

**KINDRED CITY COUNCIL MEETING MINUTES**  
**03-06-19 at 7:00pm at Kindred City Hall**

- **MEETING CALLED TO ORDER AT 7:09pm by Mayor DuBord** with CMs Spelhaug, Stoddard, and Peraza present. Absent: Amerman. Also present: City Engineer Brandon Oye, PWS Schock, and City Auditor Arnaud.

Mayor DuBord began the meeting with the Pledge of Allegiance.

- **APPROVE AGENDA** – Move Item 4B to 4C and 5I to 4B, remove 5Aiii and 5Aiv, add 5Bii  
**MOTION – To approve the agenda with revisions;**  
**Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.**

- **CONSENT CALENDAR**

**MOTION – To approve the meeting minutes of 02-13-19;**

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

**MOTION – To approve the February 2019 bills and reports as presented;**

**Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.**

**MOTION – To approve a Raffle Permit for Kindred Youth Baseball Association;**

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

- **BOARDS & COMMISSIONS**

A. Park Board: PB Member Rob Sahr was present to discuss replacing the basketball hoops at City Park. Estimated replacement cost is \$1500-\$2000 each. There are currently 5 hoops, council agreed replacing 4 would be sufficient. Discussed the City funding a portion and Park Board fundraising for a share of the cost. Requested PB gather additional information on the cost for 4 units, and determine if post needs to be replaced or just the backboard and hoop.

B. Planning & Zoning: Mayor DuBord opened the Public Hearing for Raemark Subdivision Preliminary Plat. Rachel and Andrew Schmidt presented to council their plan to split an existing parcel of land south of Hwy 46 and west of Evergreen Lane development, into 3 separate parcels to be developed later with a home on each. This area is outside Kindred city limits but falls within the extra-territorial zone. P&Z held a public hearing and approved the preliminary plat and rezone at the 02-20-19 meeting. With no further discussion, Mayor DuBord closed the Public Hearing.

**MOTION, passed – To approve Raemark Subdivision Preliminary Plat;**

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

C. Kindred Community Club: Kindred Community Days is scheduled for August 9-11, 2019. KCC provided a list of items they would like the City to assist with again this year. Those are 1) portable toilets: arrange and cover cost; 2) road blocks: setup and take down; 3) garbages: arrange and cover cost of large dumpster at City Park (last year the City was able to get this donated by Waste Management), coordinate delivery of large trash barrels and assist with emptying full cans throughout the event; 4) postage: cover the cost of multiple mailings for vendor letters, donation requests, and flyers. Mayor DuBord would like the City to consider having a booth at City Park for the vendor fair with council and staff splitting shifts for the day. As well as possibly having a raffle for the homemade canoe that was donated to the City and has been sitting in City storage for many years.

**MOTION, passed – To approve four requested items for Kindred Days 2019;**

**Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.**

- **COUNCIL BUSINESS**

- A. Old Business

i. Elm Street Sidewalk Project Update: Second requests for proposals were mailed out and are due back by March 8<sup>th</sup>. Stoddard was questioned by one contractor on whose responsibility it would be if there is damage to driveway areas with the demo of a sidewalk going through. Would it be covered by the City, the property owner, or with contingencies? If it is in City easement or is in despair, the City can suggest it be replaced and additional cost could be added to the property owners cost for the project. This will need to be addressed on a case by case basis if problems arise during the project. Discussion with resident about concerns of ordinance requiring contractor stamp for concrete work. Also discussed landscaping requirements to complete the project. One resident would like to do their own lawn seeding, as they prefer to use all natural/organic materials on their lawn. One contractor also asked if they could submit a proposal without the landscaping requirement to close the project. Tabitha will advise the contractor they can, with note of exclusion on proposal.

