

**KINDRED CITY COUNCIL - REGULAR MEETING MINUTES**  
**02-05-2020 at 7:00pm at Kindred City Hall**

**MEETING CALLED TO ORDER AT 7:04pm** by Mayor DuBord with CMs Amerman, Stoddard, and Peraza present. Absent: CM Spelhaug. Also present: City Engineer Brandon Oye, City Attorney Sarah Wear, PWS Rich Schock, and City Auditor Tabitha Arnaud. Guests: Mark Ottis, Mark Erickson, & Kerri Whipple. Mayor DuBord began the meeting with the Pledge of Allegiance.

**APPROVE AGENDA**

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

**CONSENT CALENDAR**

**MOTION – To approve Consent Calendar: city council meeting minutes of 01-02-2020, 01-24-2020, 01-31-2020 and January 2020 bills and reports;**  
**Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**

**BOARDS & COMMISSIONS**

- Renaissance Zone Plan Update and Board: Renaissance Zone Committee met with Mitch Calkins, Lake Agassiz Regional Council, and a draft plan is in progress. The board will meet again next week to review the draft Renaissance Zone Development Plan. CM Amerman volunteered to sit on the RZC when available.
- Economic Development Committee: Decided to wait until the RZ Development Plan is complete before starting this board.

**COUNCIL BUSINESS**

A. Old Business

- Downtown Zoning: **Mayor DuBord opened the public hearing** for the creation of the Downtown District Zone. This draft was presented during January's P&Z meeting where some changes were made to the permitted/conditionally-permitted and prohibited uses and yard requirements. Those changes are included in this draft. No other discussion; **Mayor DuBord closed the public hearing.**  
**MOTION – To approve the 1<sup>st</sup> reading of 2020-78 for the downtown zoning district;**  
**Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**
- City Property: 521 Elm St: Will begin the rezone process from General Commercial to Downtown District. Will still list the property with a realtor. Discussed masonry repairs on front façade and shared walls on roof. Mayor DuBord plans to meet with a masonry company to get a quote for possible repairs.
- City Utility Billing Policy Update: Tabitha will send list of properties currently not being billed and the draft policy to CMs for review ahead of next meeting.
- MLGC Security Camera Quote: CM Stoddard & Peraza met with Rich and MLGC reps Tyler & Marty to discuss and view options for cameras and recorders. Can save some labor costs by having public works staff run cable. MLGC would install and program equipment. Recordings can be timed or motion-sensor activated. Reviewed quote provided; MLGC was able to offer a 10% discount on the equipment. CMs and PW felt we could start with two cameras – both mounted on the South end of the City Shop, one pointed at the reservoir and the other towards the compost dumpsters. Estimate would be about \$1700.00  
**MOTION – To approve purchase of one NVR2 and two CAMERA2 items from MLGC;**  
**Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**

B. New Business

- Public Hearings for SFRA-3 Zone & Preliminary Plat for NPR 7<sup>th</sup> Addition: **Mayor DuBord opened both public hearings.** Both of these items were presented during January's P&Z meeting and were approved. SFRA-3 would be a new airpark residential zone that would allow detached accessory structures in the rear yards, that will be about airport runway greenspace. There will be 24 new lots with the preliminary plat, measuring 80'-85' at the front. **Mayor DuBord closed both public hearings.**  
**MOTION – To approve the 1<sup>st</sup> reading of 2020-77 for the SFRA-3 zoning district and the preliminary plat for Newport Ridge 7<sup>th</sup> Addition;**  
**Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**

- Lake Agassiz Development Group Proposal for Community Visioning & Strategic Planning: Some light discussion of proposal. Board would like more time to review and tabled item to March meeting.

C. Marketing: Mayor DuBord would like to open up discussion and possibly seek interested groups that would be interested in creating new signage to direct/promote downtown businesses, possibly look into a “library” sign that could be placed at Elm St and Hwy 15. Discussed replacing “welcome” signage at north and south ends of Hwy 15 as well.

D. Police: Deputy Beckius presented the January 2020 report with 49 calls for service, as follows: 10-medical; 2-traffic complaint; 1-animal call; 19-public assist; 2-domestic; 2-disturbance; 9-suspicious; 2-theft; 1-narcotics; 1-death notification. Deputy Beckius noted that the public assist calls are not exactly wrong doings, but many are callers “inquiring” about certain rules or ordinances. The full 2019 yearly report will be emailed later this week; shared there were 280 total calls for service throughout the Kindred zip code community, not only city limits. Will be looking to host “Cocoa with a Cop” at Kindred City Hall in March sometime.

E. PWS

- Discussion regarding snow and slush removal. Reviewed written complaint received regarding ice ruts that were created after the quick thaw on Sunday afternoon followed by freezing temperatures overnight Sunday. Resident Kerri Whipple also attended the meeting to discuss the same issue in person. Staff was unavailable on Sunday due to family/personal needs and the discussion was just had on Friday to watch overtime hours. Moving slush is typically not done because thawing happens much closer to the spring season so the advantage of multiple thaw/freeze days will take care of it naturally, saving time and equipment hours. Moving slush could be done if two staff were available to work together with a blade truck and skid steer. Our full time Public Works Assistant starts next Monday, 2/10/2020. This thaw/freeze cycle was just too quick and the opportunity to move it was missed. Using the truck blade to clear the streets of slush, results in the slush being moved to the boulevards and driveways. Not only does this create ridges that would freeze causing issues for residents, it also causes potential for flying debris when using the snow blower at the next snowfall. The big sander truck with blade has been used over the last two days to attempt to cut down the ice ruts, but we just don’t have the proper equipment to handle the ice. Discussion around payloader options. Rentals are unavailable for the rest of this season, as most of the supply has been taken for moving all the excess snow piles around FM. Rich did contact a couple of sales reps and had two quotes for equipment. \$185K for a brand new payloader with no attachments, \$12K for a bucket, \$10-\$12 for a snow pusher. There are two used options that came from other cities: \$155K used in Beach, ND; \$120K used in Finnley, ND. Board would like to hold a special meeting next Wednesday, March 12<sup>th</sup> after the Park Board meeting to discuss additional options/quotes.

