

**KINDRED CITY COUNCIL - REGULAR MEETING MINUTES**  
**12-02-2020 at 7:00pm – Kindred City Hall**

**MEETING CALLED TO ORDER AT 7:01pm** by Mayor DuBord with CMs Spelhaug Amerman, Stoddard and Peraza (via speaker phone at 7:05pm) present. Also present: City Engineer Brandon Oye (via MS Teams), City Attorney Sarah Wear, PWS Rich Schock, City Auditor Tabitha Arnaud, Mitch Calkins (Lake Agassiz Regional Council), Mark Ottis, Jamie Swenson, Derek Johnson (Housing Authority of Cass County), Steven Reinhold, and Steve Stine.

**APPROVE AGENDA**

**MOTION – To approve the agenda with revisions; Spelhaug moved, Stoddard seconded. RCV; MCU**

**CONSENT CALENDAR**

**MOTION – To approve the consent calendar items: City Council meeting minutes of 11-04-2020; November 2020 financials and unpaid bills report; Raffle Permit for Kindred Wildlife Club; 2021 City Council Meeting Schedule; Amerman moved, Spelhaug seconded. RCV; MCU.**

**BOARDS & COMMISSIONS**

- A. Renaissance Zone Development Plan: Mitch Calkins (LARC) provided an update: he, Mayor DuBord and Auditor Arnaud met with the Kindred Public School Finance Committee on Nov 23<sup>rd</sup> to discuss the RZDP who seemed to be very supportive. They will bring the letter of support request to the full school board at their Dec 8<sup>th</sup> meeting. We have already received the letter of support from Cass County Commission. Still possible to get the documents sent to the state commerce department for final approval before year end.

**COUNCIL BUSINESS**

A. Old Business

- Street Light Improvements Update: Project still planned for 2021 spring/summer, determined the style of LED lantern light fixtures will be larger/brighter than those in the Viking Addition and north truck route cul-de-sacs.

B. New Business

- Rental Space Option at City Hall: Steve Stine discussed with council that his is looking for a 20'x20' space to use as a music studio for his work. He has been working out of a smaller space at his home to make how-to videos for music lessons that are shared online for subscribers. Time of use would be primarily daytime hours. Noise would be minimal as most of the recording is completed without the use of an amp. PWS Schock and Auditor Arnaud shared that using the NE garage stall would be most ideal to provide privacy and brick walls/doorways would reduce noise transfer into the City Hall office or meeting area. City items stored in that garage area can easily be consolidated into NW stall to open the space up for alternate use. Discussion of rental fees: Steve suggested \$400/month; Auditor Arnaud shared the Senior Citizens Club was paying \$300/month for use of the meeting room only ½ day twice per week (on hiatus since March due to COVID). Discussion of code requirements, liabilities, lease.  
**MOTION – To approve one-year rental of City Hall NE shop stall to Steve Stine for \$400/month contingent on signed lease; Spelhaug moved, Stoddard seconded. RCV; MCU.**
- Housing Authority of Cass County Environmental Review: HACC Deputy Director Derek Johnson and LARC Mitch Calkins presented that HACC is seeking federal funds for improvements/upgrades at HACC properties in the area. Sheyenne Manor in Kindred has 12 units, there are 40 in Casselton, and 59 in Fargo. The funding could be used for capital improvements at existing units, not new construction. The HUD agency requires an Environmental Review (ER) be completed and the entity where the property is located must approve the ER document. LARC was hired to complete the ER and Mitch Calkins stated that he found no impacts to the City of Kindred. HACC is asking for approval of this document so they may move forward with the application to seek HUD funding for improvements at their properties. The 80+ page document was just provided to council on Tuesday this week and Attorney Sarah Wear stated it would be advisable for council members and legal counsel to review the document more thoroughly before signing. With a special city council meeting scheduled next week Wednesday with Park Board, it was decided to add this topic to that meeting agenda for discussion.
- Montana-Dakota Utilities Proposed Natural Gas Capacity Update: Mark Ottis shared that he and others have been working on a natural gas option in Kindred for many years, approaching multiple companies. Montana-Dakota Utilities (MDU) has expressed much interest in the SE region. CM Spelhaug shared an update on his discussions with ND District 25 Representative Alisa Mitskog, who then joined the meeting via speaker phone. Representative Mitskog shared that she and a group of others in the Wahpeton area have been trying to get natural gas supply for the last 5 years. Cargill sought it out independently before the City of Wahpeton backed the need and hired a consultant to increase contacts and networking with natural gas companies. Great strides

