

**KINDRED CITY COUNCIL MEETING MINUTES**  
**12-6-17 @ Kindred City Hall**

**1. 7:01 MEETING CALLED TO ORDER**

Mayor Wanner called the meeting to order at 7:01pm with council members Amerman, DuBord, and Stoddard present. Absent: Spelhaug. Also present: PWS Rich Schock, City Engineer Brandon Oye, City Attorney Sarah Wear, Deputy Rufat Agayev, and City Auditor Tabitha Arnaud.

Mayor Wanner began the meeting with the Pledge of Allegiance.

**2. APPROVE AGENDA**

**MOTION, passed**

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

**3. CONSENT CALENDAR**

**MOTION, passed**

**DuBord moved and Stoddard seconded to approve the amended minutes of 10-4-17. On a roll call vote, the motion carried unanimously.**

Discussion on Invoice for Ferguson. Costs included a case of new water meters. According to these costs, the updated equipment fee for a new water meter is \$155.00 for a 5/8" T-10 meter.

**MOTION, passed**

**Amerman moved and DuBord seconded to approve the financials with additions. On a roll call vote, the motion carried unanimously.**

**MOTION, passed**

**Stoddard moved and DuBord seconded to approve raffle permit applications for Kindred Fire Fighters Association and Kindred Wildlife Club, as well as an Off-Site Permit for Kindred Spirits. On a roll call vote, the motion carried unanimously.**

**4. SPECIAL ASSESSMENTS**

Certification of TIF Special Assessments for 2017: \$103,074.83 to 34 properties

**5. COUNCIL BUSINESS**

**a. Old Business**

i. Water Bill Estimating: One water meter remains to be checked. To ensure an accurate and interest/penalty free balance until October 1, 2018, separate billing accounts have been created for those residents that have balances on the High-Water Usage list.

ii. Discussion regarding external audit of City records. Quote from ND State Auditor's Office in Bismarck \$2000-\$5000.

**MOTION, passed**

**DuBord moved and Stoddard seconded to approve a Basic External Audit with the ND State Auditor's Office. On a roll call vote, the motion carried unanimously.**

iii. Jamie Swenson following up on the allowance for city special assessments for emergency utility services for home owners. More information needs to be gathered on how other cities handle this proposal. Will revisit the topic in January.

**b. New Business**

i. Sheriff's Department contract for the 2018 year, at a cost of \$39,200/year.

**MOTION, passed**

**DuBord moved and Stoddard seconded to approve the 2018 Cass County Sheriff's Office contract for policing. On a roll call vote, the motion carried unanimously.**

ii. Tax exemption Requests

**MOTION, passed**

**Amerman moved and DuBord seconded to approve the Tax Exemption Claim for new home construction submitted by Derek & Kara Gange. On a roll call vote, the motion carried unanimously.**

- iii. Discussion regarding a possible shared City public works employee with the Kindred Ambulance Service. Open to the concept provided the employee is a good match.
- iv. Discussion about enrollment in ND League of Cities 2018 Drug & Alcohol Random Testing Program; Not enrolling at this time.
- v. Ottertail Lease Agreement for the 2018 year for the City Shop at 951 Elm St.  
**MOTION, passed: Amerman moved and Stoddard seconded to approve the 2018 Ottertail Lease Agreement. On a roll call vote, the motion carried unanimously.**
- vi. Elm River Credit Union CD matures December 15, 2017. Ok to allow to automatically reinvest.

c. Police Report

Deputy Agayev presented the November report. This was a month with higher call volume than other months. There were 24 calls for service as follows: 3-suspicious activity; 1-public assist; 3-welfare check; 1-impaired driver; 5-traffic complaint; 1-burglary; 3-accident property; 1-property removal; 2-reckless driving; 2-commercial fire; 1-gas leak.

