

**KINDRED CITY COUNCIL - REGULAR MEETING MINUTES**  
**02-03-2021 at 7:00pm – Kindred City Hall**

**MEETING CALLED TO ORDER AT 7:01pm** by Mayor DuBord with CMs Spelhaug, Amerman, Stoddard and Peraza present. Also present: City Engineer Brandon Oye, City Attorney Sarah Wear, PWS Rich Schock, City Auditor Tabitha Arnaud, Deputy Tyler Beckius & Deputy Matt King, Mark Erickson, Mark Ottis, Lydia Ronningen, Jan Russell.

**APPROVE AGENDA**

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

**CONSENT CALENDAR**

**MOTION – To approve the consent calendar items: City Council meeting minutes of 01-06-2021, 01-13-2021, 01-21-2021, & 01-25-2021; January 2021 financials and unpaid bills report; Tax Exemption on New Construction for 317 Newport Parkway; Raffle Permit for SE ND Ducks Unlimited; Peraza moved, Amerman seconded. RCV; MCU.**

**BOARDS & COMMISSIONS**

A. Renaissance Zone Development Plan & Committee Update: The ND Department of Commerce officially approved Kindred's RZDP on January 8<sup>th</sup>, 2021. Jamie Swenson is the only remaining RZ Committee member, appointed in January 2020, as two others have moved outside the city. Two city residents have confirmed interest on sitting on the RZC. They are Lacey Bergh & Nate Weber. At the time of the RZDP being created, we did not identify a term limit for the committee members. Other city committee terms are 5 years for P&Z and 6 years for Special Assessment Committee.

**MOTION – To set the RZC term limit to 5-years; appoint Lacey Bergh & Nate Weber to the RZC, terms expiring Feb 2026 & Feb 2027 consecutively; Spelhaug moved, Peraza seconded. RCV; MCU.**

B. Kindred Community Club - Kindred Days: KCC member Lydia Ronningen was in attendance to share the committee has held a few meetings and the dates have been set for Kindred Days 2021: July 31-Aug 1. They are working through some insurance concerns and want to ensure their committee members are covered. They will be compiling a list of items for the event to request assistance from the City and will present that next month.

**COUNCIL BUSINESS**

A. Old Business

- MDU Proposed Natural Gas Capacity Update: City Council held a special meeting with MDU on 1-21-2021 to discuss the proposed service line from Mapleton to Wahpeton. See those meeting minutes for full information. Mark Ottis shared that he provided written testimony for the state legislation to add additional weight to the discussion and help keep the topic current at the state level. ND District 25 Representative Alisa Mitskog is "very optimistic" that the project will continue to move forward.

- 2021 Employee Health Insurance Policies: Consolidated Benefits & Insurance Services provided group health insurance rates for various providers that the City could provide to qualifying employees. Current eligible employees have policies with Sanford Health Plan and the same plan under CB&IS would allow for a total annual savings of about \$920.00, 50% of which is employer/city benefit. CB&IS is also able to provide group rates for dental, vision, and life insurance for employees if they elect to register for those services.

**MOTION – To approve Consolidated Benefits & Insurance Services group health insurance program for Sanford Health Plan Simplicity \$1,750; Amerman moved, Peraza seconded. RCV; MCU.**

B. New Business

- 2<sup>nd</sup> Reading – Rezone Request by Four E Holdings LLC: Property owner Mark Erickson is requesting Parcel 04-0350-00020-000 be rezoned from SFR-2 to General Commercial. No additional comments or concerns have been made since last month's public hearing and approval.

**MOTION – To approve the 2<sup>nd</sup> reading of rezone request by Four E Holdings LLC for Parcel 04-0350-00020-000 from SFR-2 to General Commercial; Peraza moved, Spelhaug seconded. RCV; MCU.**

- Auditor Staff Update: Jackie Johnson started working as a temporary part-time employee last fall earning \$15/hr. She has been doing a terrific job, has taken on additional responsibilities and is willing to stay on as a permanent part-time employee. Wage increase was presented at \$17.25/hour due to the efforts and extra commitments. Hours will remain at 20 hours or less per week; generally working Mon, Tues, Thurs.

