

**KINDRED CITY COUNCIL MEETING MINUTES**  
**05-01-19 at 7:00pm at Kindred City Hall**

- **MEETING CALLED TO ORDER AT 7:06pm by Mayor DuBord** with CMs Spelhaug, Amerman, and Peraza present. Absent: Stoddard. Also present: City Engineer Brandon Oye, City Attorney Sarah Wear, PWS Schock, and City Auditor Arnaud.

Mayor DuBord began the meeting with the Pledge of Allegiance.

- **APPROVE AGENDA**

**MOTION – To approve the agenda with additions/revisions;**  
**Amerman moved, Peraza seconded. RCV; Motion carried unanimously.**

- **CONSENT CALENDAR**

**MOTION – To approve the meeting minutes of 04-03-19 CC & Sp, 04-09-19 and 04-19-19;**  
**Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.**

**MOTION – To approve the April 2019 bills and reports as presented;**  
**Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.**

**MOTION – To approve a Raffle Permit for Kindred youth Baseball and Gaming Site Authorization for Friends of the Leonard Firefighters at Spirits;**  
**Amerman moved, Peraza seconded. RCV; Motion carried unanimously.**

- **BOARDS & COMMISSIONS**

- A. Kindred Public Library: Board meetings are held the first Monday of each month and they are looking for a council representative to attend. CM Peraza offered to take the May 6<sup>th</sup> meeting. Tabitha will coordinate with CM Peraza and Mayor DuBord on attending the monthly board meetings.
- B. Kindred Community Club: Had raised the question of whether an offsite permit in City Park during Kindred Days would be an option for offering alcohol during Saturday's festivities. Discussion regarding current liquor license holders, ordinances, and whether non-local licensed companies could serve. No actions taken.

- **COUNCIL BUSINESS**

- A. Old Business

- i. Elm Street Sidewalks/Concrete Projects: CM Stoddard was absent so no new updates to be had.
- ii. Kindred Area Economic Development and Renaissance Boards: Review of April 19<sup>th</sup> special meeting, including resident whom expressed interest in sitting on said boards, as well as the lists of items identified as assets of our community and hopes for the future. Meeting with Mainstreet ND team is May 3<sup>rd</sup>, 2019.
- iii. Employee Retirement: Tabitha and Rich will meet with CM Peraza to discuss options and present in June.

- B. New Business

- iv. Quotes for Radio Read Meters: Three companies provided quotes for radio read or drive-by (AMR) meters; Ferguson Waterworks, Dakota Supply Group, and Core & Main. Each quote is for the same number of meters, includes equipment and software needed, as well as the annual support fees if applicable. It was also asked to quote installation/replacement of meters. Ferguson is the City's current supplier of Neptune meters, so their quote includes replacing only the meter head on about half of the city's current meter counts, as there is a large number of newer Neptune meters already in City properties. Core & Main offer Sensus meters and DSG offers Kamstrup meters. Ferguson and DSG representatives were present to provide information and answer questions. Discussion was had regarding funding and handling of the meter changeout process. Council requested references for each company. Decision tabled until next meeting.
- v. Auditor Staff: Due to continuing and increasing workload concerns, Tabitha asked the board to consider hiring additional office staff. Current Administrative Assistant works 10-15 hrs/wk and is very helpful with clerical duties and water billing/deposits, but Tabitha feels someone with more financial experience/background would be an asset to the office and the City. Deputy Auditor position would be more of a full replacement in the Auditor's absence and would assist with financial reporting, budgeting, as well as eventually taking the clerical duties and water billing/depositing over which would eventually dissolve the administrative assistant position.

**MOTION, passed – To approve a deputy auditor position for 20-40 hours per week, wage negotiable dependent on experience/qualifications/availability.**

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

- vi. Emergency Water/Sewer Repairs, Financial Assistance Options to Property Owners: Chad and Erin Hill were present to discuss sewer problems they have been having at their home that they have owned for 16 years. It has been a yearly maintenance issue to have the sewer line snaked due to plugging of the line and sewer backup into the home. However, this year they have done so four times without any improvements. They are concerned that the sewer line is either severely clogged with tree roots or that there has been a failure in the infrastructure resulting in the line separating at some point along the way to the main in the street. The line would need to be viewed with a snake camera to determine the exact problem. The ballpark quote they received from one contractor was \$15,000.00. As infrastructure ages and tree roots continue to grow and seek water resources, sewer and water lines can often be penetrated by tree roots that continue to grow resulting in cracking and sometimes separating of the lines. The second issue is financial assistance options the City may be able to offer. The City has had this question raised to them previously with a very similar issue at another home last year. Fargo is able to offer residents the option to have the damaged line repaired or replaced and the costs are then added to the property's taxes as a special assessment. Fargo is a large enough city that they would not need to secure a loan to cover these costs upfront. Kindred, however, could struggle if there were a large number of properties that have similar issues, needing repairs and funding the expenses in a short amount of time. One benefit the City has in taking on the repairs/expenses is that the City will have choice in contractor and oversight of repairs, as well as possibly receiving a lower cost for repairs for municipal contract versus a private contract. Property owner would need to sign a petition and waiver for services/assessments.

