

KINDRED CITY COUNCIL MEETING MINUTES
02-13-19 at 7:00pm at Kindred City Hall

- **MEETING CALLED TO ORDER AT 7:02pm by Mayor DuBord**, with CMs Spelhaug, Amerman, and Peraza present. Absent: Stoddard. Also present: City Engineer Brandon Oye, 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 with additions/revisions;
Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.**

- Kindred Park Board provided Council documents on the previously discussed shade structure addition to the pool deck. They requested that the drawings and specifications be included with any requests for bids the City sends to contractors for the various concrete projects on the agenda for the 2019 summer season. Will ask KPB to get additional quotes on the shade structures. Also, KPB is looking into replacing the basketball hoops at city park and would like to know if the City would like to assist with expenses. Will ask KPB to get price quotes on those as well.

- **CONSENT CALENDAR**

**MOTION – To approve the meeting minutes of 01-02-19 and 01-09-19 with updates;
Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.**

MOTION – To approve the December 2018 payables and January 2019 financials;

Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.

MOTION – To approve a Raffle Permit for Kindred Community Club;

Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.

MOTION – To approve Off Site Liquor Permits for Kindred Spirits for 01-26-19 and 02-02-19;

Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.

**MOTION – To approve a Tax Exemption Claim for New Home Construction at 480 Beechcraft Blvd;
Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.**

- **COUNCIL BUSINESS**

- a. Old Business

- i. Elm Street Sidewalk Project Update: Received only two quotes from the seven requests for bids that were mailed January 2019. Decision made to resend the quote requests, now including the pool deck addition, with a deadline of March 8th. Will send contractor contact list to Council for review/additions.
- ii. Requests for Qualifications for City Engineer and City Attorney: Council questioned Mr. Oye and Ms. Wear on current and future involvement, progressive ideas, and rate negotiations.

**MOTION, passed – To approve continuing with Moore Engineering as Kindred City Engineer and
Ohnstad Twichell as Kindred City Attorney;**

Amerman moved, Peraza seconded. RCV; Motion carried unanimously.

- b. New Business

- i. Kindred Economic Development and Renaissance Boards: In light of recent discussions for the City's future growth, Council has been working to develop plans, ideas, and contacts to continue progressing our economy. Have a meeting scheduled March 1st with Moore Engineering and members of the Greater Fargo Moorhead Economic Development Committee. Kindred City Council will be seeking interested members of the community to partake in discussions and to recreate Kindred's Economic Development Committee and create a Renaissance Board as well. Council is in the very early stages of development and will be coordinating a meeting with the ND Dept of Commerce to discuss community engagement and the Mainstreet Initiative.
- ii. Memorial Building/City Hall "Rentals": Discussed deposits and cleaning issues presented by users of the facilities. It was decided that all parties will be required to leave a deposit, even those who use the facility weekly. If cleaning checklist is not fully completed, the full deposit will be forfeit. If deposit is forfeit for regular users, they will be required to provide a new deposit and contract. Tabitha will present final draft contract at March council meeting.

