

**KINDRED CITY COUNCIL MEETING MINUTES**  
**12-12-2018 at 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: Nick Gludt of Moore Engineering, 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 meeting minutes of 11-1-18 Sp Mtg, 11-7-18 Sp Mtg, and 11-7-18 CC Mtg; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.**

**MOTION – To approve the financials; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.**

**MOTION – To approve a Tax Exemption Claim for New Home Construction for 465 P-51 Blvd; Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.**

- **COUNCIL BUSINESS**

- a. Old Business

- i. Elm Street Sidewalk Project: Discussed second request from Elm Street resident to be excluded from the sidewalk improvements. Council's decision remains that the request be denied based on existing condition of the concrete. CM Stoddard has drafted a letter to be sent to contractors for quotes on the projects. Quotes will be requested for three different area projects: 1) Elm Street sidewalks from 1<sup>st</sup> Ave to 4<sup>th</sup> Ave (North and South sides); Work to begin June 1, 2019 and be complete by July 30, 2019. 2) Pool and Memorial Building parking lots; to be completed in two phases. 3) Sidewalk at Kindred City Hall; 5<sup>th</sup> Ave N from the alleyway to Spruce St. CM Stoddard will get the final revised letter to Tabitha for mailing to contractors. Provide two-week deadline for quote submission from when letters are mailed.

- ii. Memorial Building Doors: Reviewed additional quote for replacing MB doors, as well as revised quote from Nelson Window Company, which was lowest cost.

**MOTION, passed – To approve Nelson Window Company quote of \$9,955.00 to replace all three entry doors at the Memorial Building; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.**

- iii. Requests for Qualifications for City Engineer and City Attorney: Council received a copy of each RFQ that was submitted to the City. There were 8 engineering firms and 3 three legal firms that answered the City's request for qualifications. Due to scheduling constraints and the holidays, Council will review the RFQ's individually and a special meeting would be held on January 9<sup>th</sup>, 2019 at 7pm to review all RFQs as a group. Council will narrow down the submissions and schedule interviews at another special meeting in February 2019 with decisions to be made at the March City Council meeting.

**MOTION, passed – To approve Nelson Window Company quote of \$9,955.00 to replace all three entry doors at the Memorial Building; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.**

- b. New Business

- i. Dakota Hills Electric Lease for 521 Elm St: Current lease between City and DHE expired November 1, 2018. Tabitha will send new lease to DHE for renewal. Interested residents have inquired what the City will do with this property after DHE terminates the lease to move to their new building location on Hwy 46 West of Kindred. Discussion regarding property value, whether to lease or sell, regulations on sale of City-owned property. Will revisit the topic again once DHE submits any information on lease termination.

- ii. Special Assessment Committee: Still one open seat on the board. Darrell Kersting's term expires this December 2018. He is still interested and able to remain on the board.

**MOTION, passed – To reappoint Darrell Kersting to Kindred's Special Assessment Committee (term expires December 2023; Amerman moved, Stoddard seconded. RCV; Motion carried unanimously.**

c. Police

Deputy Murphy reviewed the November 2018 report. There were 9 calls for service as follows: 4-medical; 1-animal call; 1-reckless driving; 1-gas drive off; 1-gas leak; 1-disturbance. The disturbance call was most notable: a contractor doing work on a house was confronted by a neighbor who thought he was breaking into the house. Council reviewed the 2019 Cass County Sheriff's Service Agreement. 2019 rate increase will be \$1,177.00 annually or \$98.08/month.

**MOTION, passed – To approve the 2019 Cass County Sheriff's Service Agreement; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.**

d. Engineering:

Mr. Gludt, previous Kindred City Engineer, attended the council meeting on behalf of Mr. Oye.

- **Water Tower; Improvement District 2016-1:** Welding and ground assembly is complete, will start erecting 12/13/18.

