalk is in good condition, the cement is aged and there are panels with cracks and pitting. To keep with consistent street appeal, it was suggested this section of sidewalk be replaced along with the rest of the project.
 - Previous discussion regarding ADA ramps at intersections and whether the costs would be split among all residents in project or if City would cover these costs. All Council agrees that the City will cover the costs of the ADA ramps at the intersections.
 - Discussion regarding fire hydrant located at the NE corner of Elm St. and 5th Ave. The hydrant is currently located in the street, not within the sidewalk. Mr. Oye suggests moving the hydrant into the sidewalk area with the Elm St. Drainage Improvements planned for the 500 block of Elm St, as the ADA ramp for this corner is already proposed to be installed with this project.
 - Discussion on the Memorial Building/Pool parking lot. Have decided to go with concrete not asphalt due to longevity of material. CM Spelhaug spoke with Greg at RDO and they may have potential funds to contribute since their employees use this space for daytime parking. CM Stoddard will include this portion in the request for contractor bids.
 - Discussion regarding library building. Frank Pearson, owner of the building, contacted Mayor DuBord to discuss the City paying for the sidewalk on this parcel. Since this lot is all driveway area, it was stated that they probably would not need sidewalk installed.
 - b. New Business
 - i. December Council Meeting: With two CMs being absent for the scheduled December 5th meeting, it has been rescheduled to the 2nd Wednesday, December 12th, 2018.
 - ii. Kids Fishing Pond: ND Game and Fish Department contacted Mayor DuBord about fully funding the installation and supply of a small fishing pond in the City of Kindred. NDG&F would handle all construction/engineering so there would be no cost to the City for those expenses. They would also stock the pond at no expense to the City. Explored location options and proposed location could be on Kindred Park Board-owned land at the NW corner of the Sheyenne St E and Newport Parkway, by Gilbertson Park. Structure would be about 0.5 acres (120'x140'x12' deep) and would include a chain link fence for security. NDG&F quote of \$28,429 includes only 2 sides to be fenced, City may need to cover the other 2 sides. Other

items discussed were lighting, controlling times of use, planting trees or greenery, whether the City will need to pay for a water line or alternate options for filling the pond, and possibly using the pond as an ice rink in the winter. Moore Engineering offered to sponsor a warming house if an ice rink became an intended use. Discussed possible use for dirt removed from excavation to fill in ditches, which would eliminate the cattails/weeds in the ditches while beautifying Sheyenne St East, as well as create additional parking spaces, that would be lost from the pond location. Will continue to move forward working with Kindred Park Board to explore the project further.

- iii. Kindred Library Building: Frank Pearson, owner of the building, contacted Mayor DuBord to discuss the City possibly purchasing the building (estimate of \$200,000). According to Mr. Pearson, the facility's profit and loss usually breaks even; does not see much profit from renting out the spaces in the building. Mayor DuBord stated the library and the building is an asset to the City and would like to see Mr. Pearson possibly donate the building to the City or sell at a reduced cost. The City would need to consider management of the building. No decision made on purchasing the building at this time.

c. Police

Deputy Murphy was not present for this month's meeting due to vacation but did provide the October 2018 report. There were 12 calls for service as follows: 5-medical; 1-fraud; 1-alarm; 2-animal calls; 2-traffic complaint; 1-gas drive off. Have boosted extra enforcement of school traffic at Dakota St, Rustad Dr, and 5th Ave. N. near City Hall.