were made recently with MDU who visited Wahpeton and even met with a few individuals in Kindred in October to discuss the possible options, connections needed, etc. MDU took the info from Wahpeton and Kindred, examined their pipeline expansion project and only a few weeks ago approached the City of Wahpeton with an option to route a pipeline off of a Mapleton line, bring it near Kindred and on to Wahpeton. MDU representative Larry Oswald is willing to come to Kindred to discuss the plan in full details with the board and interested parties. The City of Wahpeton approved to send a letter of support to MDU to secure the interest. Representative Mitskog shared that it could be helpful if the City of Kindred would do the same provided the proximity of the line to our community. Ms. Mitskog noted that the prospect looks promising at this point, then ended her phone call. CM Spelhaug shared that this would be a great opportunity for Kindred. Discussion on number of connections and affect on our current propane supplier, CHS/Dakota Ag. Mark Ottis shared that Dakota Ag would likely switch their own grain dryers to natural gas "in a wink" due to the cost savings of propane outweighing the customer supply of propane. CM Spelhaug shared that MDU had noted that with Wahpeton commitments in early 2021, construction would be in 2022, completed in 2023. Council would like to schedule a special meeting with MDU representative Larry Oswald.

**MOTION – To send a letter of interest and support to MDU for natural gas supply; Spelhaug moved, Peraza seconded. RCV; MCU.**

- CARES Act Law Enforcement Reimbursement: Tabitha updated council that the Cass County Commission had voted 3-2 at their last meeting to not sub-allocate the CARES Act funds for policing contracts to their four contract communities. There is no requirement within the CARES Act that the County do this, but recommendations from the ND League of Cities and the ND Association of Counties suggested the County pass along the 71% reimbursement of law enforcement expenses from Mar-Dec 2020 to the contract communities. Kindred's share would be \$24,787.29 of the \$34,911.67 contract for that time frame. The Cass County Commission will be revisiting the topic at their December 7<sup>th</sup> meeting and have invited the communities to provide comment for consideration. Horace has submitted a request for the fund reimbursement. Casselton auditor told Tabitha that they were not going to request, but would let the board decide. Mapleton had not responded to Tabitha's inquiry just yet. Council discussion on the City not seeing the true COVID related expenses for law enforcement so they would not be formally requesting the funds, noting that if the reimbursement is approved, the extra funds would be welcomed.
  - 2021 Employee Health Care Insurance Policies: Tabitha shared that herself and Shelton will have individual health insurance policies in place for January 2021, not changing the plan style from the 2020 year. The City has been using a reimbursement method of 50% of the premium paid back to full time employees who need it. Various options were explored over the last few months, including Kindred State Bank Insurance Agency who was unable to provide a savings from individual policies due to the small number of employees who need it. Tabitha is working with another insurance agency that can quote out policies to all carriers and should be able to help with reduced rates. The goal is to acquire a City paid policy or group plan and the employees would have their 50% share paid via payroll deduction.
- C. Planning & Zoning: Cass County Commission is reviewing Christina Woller-Cornog's application for the ET Representative and has not discussed the topic at their meetings yet.
- D. Building Inspector/Code Enforcement: Building Administrator Mike Blevins was unable to be present but provided an email update on permits, 38 issued thus far for 2020, including 14 new residential construction. Discussed precious code enforcement notices to Mr. Burner for properties at 931 Elm St and 190 5<sup>th</sup> Ave N sent in Sept 2020; building permits were acquired by Mr. Burner on within 2 weeks afterwards; time frame on completion is 180 days as laid out in the building permit itself. No response has been received on the recent code enforcement letter mailed 11/6/2020 for 20 4<sup>th</sup> Ave S, with a deadline to respond by 12/4/2020. Owner of this property, Steven Reinhold, was present for the meeting and shared that he had repaired the broken windows but the paint and wood work would not be completed until next year with the weather change. Mr. Reinhold stated that he bought the property a number of years ago with the intent to use for personal storage, yet he understands the City's proactive approach to revitalize the downtown area. He mentioned that he has finally paid for the building and is considering remodeling for office space rentals. City shared that the newly created Renaissance Zone program could be helpful once in place, and also directed him to contact Mike Blevins to follow-up on the code enforcement letter. Council was happy to have Mr. Reinhold be responsive and attend the meeting for discussion!
- E. Pool/Park Board: Discussed meeting with the PB to review the end of the 2020 season for pool and park maintenance. Meeting scheduled for next Wednesday, December 9<sup>th</sup> at 6:30pm.
- F. Marketing: Mayor DuBord is continuing to seek out help with creating a city logo.

