

KINDRED CITY COUNCIL MEETING MINUTES

11-1-17 @ Kindred City Hall

1. 7:01 MEETING CALLED TO ORDER

Mayor Wanner called the meeting to order at 7:01pm with council members Amerman, Spelhaug, DuBord, and Stoddard present. Also present: PWS Rich Schock and Ken Blilie, City Engineer Brandon Oye, City Attorney Sarah Wear, Deputy Rufat Agayev, and City Auditor Tabitha Arnaud. Guests: Matt Thompson w/CC Reporter, Marlowe Rud, Mark Ottis, Ozzie Peraza, Emily Teberg, Mark Erickson, Julie Johnson, and Patti Green.

Mayor Wanner began the meeting with the Pledge of Allegiance.

2. APPROVE AGENDA

MOTION, passed

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

3. CONSENT CALENDAR

MOTION, passed

Amerman moved and Spelhaug seconded to approve the minutes of 10-4-17. 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

Spelhaug moved and Stoddard seconded to approve raffle permit application for St. Maurice's Church. On a roll call vote, the motion carried unanimously.

4. COUNCIL BUSINESS

a. Old Business

- i. Discussion regarding water bill estimating. 5 remaining meters to repair. Mayor Wanner met personally with 5 of the residents who had excessive amounts of water billed to their accounts due to the extended estimating, resulting in a high balance due to their accounts. Each of the residents understood that it was water that was used, just not billed properly. They requested that each resident be treated fairly with pay back terms. Everyone with these higher balances that are unable to pay in full will be able to pay as they can afford to, with these balances remaining interest and penalty free until October 1, 2018. After that date, the balances will be subject to late fees.

Patricia Green inquired about overcharging of her account. Ken will issue a credit based on the 2000 gallon per month minimum usage. The question of how a bill for a single person household vs. a family of four household can be the same. It has to do with the 2000 gallon per month minimum. If the usage is at or below 2000 gallons, the rate is the same: \$28.23. Julie Johnson was able to help explain this process and how the credit would apply to Ms. Green. Thank you, Ms. Johnson!

Discussion regarding past due accounts procedure. 60 days delinquent, residents are sent a letter requesting a payment arrangement to be made. At 90 days delinquent, customers receive a shut off notice. However, due to the extreme cold and snow, no shut offs are done from November-April.

Discussion of shared curb stops. The City would like to repair/spilt those shared curb stops in April 2018.

- ii. Discussion of flushing fire hydrants: Took place Oct 19 & 20. It was completed much faster than had planned. In part due to the 2 area fires and a water line break that happened a few weeks before. Only took a day and a half. A few hydrants turned hard, but all worked. Some don't drain back. To fix would need to dig up and replace pea rock. Estimate of \$4000/hydrant to replace.

Estimated water use for fires: 8000 gallons for Kindred fire, 20,000 gallons for Horace fire. Unknown for water main break.

- iii. Discussion regarding external audit of City records. Would like to audit all accounts. Tabitha is still in the process of getting quotes. Kindred Park Board made mention that they would like to combine with City's audit to save money, if it is possible.

b. New Business

- i. Emily Teberg is working to coordinate a 5K run on June 9th, 2018, to benefit the nurses at Essentia NICU. Emily shared her family's two experiences at the Essentia NICU and wanted to do something to express her gratitude for the NICU nurses who are life saving on so many levels. The City appreciated Emily's fundraising and has no issues with the 5K.
- ii. Marlowe Rud and Mark Ottis expressed many concerns with the Newport Ridge additions.
 - Phase 2 bike path easements. Could the KPH discount be used for Phase 2 funds. Brandon Oye stated that the money was withheld was due to curbs/gutters being installed incorrectly. Should be used for micro surfacing. If there are no issues with roads in 5-10 years, then the funds would be available. Mr. Ottis stated that funds are just sitting in the Phase 2 account and questioned whether Phase 2 residents would benefit more from lower assessment payments in the future or an amenity to utilize now. It was stated that those funds do not move and will stay with the NPR Phase 2 project.
 - Discussion regarding special houses for display/model with water and sewer hooked up. Do they receive a City Utility Bill? Previously, the City has not billed for water use until the home is sold. We will continue this, but meters need to be installed as soon as possible.
 - Marlowe Rud will be gone for about 5 months. Mr. Rud requested that he and Mark Ottis continue to be kept informed on any NPR decisions.
 - 23 new addresses were created for the Phase 3 6th addition. Parcels will not be set up until 2018.
 - Discussion regarding Substantial Completion on Phase 3. Northern Improvement requested an extension. Everyone agreed to October 12th, yet it is not done as of today. They will submit documents for final inspection, do a walk thru, create a punch list. Then 2-4 weeks before final payment. Can address the missed extension deadline at that time.
 - Discussion regarding title opinions and errors caused from Mylar and Lomar Needed addressed to plat land. This delayed a basement install this fall.
- iii. Jamie Swenson shared her experience of a sewer line fail at her 1927 home on Elm St. Her and her family have owned the home for 8 years. In ground shifting caused the sewer line to separate and misalign. After many sewer backups into their basement and attempts to snake the line, they ended up having to dig up the street to replace 8 feet of sewer line. Cost was about \$10,500. Fargo-Moorhead-West Fargo allow city special assessments for emergency utility services for home owners. The assessment is generally at 5% for 15 years; fill out application with city, city pays the contractor, the city bills the home as a special assessment. Wondering if the City of Kindred would be able to do something like this for any future residents who may have a similar situation arise and not have the funds to pay for such. The council and mayor seemed to agree that it was a good plan, if the city is able to fund that type of situation. Tabitha will investigate the topic further by checking with F-M and WF to see who funds these types of projects.

c. Police Report

Deputy Agayev presented the October report. There were 23 calls for service as follows: 6-suspicious activity; 2-public assist; 2-welfare check; 1-impaired person; 1-narcotics; 1-parking complaint; 2-burglary; 1-theft; 1-traffic complaint; 1-lost property; 2-animal calls; 1-sexual assault; 2-wreckless driving.