- ii. Kindred Economic Development and Renaissance Boards: A special meeting was held on 3/1/19 in West Fargo with Greater Fargo Moorhead Economic Development Corporation Present Joe Raso, Downtown Moorhead President Derrick LaPoint, and several Moore Engineering staff to brainstorm developments of the City. Need to continue to fill rooftops/households to increase population, then can address bringing in more businesses. Need to hold another special meeting with area developers, business owners, realtors, and city board members to discuss and identify Kindred's assets so we can begin a marketing strategy as well as identify key people to be on a Kindred EDC and Renaissance Board. Also setting a meeting date with the ND Department of Commerce Mainstreet Initiative Program.
  - iii. Financial Institution Proposals: Provided council with a summary of the proposals we have received. Due to scheduling conflicts, we still need to meet with Kindred State Bank to discuss their proposal. We will do that this month and make a decision at our April 3<sup>rd</sup> council meeting.
- B. New Business
- i. Public Hearing: NPR Phase 3 6<sup>th</sup> Addition, Project 2017-1 Special Assessments  
**MOTION, passed – To open the public hearing for 2017-1;**  
**Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.**  
 Developers and engineers assisted in determining the breakdown of amounts to be assessed to each parcel based on lot size. Special Assessment Committee met in November and December 2018 to review assessment listing for the new development.  
**MOTION, passed – To close the public hearing for 2017-1;**  
**Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.**  
**MOTION, passed – To approve the special assessment listing as provided for project 2017-1;**  
**Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**
  - ii. Cass County Mitigation Plan: City Engineer Brandon Oye assisted in explaining that Lake Agassiz Regional Council is assisting the Cass County Emergency Management department with updating the county's multi-hazard mitigation plan. The purpose of this plan is to layout the strategies the county and its cities will undertake, before a disaster were to occur, to reduce the impacts resulting from various natural hazards. If grant funds from FEMA were to ever become available, any project that the city may wish to apply for will need to be listed in this plan. Discussed adding a storm sewer project to the list to alleviate spring flooding in ditches but LARC was unsure if it would be an acceptable project for FEMA funds. Backup generators for the lift stations is already on the list, estimated at \$200,000.00. No other new projects identified.
- C. Marketing: Ottertail Power Company will replace all street lights on Elm Street and add additional if we request them. They will also install new posts/lights on the 400 block of Elm Street. They no longer carry the yellow/orange bulb type fixtures and will now replace any failed lights in town with a square LED light; increasing light output and energy efficiency.  
 Congrats to the Kindred Girls Basketball team for winning the state championship!! Kindred could see great economic effects due to the school's sports programs. Would like to see the City help promote the sports programs successes. Will be meeting with the girls BB team, Kindred Vikettes (triple crown winners), and Carter Schmitz (wrestler) to get items signed to display at City Hall.
- D. Police: Deputy Murphy presented the February 2019 report. There were 16 calls for service in February, as follows: 9-medical; 1-susp. Activity; 2-traffic complaint; 1-animal call; 1-fraud; 1-domestic; 1-theft. Discussed ordinances/violations regarding parking on city streets after snowfall events.
- E. Engineering:
- **Water Tower; Improvement District 2016-1**: Discussed fencing options for the water tower site. Original plan included a fence. Council has decided to opt out of a fence at this time. Updated logo design provided. Department of Health required a change to the pipe material due to the contaminated soil issue, resulting in Change Order #3, additional cost \$6,000.00.  
**MOTION, passed – To approve Change Order #3 for \$6,000.00;**  
**Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**  
**MOTION, passed – To approve Moore Engineering Invoice #20499 for \$2,755.25;**  
**Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.**
  - **Wastewater Treatment Improvements**: No updates from Section 594 grant funding. The partial mix aerated lagoons study will be ready soon; plan to meet with PWS and council to review study and determine how to proceed. Meeting scheduled for March 22, 2019 at 3:30pm. Moore Engineering can assist with rate calculations and a public information meeting on the project if the City would like.  
**MOTION, passed – To approve Moore Engineering Invoice #20497 for \$7,643.40;**  
**Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**

- **GIS Web Map:** Council training added to March 22, 2019 meeting at 3:30pm.
- **City Standards and Specs:** Still working to complete
- **Capital Improvements Plan:** Moore will be preparing a proposal to complete the CIP.
- **Building Inspections Agreement:** Need to schedule meeting with city to review draft agreement.
- **General City Engineering Services:** An annual report for 2018 of all general engineering services that were provided to the City as a courtesy. Invoice # 20409 for \$16,874.10, discounted to \$0.

F. Pool: Would like to schedule a pre-season meeting in April to review annual sub-lease agreement and budget.

G. PWS

- Have arranged an excavator rental to move snow from ditches, March 18-25.
  - Contacted county and state emergency officials to begin discussion on snow fall totals and how it relates to spring flooding outlook.
  - Sewer lift in Newport Ridge was inoperable for 2 days but is working now. ND Sewer Pump and Lift Station will be out to check it over and to service the Viking lift station as well.
  - Requested quotes to remove excessive snow piles in town. Cub's was \$150/hr; Rustad's was \$355/hr. Estimate 3 days to move City Hall and downtown piles. Possibly Pool/City Park pile as well.
- MOTION, passed – To approve removal of City Hall and downtown snow piles to lowest bidder; Peraza moved, Spelhaug seconded. RCV; Motion carried unanimously.**

H. Attorney: 1<sup>st</sup> reading of 2019-74 to rezone parcel from agricultural to single family residential (Raemark Subdivision)

**MOTION, passed – To approve 1<sup>st</sup> reading of 2019-74 for rezone; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.**

I. Assessor: Tax equalization meeting scheduled for April 3<sup>rd</sup> at 6:30pm.

J. Auditor Report

- Spring cleanup – about 4 days of rollofs or a one-day curbside? Cost estimate is about double, but to not have city staff tied up for a week with it, would be beneficial. Doing curbside would also alleviate non-city residents from bringing their trash to town. If residents are signed up for garbage service thru the City directly (see the charge on their utility bill), they will be allowed to have curbside pickup. Tentative date set with Waste Management is Saturday, June 15<sup>th</sup>. Council agreed to do curbside pickup this year.
  - Verizon Wireless has made progress on the new communications tower to be built in town. We are told it should be complete in about 2 months.
  - Discussion on cash payments being accepted at City Hall. Now that ACH Auto Pay by Bank Draft is available, payment of utility bills is even easier.
- MOTION, passed – To approve no longer accepting cash payments at City Hall; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.**
- ND League of Cities March Madness Conference is March 27 & 28 in Bismarck. Encouraged to attend.

K. Council Reports: none

L. Mayor Report

- Meeting with Kindred Girls Basketball Team at 2:30pm for congrats and to have the team sign a basketball for City Hall memorabilia. All welcome to attend.

• **ADJOURNMENT**

**MOTION, passed – To adjourn meeting at 9:49pm; Stoddard moved, Peraza 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