

**KINDRED CITY COUNCIL - REGULAR MEETING MINUTES**  
**01-02-2020 at 7:00pm at Kindred City Hall**

**MEETING CALLED TO ORDER AT 7:01pm** by Council President Spelhaug with CMs Amerman, Stoddard, and Peraza. Mayor DuBord arrived at 7:40pm. Also present: City Engineer Brandon Oye, City Attorney Sarah Wear, PWS Schock, and City Auditor Arnaud. Guests: Jamie Swenson, Amanda Hagen, Pastor Andrew Schlecht, Mark Ottis, Cass County Sheriff Jesse Jahner and Deputies Koerber and Beckius. Mr. Spelhaug began the meeting with the Pledge of Allegiance.

**APPROVE AGENDA**

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

**CONSENT CALENDAR**

**MOTION – To approve the council meeting minutes of 12-04-2019;**  
Amerman moved, Stoddard seconded. RCV; Motion carried unanimously.

**MOTION – To approve the December 2019 bills and reports;**  
Amerman moved, Peraza seconded. RCV; Motion carried unanimously.

**MOTION – To approve Tax Exemptions on New Construction (485 Beechcraft Blvd);**  
Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.

**MOTION – To approve the resolution for 2020 Residential Tax Exemptions on New Home Construction;**  
Stoddard moved, Amerman seconded. RCV; Motion carried unanimously.

**MOTION – To approve two offsite permits for Kindred Spirits (1/18/2019 & 2/1/2019);**  
Amerman moved, Stoddard seconded. RCV; Motion carried unanimously.

**BOARDS & COMMISSIONS**

- Kindred Renaissance Zone Plan Update and Board: Tabitha contacted those residents that expressed interest in sitting on the Renaissance Zone Committee. Three of them were able to attend tonight's meeting. Council agreed 3-5 members would be ideal; one council member and one P&Z member could sit on the board as well. Leave it open to additional residents as well. Mitch Calkins, Lake Agassiz Regional Council, will meet with Tabitha and the RZC to begin working thru the Renaissance Zone Development Plan for the city; determining the covered areas, type of rehab or new construction allowed, and tax incentives offered.

**MOTION – To appoint Pastor Andrew Schlecht, Jamie Swenson & Amanda Hagen to Kindred Renaissance Zone Committee, terms to be determined;**  
Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.

**COUNCIL BUSINESS**

A. Old Business

- Downtown Zoning: Mitch Calkins, LARC, met with P&Z board at December meeting. Had great discussion regarding definition options, setbacks, parking, and permitted/conditionally permitted/prohibited uses. Memo and draft zoning document will be discussed at a public hearing to be held at the Jan. 15, 2020, P&Z meeting.
- City Property: 521 Elm St: Will wait to list the property until the Downtown District Zone is completed and property is rezoned.
- Additional Public Works Staff: PW Assistant position was published and three resumes were received. Will schedule interviews with Rich and CM Spelhaug and/or Amerman.
- City Utility Billing Policy Update: Discussed shut off and reconnect fees, Rich could perform inspection to determine if service lines have been terminated. Tabled to February 2020.

## B. New Business

- Waste Management: Effective January 1, 2020, the City of Fargo landfill costs increased by \$3.00/ton. This results in the following increases: 96-gallon additional \$0.18/tote/month; 64-gallon additional \$0.12/tote/month. These figures are just barely below what we currently charge our city residents, and with the annual 2.5% contract increase expected for May 1, 2020, council agreed to hold on resident increases until then.
- MLGC Security Camera Quote: Rich spoke with MLGC and they provided some pricing for a variety of camera and DVR options. No electrical would be needed, powered thru internet cable. Reviewed options to cover the city shop and reservoir buildings, including the area where the compost dumpsters are kept over the summer. CMs Stoddard and Peraza agreed to meet with Rich and MLGC to discuss further.
- Designate Official Depositories of City Funds: KSB & ERCU:  
**MOTION, passed – To designate Kindred State Bank and Elm River Credit Union as the official depositories for the City of Kindred funds; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.**
- Designate Official Polling Place for 2020 City Elections:  
**MOTION, passed – To designate Kindred City Hall as the official polling place for the City of Kindred 2020 elections; Spelhaug moved, Peraza seconded. RCV; Motion carried unanimously.**

C. Police: Sheriff Jesse Jahner was present to report that Deputy Koerber will be leaving as the contract deputy to take the School Resource Officer with Kindred Public Schools. Deputy Travis Beckius will be Kindred's new contract deputy. CCSO held an options-based lockdown practice/training with both Kindred Elementary and Kindred High School. Nine of sixteen bars/restaurants in Cass County failed the compliance checks of serving underage customers, Cass County will assist these businesses with programs like server training to ensure they are meeting compliance standards. Deputy Koerber presented the December 2019 report with 25 calls for service, as follows: 7-medical; 5-traffic complaint; 5-public assist; 4-domestic; 3-disturbance; 1-suspicious.