Discussion of having a K-9 unit at the City Shop. Drug paraphernalia was found, entered into evidence and given to Cass County Investigators. They will report to City when completed.

d. Engineering

1. **Water Tower; Improvement District 2016-1**

1.1. Funding Update: will send Moore Engineering invoices with GDCD agreement.

MOTION, passed

Amerman moved and Stoddard seconded to approve the Cost Participation Agreement between Garrison Diversion Conservancy District and the City of Kindred. On a roll call vote, the motion carried unanimously.

1.2. Project Update

MOTION, passed

Spelhaug moved and Amerman seconded to approve Water Tower Plans and Specifications. On a roll call vote, the motion carried unanimously.

MOTION, passed

Spelhaug moved and Stoddard seconded to approve Auditor to Advertise for Water Tower Bids. On a roll call vote, the motion carried unanimously.

Bid Opening Date will be Tuesday, December 5, 2017.

2. **Sewer, Water and Street District 2017-1; Newport Ridge Phase 3**

2.1. Project Update: Poles went up Sat.; one piece of information for final inspection; surveys would on 11-2-17 to check for pins; final inspections hopefully next week.

MOTION, passed

Amerman moved and Stoddard seconded to approve Moore Engineering Invoice 16839 for \$30,750.00 and Invoice 17085 for \$15,700.00. On a roll call vote, the motion carried unanimously.

3. **Sanitary Sewer Improvements**

3.1. **MOTION, passed**

DuBord moved and Spelhaug seconded to approve CWSRF Questionnaire for Priority List. On a roll call vote, the motion carried unanimously.

3.2. Would like to schedule a lunch webinar with city staff on Private Property Infiltration and Inflow Reductions. Will try to set something up for a Friday.

4. **City Auditor Services**

MOTION, passed

Spelhaug moved and Amerman seconded to approve Moore Engineering Invoice 17120 for \$1,113.05. On a roll call vote, the motion carried unanimously.

e. Pool

Kindred Park board has been receiving record requests from unknown email accounts. Some include "Kids of Kindred" within the email or email address. Some have been sent directly to the attorney. Will seek advise from attorney on how to handle. As of now, the City of Kindred has not received any emails like this.

Tabitha will advise Sarah w/Ohnstad Twichell to update the Pool lease agreement for all to review.

f. PWS

- Ken and Rich said that the reservoir pumps failed during the hydrant flushing. Mainly due to an old computer system (from 1992). Sweeny Controls came and was able to repair the computer by "fooling the computer with reprogramming" but it is just a temporary fix. The system could fail at any time. Sweeny Controls provided a quote to update the reservoir at \$13,900. Three lift stations (Methodist Church, Viking addition, NP Ridge) could also use updating with a warning system for system failure; estimated cost \$4800/lift station. Brandon Oye will check with SRF funding to see if the City could add this upgrade into the Water Tower funding. Installation is not included in the quote given.
- Water heater at the City Shop is leaking, needs to be replaced.
- City Shop garage doors need work; one door opener is broken, one has issue with tracks. Will call to arrange repairs.
- Would like to seek help for snow removal. Will have safety meetings and driver's license checks.
- Would like to get a computer for the city shop. A laptop for portability; would be helpful for locates and communication with everyone.
- Will need to spend some money to restock tooling and machines. Ok to make purchases of \$250.00 or less. Any thing greater can be run by Jeff.
- Manhole cover in NPR Phase 1 at P-51 Blvd & Cessna needs repair. Needs additional asphalt fill. Will check with West Fargo and others for rates.
- Discussion regarding rules on getting rid of unneeded equipment. Look for ordinance on "Disposal of City Property."

- **MOTION, passed**
Stoddard moved and Amerman seconded to approve a cell phone reimbursement for Rich of \$70.00/month to be paid retroactively to hire date. On a roll call vote, the motion carried unanimously.

g. Auditor Report

- Tabitha stated she will need to table the payroll update to the policy book due to being unable to complete this month. Lots going on and little training has made progress slow.
- City Hall carpet cleaning is scheduled for November 10th.
- Clarification of recycling fee for non-garbage service residents. If not receiving garbage services, then no recycling fee will be charged.

i. Council Reports

- a. DuBord: Reminder to schedule the budget meeting with Harold and council.

6. **ADJOURNMENT**

MOTION, passed

On a motion by Stoddard and seconded by DuBord the meeting was adjourned at 10:30pm. On a roll call vote, the motion carried unanimously.

Next regular meeting will be held on 12-6-17 at 7pm.

(Minutes subject to council approval.)

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

Tabitha Arnaud, City Auditor

Jeff Wanner, Mayor