Discussion regarding options for a resident who lives in town but drives semi-truck for work. With the cold overnight temperatures, the resident needed to plug in the semi-truck. His home is not located on a truck route. Due to City Ordinance, semi-trucks are not allowed on city streets. Resident has received previous tickets for violation of this parking and driving ordinance. Options to help the resident included: remove the No Trucks signage, which would open to street to ALL trucks, not just this resident; Change the ordinance; Set an axle limit.

FYI: Need to install No Trucks sign just West of RDO on Linden St.

d. Engineering

i. **Water Tower; Improvement District 2016-1:** Project Update

- Bid opening was pushed back 1 week to 12-12-17.
- Submitted the Sweeney quote to Garrison Diversion for the controls in the pump house.

ii. **Sewer, Water and Street District 2017-1; NP Ridge Ph. 3:** Project Update: Substantially Complete!

- Contractor's Request for Payment No. 2 of \$544,167.05. Did not finish at Substantial Completion therefore retained \$40,000. Engineer recommends \$487,415.74.

**MOTION, passed**

**DuBord moved and Stoddard seconded to approve Moore Engineering recommendation of \$487,415.74 to Northern Improvement. On a roll call vote, the motion carried unanimously.**

**MOTION, passed**

**Amerman moved and Stoddard seconded to approve Moore Engineering Invoice 17295 for \$8,650.00. On a roll call vote, the motion carried unanimously.**

iii. **Sanitary Sewer Improvements**

- Will try to schedule a lunch webinar with city staff on Private Property Infiltration and Inflow Reductions. Will try to set something up for January.

iv. **GIS Webmap**

- Moore Engineering provided a presentation on GIS Webmapping and what a useful tool it can be for identifying and locating water/sewer lines and connections. Can access the data from any phone, tablet, webpage with the provided login credentials. New handhelds are estimated at \$4500.00 Moore Engineering will provide the City of Kindred GIS mapping abilities as they are at no charge, as they would be included in the City Engineering cost. If the City would like to add

additional features or levels of information, charges may incur to cover man hours for the input of information.

e. PWS

- Sweeny Controls quote includes \$6425/indoor lift station. Rich recommended starting the process to include the Main Lift Station repairs with the control house pumps.
- One water meter left to check.
- Snow removal: JD tractor had not been delivered before this last snow. The big truck and tractor would not operate properly. The skid steer was going and used personal truck and plow to get the streets cleared. Logged 8 hours on personal truck and plow. Discussion on average equipment/truck-plow rental: \$50-125/hour suggested.

**MOTION, passed**

**DuBord moved and Stoddard seconded to approve reimbursement of Rich for use of personal truck and plow on December 4th & 5th for 8.5 hours at \$50.00/hour. On a roll call vote, the motion carried unanimously.**

- Laptop, printer, digital camera for City Shop: need something durable to keep in truck, use on locates, emails, etc.

**MOTION, passed**

**Amerman moved and Stoddard seconded to approve budget of \$1900 for PWS computer and accessories purchase. On a roll call vote, the motion carried unanimously.**

- Overhead doors at the shop are being fixed. Need to seal the roof at some point as well.

f. Auditor Report

- Discussion regarding auditor assistance, maybe an additional part time employee. Training opportunities online via ND League of Cities and at Bismarck conference in March. Auditor from Oakes will be in office tomorrow, 12-7 to help go over some things as well. Jim Brownlee, with Moore Engineering, is another good contact to be made.
- Kindred Library inquired if the City would like to contribute anything for the Holiday Lights Decorating Contest. The City is unable to provide any monetary item. Moore Engineering and Ohnstad Twichell may be able to contribute something on behalf of the City.

g. Council Reports

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

6. **ADJOURNMENT**

**MOTION, passed**

**On a motion by Amerman and seconded by Stoddard the meeting was adjourned at 9:2pm. On a roll call vote, the motion carried unanimously.**

Next regular meeting will be held on 1-3-2018 at 7pm.

(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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**Jeff Wanner, Mayor**