G. Police: Deputy Beckius was not present at the council meeting, but shared the November 2020 police report via email with 35 calls for service as follows: 1-juvenile complaint; 2-animal calls; 4-medical; 2-fire; 1-disturbance; 1-suspicious; 20-public assist; 1-traffic complaint; 1-fraud; 1-stolen vehicle; 1-welfare check.

F. Engineering:

- **Wastewater Treatment Improvements; Sewer Improvement District 2019-1**: MEI/PW committee met on 11/30/2020 to review the lagoon site selection, force main layout options, old lagoon abandonment and a revised engineer's opinion of project costs. May 2020 estimate was about \$2.6 million, Dec 2020 estimate is now \$3.5 million; increase largely due to the land purchase price being greater. Potential cost savings could come from true costs for the clay liner and crossing the railroad with the force main. These were both estimated high and could be less. Reviewed changes in estimates of cost per user with utility fee increases. Rate study will continue once project cost is more accurately defined. Council is determined to keep the rate increases reasonable to support our residents/users.

**MOTION, passed – To approve with out-of-town option for lagoon site; Spelhaug moved, Stoddard seconded. RCV; MCU.**

**MOTION, passed – To approve Moore Engineering Inv 25515 for \$22,739.80; Stoddard moved, Spelhaug seconded. RCV; MCU.**

- **Newport Ridge Phase 4; Improvement District 2020-1 & Water Looping Project 2020-2**: Contractor has provided notice of substantial completion. ME will work with PW on punch list items.  
**MOTION, passed – To approve Moore Engineering Inv 25471 for \$1,690.00 and 25473 for \$3,292.50; Spelhaug moved, Stoddard seconded. RCV; MCU**
- **Viking Addition Dewatering Well (2<sup>nd</sup> Ave S)**: No update; moved to PW responsibility.
- **Lift Station and Force Main Improvements – Phase 2 Wastewater Improvements**: Working on adding to lagoon project or keeping separate.
- **Capital Improvements Plan**: Public Works Committee and Cass Rural Water could not meet in November. CRW is drafting their side of the agreement. Hope to reconvene in January.
- **Water Tower; Improvement District 2016-1**: ME is closing out the project with funding agencies. Planning a possible ribbon cutting ceremony sometime next spring.
- **Downtown Beautification & Sidewalks**: Continuing to work thru exhibits with CM Stoddard, will be bringing to council for feedback soon.  
**MOTION, passed – To approve Moore Engineering Inv 25474 for \$1452.50; Stoddard moved, Spelhaug seconded. RCV; MCU.**

G. PWS

- NPR street lights have been failing and needing replacement. These are not owned by Ottertail, but the City so we need to call in electricians for repairs. There are 6 currently out. Requested quotes to LED replacements, that may be more tolerable and last longer than current fixtures.
- Viking Addition pump has been pulled and stored for the winter. Met with Randall's Excavating and they said they would honor the proposal provided in May 2020 (\$13,800). Discussion on reserve funds in Fund #611 that were for the 2003-1/2003-2 improvement district that created the Viking Addition. The final bond payment for this was paid in 5/2019 which makes these funds available after one year afterwards.  
**MOTION, passed – To approve Randall's Excavating previous quote and use funds from #611 (2003-1/2003-2 Viking Addition) to pay for this and previous expenses to #407 (2020-3 VIKING ADD STORM IMP); Spelhaug moved, Amerman seconded. RCV; MCU.**
- Working with Carr's Tree Service on additional trimming needs.

H. Finance: Working with Harold Rotunda on getting the draft 2018 and 2019 audit reports for approval.

I. Auditor Report

- Review of office closures for Christmas and New Year's.
- Working on quotes for possible LED upgrades at city facilities. Grant funding available to cover 50% of cost for energy efficiency upgrades.

K. Council Reports:

- Spelhaug: Received contact from Midcontinent Communications for cable/internet service in our area; shared that we are pleased with the provider service we already have. MLGC does a great job!

L. Mayor's Report: Received a voicemail from Dollar General. Have not been able to return the call to have full discussion with them yet.

**ADJOURNMENT**

**MOTION, passed – To adjourn meeting at 9:11pm;  
Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.**

(Minutes subject to council approval.)  
(Agenda deadline is noon Wednesday the week before the meeting.)

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**Tabitha Arnaud, City Auditor**

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**Jason DuBord, Mayor**

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**Date approved**