d. Engineering

- **Water Tower; Improvement District 2016-1:** Contractor has delivered the steel and plan to begin work on November 13th. Most welding will occur on the ground, then will begin assembly as the structure is erected. Goal is to have erected before year end, weather dependent of course. **MOTION, passed – To approve Contractor's Application for Payment No. 6 for \$28,680.30; Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.**
MOTION, passed – To approve Moore Engineering Invoice #19747 for \$6,398.80; Amerman moved, Peraza seconded. RCV; Motion carried unanimously.
- **Sewer, Water and Street District 2017-1; NPR Phase 3:** Correction period is complete. Project is complete from Engineer side. Assessment meetings with attorney, auditor, and special assessment committee are to follow to finalize special assessments to each parcel in the project.
- **Sanitary Sewer Improvements –** Still have pending USACE Section 594 Grant Funding possible availability of \$77 million in grant funding in 2019. Should know within the next 2 months if Kindred will see any funding. Mr. Oye met with CMs Spelhaug and Amerman to revise the estimate based on flows; newly updated layout and opinion of cost is at \$4 million. Completed the CWSRF questionnaire to keep the project on the funding list.
- **GIS Webmap:** Will be creating usernames and passwords for CMs and will look to schedule GIS training for CMs in January 2019.
- **Ordinance Revisions:** Still in progress.
- **Elm Street Drainage Improvements:** Provided Council with Preliminary Engineer's Opinion of Probable Cost at \$50,000.00. Contingencies from 2014-1 project were not used, so extra funds remain from that project that can be used to remedy problematic drainage issues with this project (ME Project #20388). **MOTION, passed – To approve Moore Engineering Project #20388 plans and specs; Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**
MOTION, passed – To approve Moore Engineering Invoice #19771 for \$6,975.00; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.
- **Staking Driveways & Back Yards Grades:** This has never been done in Newport Ridge, so it was brought to the City's attention that should Newport Ridge ever decide to install sidewalks, there will not be an even consistent flow from some lots to others, as some contractors have changed lot elevations possibly due to buildup of excavation materials. Mr. Oye provided rates of \$350 for driveway only and \$525 for driveway and back yard grade staking. This cost could be added to the building permit fees so the owner is the one seeing the expense. Not setting the grades has created issues with curb stop depths and potential sidewalks. Mr. Oye is working on a Building Inspection Agreement for the City that would set responsibilities between Moore Engineering and the City, so everyone knows their responsibility. Discussed proposal of Moore Engineering Building Department signing off on the property's certificate of occupancy to the City, then the City can confirm contractors work is complete, at which time the City would issue the certificate of occupancy to the contractor/owner. Mr. Ottis approves of extra checks and balances; agrees staking would be beneficial but would essentially add extra costs to the lot/development. Discussed possibly adding the specs to the building permit plans.

e. PWS

- Skid Steer tires: Price quotes on tires. Cost to replace standard use skid steer tires is about \$4,000. A taller, skinnier tire for winter use from Road Runner is about \$1,440. Standard tires will wear more quickly on ice and snow. Purchasing snow use tires will prolong the longevity of the standard tires that are not covered under the lease. Council is ok with snow tire purchase.
- Street Sweeper: Is back and operational. Invoice for repairs is \$16,902.55, discounted \$6,200.00 after discussion with Swanston Equipment. They also said they would warranty their work into next summer, so if there are maintenance issues they will be covered. They could not say exactly what life expectancy remains on the sweeper, but that it is "on borrowed time".

f. Assessor

Reviewed 2018 TIF Special and Additional Assessments certified to Cass County. Total of TIF Special Assessments: \$89,058.04; this is the final year for the TIF in the Newport Ridge development. Total of additional assessments for unpaid utility bills: \$1,832.02.

g. Auditor Report

- Office closed for state observed holidays: Veteran's Day 11/12/18 and Thanksgiving Day 11/22/18, will also be closed Friday, 11/23/18.
- Received quotes for door replacements at Memorial Building. South double doors are broken and do not securely latch. Discussed door sizes and strengths. Need additional quotes. Ok to move forward with South double doors and West single door replacements provided costs are less than or equal to the quotes provided today: South double doors: \$3386.00; West single door: \$1963.00.

h. Council Report

- Spelhaug: Would like to set meeting with Mayor, Tabitha, and Rich to do the annual reviews before December. Has contacted Emily Brown with Main Street Initiative, will try to set up a meet and greet meeting.
- Peraza: Working to gather additional information on financial institutions and options from Starion Financial, US Bank, Kindred State Bank, and Elm River Credit Union. Will be able to present in December.

i. Mayor Report

- Wanted to share a personal thank you note that was sent to the Mayor and Council from a City resident regarding their work to update the animal waste ordinance. "Thank you!"

• **ADJOURNMENT**

MOTION, passed – To adjourn meeting at 8:51pm; 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