

Kindred Renaissance Zone Meeting Minutes

Tuesday, March 21, 2022 ~ 6:30pm ~ Kindred City Hall

1. **Call to Order at 6:31pm**

RZ Members present: Weber, Swenson, Bergh

Others: Auditor Arnaud, PWS Schock, Deputy Auditor Johnson, Kari & Lance Nokleberg, Steve & Jessica Stine, Sue Kersting, Megan Glasow.

2. **Discussion of Officer Roles, Appointing of Officers, Others Interested**

**Motion to nominate Jamie Swenson as Chair by Weber, second by Bergh;
RCV – Motion Carried Unanimously (MCU).**

**Motion to nominate Nate Weber as Co-Chair by Swenson, second by Bergh;
RCV – Motion Carried Unanimously (MCU).**

**Motion to nominate Lacey Bergh as Secretary by Swenson, second by Weber;
RCV – Motion Carried Unanimously (MCU).**

Sue Kersting and Megan Glasow are also interested in joining RZ as committee members. Auditor Arnaud will present at the next City Council meeting for their official appointment.

3. **Review Renaissance Zone Development Plan and Documents**

Renaissance committee reviewed current plan documents and talked about changes to documents, website, etc. to clarify the program and make some of the language more concise. Discussed the process for receiving, reviewing, approving/denying applications and creating an easy-to-follow checklist (internal & external). Discussed the potential for adding additional blocks or editing the current Renaissance Zone physical parameters. Auditor Arnaud will reach out to Mitch Caulkins (Program Manager, Lake Agassiz Regional Council) to confirm some answers on the “public hearing” process, redistricting of the RZ, and exactly what value to use when looking at meeting the investment threshold.

4. **Preliminary Review of Applications**

Lance & Kari Nokleberg brought in an application for the RZC to preliminarily review. Lance & Kari are renovating their property at 140 Linden St. The application includes work for new roofing (shingles, gutters, new plywood to replace old shiplap decking), removing a dead tree for safety, painting the exterior of the house, caulking exterior as needed, and some lower foundation repair. Still needed with the application is the Certificate of Good Standing from the ND Office of State Tax Commissioner. RZC committee will review their application in full at the next meeting (with receipt of all documents).

5. **Adjournment**

Motion to adjourn at 8:30pm by Weber, second by Swenson; RCV – MCU

Renaissance Board Member

Tabitha Arnaud, City Auditor

Date approved

Kindred Renaissance Zone Meeting Minutes

Tuesday, April 12 - 5:30pm- Kindred City Hall

1. Call to Order: 5:39pm by Chairperson Swenson

RZ Members Present: Sue Kersting, Jamie Swenson, Lacey Bergh

RZ Members Absent: Nathan Weber, Megan Glasow

Others: Auditor Tabitha Arnaud, Deputy Auditor Jackie Johnson, Lance Nokleberg

2. New Committee Members

City Council approved Sue Kersting and Megan Glasow as new members to the Renaissance Zone Committee.

3. Review of Minutes

Committee reviewed minutes from March 21, 2022 Renaissance Zone Committee meeting.

**Motion to approve minutes by Kersting, second by Bergh;
Roll call vote (RCV)- Motion carried unanimously (MCU)**

4. Review of Applications

a. Nokleberg: 140 Linden Street

All pending application items have been submitted to complete Nokleberg application. Individual scoring was completed by committee members present, reviewed by Auditor Arnaud and Deputy Auditor Johnson. Application was approved by committee.

Motion to approve Renaissance Zone Application for 140 Linden St by Kersting, second by Bergh. RCV-MCU.

5. Marketing

a. Review Renaissance Zone Development Plan and Documents
Agenda item tabled for next meeting.

6. Adjournment

Motion to adjourn at 7:11 pm by Kersting, second by Bergh. RCV- MCU.

Renaissance Board Member/ Date

Tabitha Arnaud, City Auditor/Date

Submitted by Lacey Bergh

Kindred Renaissance Zone Meeting Minutes

05/10/22- 5:30pm- Kindred City Hall

1. Call to Order: 5:33pm by Chairperson Swenson

RZ Members Present: Sue Kersting, Jamie Swenson, Lacey Bergh, Nate Weber

Others: Deputy Auditor Jackie Johnson

2. Review of Minutes

Committee reviewed minutes from April 12, 2022 Renaissance Zone Committee meeting.