**MOTION, passed – To approve Contractor's Application for Payment No. 9 for \$35,775.00; Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**

**MOTION, passed – To approve Moore Engineering Invoice #19965 for \$5,614.70; Peraza moved, Spelhaug seconded. RCV; Motion carried unanimously.**

- **Wastewater Treatment Improvements** – Received notification on November 21st that the USACE Section 594 Grant Funding awarded the City with a \$3 million grant (75% of \$4 million project)!!!! Will be scheduling a conference call with USACE in January to discuss the next steps and process. City Council and staff are invited to attend. Brief discussion on proposal to study Partial Mix Aerated Lagoons alternative. Verified with USACE that the city can pursue the study and use grant funds to cover the study expenses.

e. PWS

- Snow blower has exceeded expectations. Ability to adjust spout makes a great difference.
- Driveway markers have been installed in most helpful areas. Had a few damaged due to traffic run over.
- More signage replacement. Seasonal banners have been put up: Thank you Dakota Hills Electric!!

f. Finance

Waiting for final 2017 Audit from Mr. Rotunda. \*\*\*Mr. Rotunda made it to the meeting prior to adjourning and provided Tabitha with the final 2017 audit. Will give copies to Council for review.

g. Auditor Report

- Office closed for holidays: Christmas Eve, Christmas Day, and New Year's Day.
- Kindred Public Library is coordinating the Kindred City Holiday Lighting Contest and asked if the City could donate any funds/money to be used for prizes. The use of public funds is very restricted by a number of state and federal constitutional provisions, and subsequently most requests for contributions/donations do not qualify.
- Looking to begin updating the Employee Policy Manual. Copy given to CM Peraza to assist. Have copy of other city's policy manual to use as guidance. Discussion regarding policy on Paid Holidays as it does not indicate the number of hours an employee receives as paid with each holiday. Tabitha questioned whether she should be given 6.5 hours (office hours) as she has been recording or 8 hours (working 40+ hours/week regularly).

**MOTION, passed – To approve eight hours paid wages to Tabitha Arnaud for City observed Paid Holidays; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.**

- Discussion regarding healthcare benefit for Tabitha. Hiring agreement was to pay 50% of family premium cost to employee as reimbursement, with the topic reviewed with the insurance premium increases in January 2018. It was reviewed but no motion was made to adjust the benefit amount. Tabitha presented the premium rates, which are set to increase again in January 2019. As a comparable, via a NDLC listserve email string, other cities generally pay 50-80% of an employee's insurance premiums.

**MOTION, passed – To approve reimbursement of 50% of Ms. Arnaud's family health insurance premium now and any future premiums; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.**

- Discussion regarding getting the retirement benefit arranged for Rich and Tabitha. They had meeting with Modern Woodman representative. Will also investigate NDPERS program for state employees.

h. Council Report

- Spelhaug: Conducted the annual reviews with Mayor DuBord for Rich and Tabitha. Both are doing very well in their positions. Expressed need to get retirement in place for employees. Discussion on wage increases.  
**MOTION, passed – To approve 3% salary increase on current wages for Rich and Tabitha to begin January 1, 2019; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.**
- Amerman: Questioned varying speed limits on truck route; one side states 15mph, other states 20 mph. Rich stated that he discussed that with Deputy Murphy and it is signed legally. The decrease in speed is due to the location of daycares.
- Stoddard: His term as City Council Kindred Public Library representative has ended. Looking to other CMs to take the next term as generally it has rotated through the board. CM Amerman was the rep in 2017. It was discussed that between Mayor DuBord, CMs Spelhaug and Peraza, one City Council member would be in attendance of the library meetings.
- Peraza: Reviewed the proposals from financial institutions regarding checking, savings, and money market accounts. Had not heard back from Kindred State Bank. Mayor DuBord stated that the KSB board would be discussing interest rates. We will wait to hear from them before making a decision.

i. Mayor Report

- The fishing pond project that was presented by ND Game and Fish has been turned over to the Kindred Park Board as the land in question is KPB owned.
- The City has an ice rink for the season. Kindred Park Board purchased the rink structure, and with the help of a few community members, the Ottis family, and the Kindred Fire Department the rink has been constructed near Gilbertson Park.

• **ADJOURNMENT**

**MOTION, passed – To adjourn meeting at 8:58pm; 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**