F. Engineering:

- **Wastewater Treatment Improvements; Sewer Improvement District 2019-1**: Land appraisal was reviewed by USACE and they require the city to make an offer per that appraisal, then landowner may begin negotiations with a counter offer if they feel it is warranted. USACE and City will work thru the negotiation process.

**MOTION, passed – To have city attorney create purchase agreement for land to be used for lagoon expansion and make offer to landowner based on appraisal;**  
**Amerman moved, Stoddard seconded. RCV; Motion carried unanimously.**

Environmental document is under review with USACE. Discussed invoice for crop damage that was incurred with the soil borings that were required.

**MOTION, passed – To approve Ottis Crop Damage Invoice for \$1,834.17;**  
**Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**

**MOTION, passed – To approve Moore Engineering Invoice 22974 for \$33,942.50;**  
**Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.**

- **Newport Ridge Phase 4; Improvement District 2020-1**: Updated Standard Specifications for Construction.  
**MOTION, passed – To accept changes and approve Kindred Standard Specifications for Construction;**  
**Amerman moved, Peraza seconded. RCV; Motion carried unanimously.**

Have had further meetings and discussions with CM Spelhaug, Rich, and the airport regarding the Newport Ridge water looping project. A new alternate route option was provided to the State Water Commission for the cost-share application. This will provide additional water service options and fire flow protection to the airport. The next SWC meeting is Thursday, 2/13 in Bismarck. CM Spelhaug and Mayor DuBord will be unable to

attend. Rich was asked to attend, as the City may be given the opportunity to answer questions regarding the plan benefits to the city/residents/airport.

**MOTION, passed – To create Water Improvement District No. 2020-2 for water main looping, authorize engineer to prepare a report, approve engineer’s report, authorize engineer to prepare plans and specifications, approve plans and specifications, and authorize the Auditor to advertise for bids;**

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

Will need to address easements from airport and property owners, as well as an easement or dedication plat for right-of-way on Dakota St. Tentative Bid Opening scheduled for February 25, 2020 at 2pm at City Hall.

Discussed Engineering Agreement that was presented; includes services through the bidding process.

**MOTION, passed – To approve Engineering Agreement for 2020-2 project (estimate \$87,400); Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**

- **7<sup>th</sup> Avenue Improvements:** Plans on hold until contact with the property owner can be made.

**MOTION, passed – To approve Moore Engineering Invoice 22972 for \$1,750.00;**

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

- **Viking Addition Dewatering Well (2<sup>nd</sup> Ave S):** Brandon presented options with exhibits and estimates for drainage improvement in the Viking Addition area. Options included using the existing dewatering well, installing a new dewatering well, installing 50’-70’ additional storm sewer, and the option to address the area north of Hackberry court. Estimates ranged from \$37K-\$70K, including engineering fees but excludes attorney fees that would be needed if a special assessment district is created.

**MOTION, passed – To authorize Moore Engineering to request bids for Viking Addition dewatering well and drainage improvements Option A (estimate \$37,740.00);**

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

**MOTION, passed – To approve Moore Engineering Invoice 22973 for \$2,240.00;**

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

- **Downtown Beautification and Sidewalks:** On hold, will present proposal for study next month.
- **Capital Improvements Plan:** A vision scoping meeting was held Jan 24<sup>th</sup> with council and discussion involved how the City will plan to service future growth, timing of upgrades and replacements. Currently, new housing developments on the SW and NW areas of the city need utility service options. The CIP estimate is \$71,188 and focuses on water and sewer related topics and does not include streets, sidewalks, or storm sewer. Discussed the option to break the CIP up over two years to minimize the full expense in one calendar year. CIPs are beneficial for budgeting and so that a City has a plan in place for upgrades and replacements; identifying life expectancy of a city’s infrastructure can reduce the risk for higher cost emergency repair/replacement expenses. Once projects have been identified, cost estimates and/or basic plans are created and are ready for submission of funding opportunities. Topic tabled to March meeting.
- **Water Tower; Improvement District 2016-1:** Project still on hold until spring grass growth. Review of Additional Engineering Fees that were included within the contract and the City has already paid, but were incurred due to the delayed completion of the project; \$23,208.00.  
**MOTION, passed – To approve Moore Engineering Invoice 22922 for \$5,325.50;**  
**Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.**

- **General City Engineer Services:** Brandon presented the 2019 annual report of all general engineering services that were provided to the City as a courtesy. Invoice # 23000 for \$13,604.45, discounted to \$0. Thank you, Brandon!

#### G. Auditor Report

- Office closures: Monday, February 17<sup>th</sup> for President’s Day; Tuesday-Friday, February 18<sup>th</sup>-21<sup>st</sup> for software updates.
- Special Meeting with Park Board next week, Wed, 2/12/2020 at Kindred Library at 6pm.

#### H. Council Reports:

- Amerman: Advised that he could be a backup attendee to the SWC meeting on 2/13 if Rich was unable to go.

I. Mayor Report: None.

**ADJOURNMENT**

**MOTION, passed – To adjourn meeting at 10:39pm;  
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**