

KINDRED CITY COUNCIL SPECIAL MEETING
01-24-2020 7:00AM, Kindred City Hall

1. Meeting Called to Order by Mayor DuBord at 7:02am

Members Present: DuBord, Spelhaug, Amerman, Stoddard. Absent: Peraza.

Other Present: PWS Schock, Auditor Arnaud, City Engineer Oye, Lake Agassiz Development Group Staff Amber Metz & Mitch Calkins, PVI Developer Mark Ottis.

2. Planning and Capital Improvement Plans

Review of previous and current community improvements, as well as items that could be included in a capital improvement plan (CIP) for the city. Amber and Mitch stated that LADG can assist with a vision scoping or “community visioning” document that would help identify and outline additional improvements within the city. Some items to consider: community center, public facilities, parks & trails, downtown revitalization/beautification, what type of business/industry would be needed/wanted, housing opportunities for new/old or rental/owned. An outreach committee would be formed of city board members and residents to help identify the needs/wants. LADG could host focus groups, prepare surveys or questionnaires or call individuals to help determine the best “vision” of our community. Some groups to reach out to would include commuters, youth, business owners, downtown business owners, work-from-home residents, school activity related groups. Would host a larger group meeting and break it up into smaller groups for brainstorming. Groups noted to include: Park Board, Community Club, Kindred Area Arts Partnership, school, airport. Estimates for these services will depend greatly on how many focus group meetings and individual interviews city council would like to contract for. Amber stated between \$5K-\$10K would cover one large focus group meeting, 3-5 smaller focus group meetings and around 10 individual interviews. They would analyze all data received and present a visioning document to the group. They will prepare a quote to present at the Feb 5th city council meeting.

Planning for infrastructure and development to the north, west, and south were discussed next. Aging infrastructure will need to be replaced at some point, whether to be preventative and have a replacement plan or whether to continue be reactive to infrastructure failures. The following areas were identified for infrastructure/traffic studies based on timing of developments:

| Priority | Time Frame of Development | Area/Type of Development |
|----------|---------------------------|---|
| 1 | 1-2 years | SW (RR tracks/Sheyenne St) housing and fishing pond |
| 2 | 1-2 years | SE area along Hwy 15, commercial development |
| 3 | 3-5 years | NW (west of high school) housing development |

CM Amerman had to leave the meeting at this time.

Moore Engineering will begin studying the existing infrastructure within those areas and the capacity needs for additional development.

3. Public Works Assistant Position

Two applicants were interviewed by Rich and CM Spelhaug: one has worked for the city as seasonal snow staff since the 2018-2019 season, the other applicant has varied experience operating large/heavy machinery but no previous city experience. With the advantage of knowing the city streets and some city procedures, as well as wages, the board agreed the current employee would be the best fit. Advertised position at \$18/00/hour; current seasonal snow staff wage is \$20.00/hour; CMs agreed paying \$20.00/hour is fair given previous city employment with no staffing/equipment issues. Benefits: Paid holidays and vacation as policy states for full-time staff; NDPERS retirement would begin with full-time status as per NDPERS policy, group health care options will be researched and discussed within 6 months.

MOTION – To approve hiring Shelton Tronnes as Public Works Assistant working up to 40 hours/week at \$20.00/hour; Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.

4. Midwest Inspection Services Agreement

At the December 4th, 2019, council meeting, Mike Blevins and Midwest Inspection Services (MIS) were approved for a 6-month period to be Kindred’s building inspector/administrator. Mike has been working with Moore Engineering to take over the remaining inspections on outstanding building permits, as well as working with Rich and Tabitha to update/create all building permit documents and processes. After reading thru the agreement, it was noted there is a 90-day notification needed for termination of the agreement and

that it auto renews with each term. Using the 6-month agreement would mean the agreement would auto renew in the month of June, with terminating notice needed by March. This does not provide the City enough time to review MIS appropriately and could leave the city without or transitioning the permitting/inspection services during the summer/construction season. Discussion of extending the agreement to a 12-month term. This would auto renew the agreement in January 2021, and a 90-day notice if needed would be in Sept/October 2020.

MOTION – To approve a 12-month contract, instead of 6-months, with Michael Blevins, Midwest Inspection Services as Kindred’s Building Inspector; Stoddard moved, Spelhaug seconded. RCV; Motion carried unanimously.

5. February Special Meeting with Park Board

As quarterly meetings with the city and park board were previously discussed, city council will hold a special meeting ahead of the park board’s regular monthly meeting on Wednesday, February 12th at 6pm and it will take place at the Kindred Library Building where the park board holds their meetings.

6. Meeting Adjourned

**MOTION, passed – To adjourn meeting at 9:11am;
Spelhaug moved, Stoddard seconded. RCV; Motion carried unanimously.**

(Minutes subject to council approval.)

Tabitha Arnaud, City Auditor

Jason DuBord, Mayor

Date approved