**MOTION – To approve permanent part-time wage of \$17.25/hr for J. Johnson effective February 2021; Peraza moved, Stoddard seconded. RCV; MCU.**

- Alcoholic Beverages Ordinance Chapter 10-0104 - License Qualifications: The City's most recent liquor/beer license applicants for Hawk's Market have inquired on the license requirement to be a legal resident of the City. As the ordinance states, if the applicant does not live in the City the establishment must employ a manager that is a legal City resident. The owners live in Walcott and can be available in case of an emergency of any kind. Upon conversations with Attorney Sarah Wear, other surrounding communities have had similar issues and updated their ordinance to require the applicant live within a certain radius instead of within city limits. One premise behind this requirement is that the City would prefer to have locally vested applicants versus long-distance or out-of-state applicants requesting liquor licenses, likely resulting in sale profits not staying within the city/community. Ordinance 2021-87 was drafted to removed the city resident requirement and add that the applicant must live within 30 miles. Discussion on radius milage to implement. Still have option to update or make additional changes until 2<sup>nd</sup> reading is approved.

**MOTION – To approve 1<sup>st</sup> reading of Ordinance 2021-87 relating to license requirements for sale of alcoholic beverages; Peraza moved, Stoddard seconded. RCV; MCU.**

- COVID-19 Rapid Testing Event Options: ND Department of Emergency Services has been organizing COVID rapid testing events throughout the state and have contacted cities to determine interest in hosting. They would need a facility to use for the testing sites (could use City Hall or Memorial Building) and they would arrange trained staff to perform the testing. Council agreed this would be a good opportunity to offer the testing for residents who maybe can't or don't make it into the Fargo area often. Tabitha will contact NDES for more information and to try to get arrangements made.
  - Copier Proposal: The current copier is under lease for about 1 more year with Loffler Companies (previously Reardon Office Supply). With the increase in copies, packets, and newsletters over the last year upgrading the equipment was explored. Marco submitted a proposal for a new copier with a finisher that will allow documents to be folded/stapled/punched mechanically. The new machine would print faster and has larger capacity. They will also include a payment of \$2,329.75 for the buyout of the remaining lease on the current copier. The overall savings will be a minimum of \$20.00/month and will still include service and toner/ink supplies, as well as pick up of old machine, delivery/setup/training of new machine. Discussed references as CM Spelhaug noted previous negative experience with company. Tabitha did reach out to other communities who currently have Marco service and they noted no issues. Council suggested asking Loffler to submit a bid for an upgrade and to make the decision on the best arrangement for the City and office.
- C. Planning & Zoning: 2021 has one new building permit issued for a new construction of a single family residential. The final 2020 building permit report was presented with a total of 41 building permits issued; 15 new construction of single family residential, 18 residential remodel, 6 commercial remodel/addition; 1 new construction of commercial, 1 building move permit. 11 fence permits were also issued.
- D. Building Inspector/Code Enforcement: Building Administrator Mike Blevins emailed that we have had no new activity or correspondence on our active code enforcement properties. Tabitha noted that the scissor lift at 190 5<sup>th</sup> Ave N was lowered within a few days of the certified letter being sent. Mayor DuBord noted to ensure Blevins continue with the enforcement on these properties.
- E. Pool/Park Board: PB Member Lydia Ronningen shared that the Park Board is opening up activities with COVID restrictions easing. Women's volleyball and bingo events are planned. Summer registration and employment will open in March. Continue work on the ice rink; thanks to Rich Schock, Mark Ottis, and Mark Kuznia to name a few! Planning/preparing for April meeting with the City. Working on the Home Depot grant application, still determining summer "wants".
- F. Marketing: Mayor DuBord reported that Emma Maddock provided the first round of logo presentations. Reviewed and discussed the 5 designs with Tabitha and Jackie before sending feedback to Emma. Waiting on second presentation back.
- G. Police: Deputy Beckius was present at the council meeting for discussion and shared the January 2021 police report with 22 calls for service as follows: 1-911 hang up; 4-alarm; 1-animal call; 2-assist agency; 2-crashes; 1-disturbance; 1-fire; 3-fraud; 1-medical; 1-missing person; 1-traffic complaint; 9-traffic stops; 4-warrants. Deputy Matt King was also present and presented the annual 2020 report that is more detailed this year. Overall, all communities saw a reduction in calls for service due to COVID, between 200-400 less; Kindred was down 225 calls. The data does include calls for service just outside city limits; those on Hwy 46 and north on Hwy 15. Total annual hours of 1360 were up from 1297 in 2019. Maps presented are a great visual for the report. Deputy King said he would try to provide these to the City on a quarterly basis.