- iii. Utility Connect/Disconnect Fees/Policy: Discussed the City's current timeframe of shutting off water service at the curb stops. Due to the extreme cold during the winter, locating and exercising curb stops can be quite difficult and can pose potential for damage and significant repair costs as a result. Agreed to a "No Shut Offs Time Period" of November 1st – May 1st. Will continue with fees as follows:
 - Disconnect Fee \$20.00 - This applies to a resident request for the water service off at the curb stop.
 - Winter Penalty Fee: \$20.00 - If the resident account is 60 days past due City policy is to shut off service so as to collect on delinquent balances; this fee will apply to those accounts even during the "No Shut Offs Time Period".
 - Reconnect Fees: \$50.00 during business hours (M-F 8:30am-3:30pm), \$100.00 after business hours.
 - iv. ND Sewage Pump & Lift Station Agreement: Rich has communicated with the company since last fall regarding stations that have been serviced and are covered with this agreement. Rich requested that the contract add the 5 individual lift locations to be serviced as it was discovered last fall that the Newport Ridge sewer lift has never been serviced since it's installation. NDSP&LS advised there will be additional charges to service this lift station due to the length of time that has passed.
MOTION, passed – To approve the 12-month ND Sewage Pump & Lift Station Agreement; Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.
 - v. Luck Now Snowblower Agreement: The City of Horace had an equipment failure with their snow removal equipment and contacted Rich about renting/leasing the extra back-up snow blower that the City of Kindred has. They agreed to a tiered lease rate based on length of time used. Daily: \$150.00; Weekly: \$500.00; Monthly: \$1,000.00. Copy of agreement provided. Council sees no issues with helping neighboring cities.
- c. Police: Deputy Murphy presented the Yearly 2018 and January 2019 report. There were 17 calls for service in January, as follows: 10-medical; 1-threat; 2-alarms; 1-harassment; 1-impaired person; 1-domestic; 1-traffic complaint. A registered sex offender has moved into the area; Detective Tonya Jahner and Sheriff Jesse Jahner were in attendance to take questions and concerns regarding this matter. Ms. Jahner stated that since the offender has come from MN it will take some time for the ND boards to gather data to assign this offender a Risk Level. Law enforcement will continue to check on the resident as often as they are allowed to ensure he is following the rules. Although, it does sound as though this offender will no longer be residing in Kindred after February 19th. Please phone Ms. Jahner at 701-541-5800 with any other questions or concerns regarding this matter.
- d. Engineering:
- **Water Tower; Improvement District 2016-1**: Contractor's work is on hold until spring. Working on logo/design that will be on the tower.
MOTION, passed – To approve Moore Engineering Invoice #20327 for \$16,717.50; Amerman moved, Peraza seconded. RCV; Motion carried unanimously.
 - **Wastewater Treatment Improvements**: Held a conference call with USACE in January to discuss the next steps and process. Shared the Public Partnership Agreement with Ms. Wear for review. An environmental review will be completed by the USACE. There is a potential for additional funds if they become available. Dept of Health has unofficially approved the concept for continuous discharge into the Sheyenne River. Moore will now proceed into the cost analysis of the partial mix aerated lagoons study.
MOTION, passed – To approve Moore Engineering Invoice #20346 for \$3,484.20; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.
 - **GIS Web Map**: Council training scheduled for March.
 - **Capital Improvements Plan**: Moore will meet with Rich on February 20 to discuss potential capital improvement projects prior to preparing a proposal to complete the CIP.
 - **Building Inspections Agreement**: Need to schedule meeting with city to review draft Building Inspections Agreement. Possibly meet in March.
- e. PWS
- Working with Ottertail on streetlights. Orange globe type street lights are no longer available so as lights fail, they will be replaced with LED pan lights. Will increase lighting and efficiency.
 - Update on snow removal. Still having issues with residents and businesses (hired snow contractors) moving snow into the streets after they have already been cleared by the City. Reviewed ordinance of dumping snow in city streets. It is stated that violating that ordinance can result in being cited with an infraction and fines can be assessed by the municipal judge. Will send out an additional notice to businesses/residents notifying them of the ordinance and penalty.
 - Discussed low hanging trees in town and the damage the tractor is seeing as a result. Would like to have a "halo" fabricated for the tractor to guide branches away from the roof and/or take care of trimming trees this summer.

- Snow piles are massive. Will price out costs to remove piles from City Hall lot and downtown lot to alleviate drainage issues when spring thaw begins.
- Frost is causing infrastructure issues. Cass Rural Water's shop on West Elm St. has a frozen sewer line.
- Looking into spring and summer equipment/staff options.

f. Planning & Zoning: ET Rep Mark Erickson was present to discuss:

- At January meeting a variance was approved for a larger driveway width at the street and another variance for 2-foot side setbacks on a downtown lot was denied due to engineer/building inspectors recommendation that the structures share a common wall to eliminate debris accumulation/fire hazards.
- Public hearing schedule for next week's meeting for a replat and rezone in the ET (Extra Territorial) limits.

g. Auditor Report

- Office will be closed Monday, February 18th for President's Day.
- Banyon is still not operational. Have continued use of QuickBooks to issue checks and payroll.
- Billing and documents have been reviewed and updated for the sewer connections on the private sewer line of Braaten Addition properties.
- Will begin looking to arrange dates for spring cleanup.
- ACH Auto Pay by Bank Draft for utility bill payments has been programmed for trial run this week. The registration form is now available, and is a FREE service, to all residents who receive a City of Kindred utility bill. We will have them at City Hall and they will be added to our website.

h. Council Reports: none

i. Mayor Report

- Planning a preliminary budget meeting with Stacey Fett and Tabitha to discuss non-levied revenues.
- Discussed the fishing pond options with Park Board. Does not sound like they are interested in the previously discussed location near Gilbertson Park.

• **ADJOURNMENT**

MOTION, passed – To adjourn meeting at 9:40pm; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.

(Minutes subject to council approval.)

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

Tabitha Arnaud, City Auditor

Jason DuBord, Mayor

Date approved