**MOTION, passed – To approve repairs to sewer line from property at 191 Maple St upon receipt of signed petition and waiver from property owner, costs to be assessed to the property taxes. Peraza moved, Spelhaug seconded, RCV; Motion carried unanimously.**

- B. Marketing: Mayor DuBord is working with the school art department on creating city logo. Quotes and proofs for downtown streetlight banners with Vikings logo are in progress. Working to meet with Ottertail regarding street light improvements on Elm Street as well.
- C. Police: Deputy Murphy was unable to attend this meeting but sent in the April 2019 report. There were 24 calls for service, as follows: 8-medical; 1-welfare check; 2-traffic complaint; 3-animal call; 5-public assist; 2-disturbance; 1-illegal dumping; 1-impaired person; 1-suspicious vehicle.

D. Engineering:

- **Water Tower; Improvement District 2016-1**: Reviewed revised schedule for remaining work to be completed. Contractors will resume work for the season on May 6<sup>th</sup>, paint is scheduled for June 10<sup>th</sup>. New substantial completion date is September 2<sup>nd</sup>. Change Order No. 4 includes removal of the fence (-\$13,200), larger Viking logo (+\$5,980), no fade on stem paint (-\$1,980), resulting in a net change of -\$9,200.

**MOTION, passed – To approve Contract Change Order No. 4; Peraza moved, Spelhaug seconded. RCV; Motion carried unanimously.**

**MOTION, passed – To approve Contractor's Application for Payment No. 11 of \$22,711.10; Amerman moved, Spelhaug seconded. RCV; Motion carried unanimously.**

- **Wastewater Treatment Improvements**: CWSRF loan has been approved. USACE paperwork is pending. **MOTION, passed – To approve Facility Plan; Spelhaug moved, Amerman seconded. RCV; Motion carried unanimously.**

**MOTION, passed – To approve Aquatic EcoSolutions Wetland Delineation Proposal of \$2,195; Peraza moved, Spelhaug seconded. RCV; Motion carried unanimously.**

**MOTION, passed – To approve Engineering Amendment No. 1 for User Rate Study and Plat; Peraza moved, Spelhaug seconded. RCV; Motion carried unanimously.**

- **Flood Fight Assistance**: Discussed potential future improvements, such as raising the west gravel section of 53<sup>rd</sup> St., installing sluice gates at culverts, and updating the operations plans. Can compile data and estimates and include in capital improvement plans
- **GIS Web Map**: Will have equipment quotes soon. Discussed updating aerial photography.
- **City Standards and Specs**: Preliminary documents will be submitted for review on June 5<sup>th</sup>, final documents to be submitted for approval at possible special meeting in June.
- **Capital Improvements Plan**: Reviewed Engineering Agreement for CIP. No action taken at this time.
- **Building Inspections Agreement**: Looking to schedule a meeting in June to review.

E. PWS

- Street sweeper broke down yet again. Sales rep is coming to assess the situation as well as possible resale value. Could potentially consign with options to buy a new/used piece or contract out the street sweeping to another company like Pro Sweep.

F. Auditor Report

- Coordinating city wide rummage sale day for May 11<sup>th</sup>. Will publish in Cass Co Reporter and on website.
- Enderlin Vet Clinic will host the annual Pet Clinic at City Hall on Monday, May 13<sup>th</sup> from 5-7pm.
- Curbside spring clean up is scheduled for Saturday, June 15<sup>th</sup>.
- Will be sending out Spring newsletter this month.
- Special meeting this Friday, May 3<sup>rd</sup> with Mainstreet ND and Department of Commerce team. Arranged lunch at Morning Glory and Vikings Booster bus for tour of Kindred before public meeting at City Hall at 1pm.
- July City Council meeting will be held on the 3<sup>rd</sup> Wed, July 17<sup>th</sup>, not the 1<sup>st</sup> Wed, July 3<sup>rd</sup>, due Independence Day on the 4<sup>th</sup>.

G. Council Reports:

- Spelhaug: Special thanks and recognition to Rich for winter performance with many sleepless nights to ensure City streets cleared and ready for residents to get around easily!  
**MOTION, passed – To approve a \$2000.00 bonus to Rich Schock;  
Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.**

- **ADJOURNMENT**

**MOTION, passed – To adjourn meeting at 9:47pm;  
Peraza moved, Spelhaug 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**