F. Engineering:

- **Wastewater Treatment Improvements; Sewer Improvement District 2019-1:** Some purchase agreements for force main route have been signed and received, waiting on a few others. Cultural resources report was submitted to USACE for review. Met with PW committee on 2/1 to review preliminary plans. Discussion regarding potential contaminated soil near the railroad crossing south of the water tower/Maple St. Could include estimate for boring samples to be preventative (\$11K) or note the potential on the project documents and if problems arise during site work it can be addressed with change orders. Line will be 8-10 feet deep. Mark Ottis noted that there was previously a fertilizer building at that location, not fuel storage. Council agreed to exclude this from the project and address during construction if needed. Project bidding is likely to be around April 2021 as we are still in need of the EA document from USACE. Discussed the pipeline permit application to be submitted to RRVW Railroad and updates to the Engineering Agreement for Design. Substantial completion is noted for November 2021, and total engineering cost is still close to the initial estimates.

**MOTION, passed – To approve RRV&W Railroad application for pipeline permit; Spelhaug moved, Amerman seconded. RCV; MCU.**

**MOTION, passed – To approve Engineering Letter of Agreement No. 3 for Design Phase; Peraza moved, Spelhaug seconded. RCV; MCU.**

**MOTION, passed – To approve Moore Engineering Inv 25998 for \$32,166.70; Spelhaug moved, Peraza seconded. RCV; MCU.**

- **Newport Ridge Phase 4; Improvement District 2020-1 & Water Looping Project 2020-2:** Just some punch list items remaining; final completion date is June 19, 2021.

**MOTION, passed – To approve Moore Engineering Inv 25982 for \$3930.00 & Inv 25983 for \$1852.50; Peraza moved, Spelhaug seconded. RCV; MCU.**

- **Capital Improvements Plan:** Still working on draft agreement with Cass Rural Water. Meeting held on Jan. 15, meet again March 5<sup>th</sup>. The last agreement was from the 1970s; ironing out ownership/operation of reservoir and service areas. Attorney Sarah Wear will review once draft is complete.

**MOTION, passed – To approve Moore Engineering Inv 25957 for \$1357.50; Peraza moved, Stoddard seconded. RCV; MCU.**

- **Downtown Improvements:** Working on visuals based on previous meetings with committee.

**MOTION, passed – To approve Moore Engineering Inv 25984 for \$2132.50; Peraza moved, Stoddard seconded. RCV; MCU.**

- **Water Tower; Improvement District 2016-1:** Funding agencies **accepted** final closeout! Project is closed!! Still planning a ribbon cutting ceremony sometime this spring/summer.

G. PWS

- Purchased a new city truck as per the special city council meeting on 1-25-2021. 2020 Dodge Tradesman 2500 Crew Cab. List price was \$47,800; purchased for \$36,330!

H. City Attorney

**MOTION, passed – To approve the resolution for 2021 Residential Tax Exemptions on New Home Construction; Peraza moved, Stoddard seconded. RCV; MCU.**

I. Auditor Report

- Memorial Building furnace quite working properly this Monday. Had to have the control board replaced, maintenance said the blower fan will be next. The unit is from the 1970s. Discussed upgrade to full HVAC or just heating. HVAC quote from AireServ was just under \$10K. Tabitha will get additional quotes for upgrades and check on grants. Energy efficiency grant is available and could be combined with the LED lighting upgrades for additional savings on the building.

K. Council Reports

- Peraza: Newsletter looked great! Tabitha passed kudos onto Jackie who did most of the work on it!!

L. Mayor's Report: Reminder to all residents, but specifically Elm Street, to clear snow off of sidewalks.

**ADJOURNMENT**

**MOTION, passed – To adjourn meeting at 8:56pm; 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**