## D. Engineering:

- **Water Tower; Improvement District 2016-1**: Project finalization on hold until spring/warmer weather.
- **Wastewater Treatment Improvements; Sewer Improvement District 2019-1**: Land appraisal is being reviewed by USACE. Adam and Rich will do final review of plans and specs.  
**MOTION, passed – To approve Sewer Improvement District 2019-1 Plans and Specifications, contingent upon Public Works final review; Amerman moved, Stoddard seconded. RCV; Motion carried unanimously.**
- **Newport Ridge Phase 4; Improvement District 2020-1**: 60% plan meeting was completed. Resubmitted the State Water Commission Application for the water looping cost share, this time including an alternate route thru the airport. The airport inquired about possibility of obtaining utility services and would be open to consider helping with the local share of expenses if the looping project could also provide additional fire protection. The next SWC meeting is on 2/13/2020 in Bismarck, city's with applications submitted are encouraged to have representatives present to answer any questions that may arise on the project. Preliminary plat of NPR Phase 4 was presented for review. Still working on a few details; intend to present Preliminary Plat and new zoning district SFRA-3 to P&Z on 1/15/2020 meeting.  
**MOTION, passed – To approve Braun Intertec Proposal for Geotechnical Report for \$5,521.00; Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**  
  
**MOTION, passed – To approve NPR Phase 4 Improvement District 2020-1 Plans and Specifications contingent upon Public Works final review and to authorize the Auditor to advertise for bids; Peraza moved, Stoddard seconded. RCV; Motion carried unanimously.**  
Tentative Bid Opening scheduled for February 25, 2020 at 2pm at City Hall.
- **7<sup>th</sup> Avenue Improvements**: Plans on hold until alignment decision is made & city contacts affected resident.
- **Viking Addition Dewatering Well (2<sup>nd</sup> Ave S)**: No new updates.
- **Downtown Beautification and Sidewalks**: No new updates.
- **Capital Improvements Plan**: Vision Document Scoping Meeting tentatively scheduled for January 24, 2020 with Lake Agassiz Regional Council.

E. PWS

- Quotes for skid steer snowblower attachment were reduced. Can get a 72" for \$5800, not \$6500.
- Payloader rentals are not available thru Titan Machinery. RDO has one on loan. Options are thin with everyone needing the equipment to remove snow piles.
- Some concerns have been reported on snow removal within the cul-de-sacs. Typical process is that a path or two is made around the outside and the rest of snow is piled then most of snow from entire cul-de-sac is blown into one or two properties within that cul-de-sac. Piling it and removing it is not as efficient or cost-effective. Understandable that residents do not want additional snow in their yard, but with the large snow fall accumulation thus far this season, there are not many options at all. If residents are still concerned with snow removal processes, they should attend a city council meeting to have their concerns discussed with the board.
- May look to meet with the school to see about creating a "snow fence" on the school practice field that may help reduce the snow blowing into the North truck-route cul-de-sacs.
- Pool tarp has had multiple straps break again, due to the heavy snow atop. Tabitha will verify warranty options.

F. Auditor Report

- Office closures: Monday, January 20<sup>th</sup> for Martin Luther King Jr. Day
- Met with Harold regarding the 2018 audit.
- Invoices for the 2019 installment of 2017-1 NPR Ph. 3 special assessments have been mailed. Offered residents the same deadlines that Cass County Auditor's offer on the 2019 property tax statements, as well as a 10-month auto pay program utilizing the UBMax utility billing software and current ACH forms.
- Meeting scheduled with Wyndmere city auditor and ND Forestry Service for the Tree City USA program.

G. Council Reports: None.

H. Mayor Report: None.

**ADJOURNMENT**

**MOTION, passed – To adjourn meeting at 9:30pm;  
Spelhaug moved, Stoddard 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**