Motion to amend minutes to add formal committee approval of Nokleberg application by Kersting, second by Bergh. ROLL CALL VOTE (RCV) – MOTION CARRIED UNANIMOUSLY (MCU)

Motion to approve minutes with amendment by Kersting, second by Weber. RCV-MCU

3. Marketing

- a. Review Renaissance Zone Development Plan and Documents
- b. Marketing Plan/Timeline
- c. Promotion Ideas

Committee discussed goal to have pamphlet ready for Kindred Days to be able to put at city booth. Committee discussed they would like to have information out sooner this spring when people will be starting projects. Committee will pursue a direct mailer to those properties that are identified as located in the Renaissance Zone with a target date of June 1 and potentially include information in the next Kindred newsletter.

4. Additional Discussion:

Committee discussed the ability to add additional blocks into the zone because there are city lots that only count as ½. However, changes in blocks in the zone need to receive additional approval and changing boundary would require a public hearing at the RZ meeting and then approval by the city.

5. Adjournment

Motion to adjourn at 6:16 pm by Kersting, second by Bergh. RCV - MCU

Renaissance Board Member/ Date

Tabitha Arnaud, City Auditor/Date

Submitted by Lacey Bergh

Kindred Renaissance Zone Meeting Minutes

07/12/22- 5:30pm- Kindred City Hall

1. Call to Order (5:36pm) by Chairperson Swenson

RZ Members Present: Sue Kersting, Jamie Swenson, Nate Weber, Megan Glasow, Lacey Bergh

Others: Deputy Auditor Jackie Johnson

2. Review of Minutes

Committee reviewed minutes from May 10, 2022.

Motion to approve minutes by Kersting, second by Weber. ROLL CALL VOTE (RCV) – MOTION CARRIED UNANIMOUSLY (MCU)

3. Applications/inquiries: no new applications; 1 new inquiry

4. Marketing

a. Kindred Days August 12-13

City council will have a booth at Kindred Days where RZ committee and materials will be available for questions. Will continue to work on brochure to have ready for this event.

b. Review Renaissance Zone Development Plan and Documents

Committee discussed need to ensure that map of RZ is on the city website.

c. Marketing Plan/Timeline

Committee plans to include RZ information in the August 1 newsletter that goes out to all residents in addition to having. Materials available at Kindred Days.

d. Promotion Ideas- Strategy/Engagement PP

Discussed potential for future engagement specific to business buildings and opportunities within RZ. Committee will also research other ND communities who have RZ strategies to learn about how they implemented programs. Committee also discussed the benefits of a community survey for types of development desired by city residents.

5. Additional Discussion

Committee discussed need for clarification on funding and budget for this committee.

6. Adjournment

Motion to adjourn at 6:53 pm by Weber, second by Glasow. RCV-MCU

Renaissance Board Member/ Date

Tabitha Arnaud, City Auditor/Date

Submitted by Lacey Bergh

Kindred Renaissance Zone Meeting Minutes

08/09/22- 5:30pm- Kindred City Hall

1. Call to Order (5:46pm) by Chairperson Swenson

RZ Members Present: Jamie Swenson, Lacey Bergh

Others: City Council Member Julie Johnson, Deputy Auditor Jackie Johnson, Nate Opgrand

2. Review of Minutes

Tabled review and approval of 7/12/22 minutes until next meeting due to not enough committee members present.

3. Applications/inquiries- no new applications or inquiries

- a. Opportunities: A list was compiled of current businesses in Kindred. Initial review of list completed but further planning tabled until more committee members are present.
- b. Nate Opgrande discussed plan for further development of a lot currently outside the Renaissance Zone.

3. Marketing

- a. Kindred Days will be held August 12-13, 2022. Renaissance Zone Committee will be represented at booth 40 along with City Council. Brochures and maps will be available. An information collection sheet will be included so if someone is interested a RZ Committee member can contact them in follow-up.
- b. RZ Map will be put on the City of Kindred website.
- c. Article regarding Renaissance Zone was published in August City Newsletter.

4. Budget for 2023

Costs incurred by the RZ Committee would come out of city funds. If RZ Committee has specific needs, these would be discussed with City Auditor Arnaud. Final budget is determined in October. This item will be moved to September meeting for further discussion.

5. Additional Discussion

Discussed the addition of new blocks to the Renaissance Zone. After additional dialogue with the Program Manager for the Lake Agassiz Regional Council, adding a new block would require the RZ Committee to make a recommendation to the City Council and then it would need to go to the State for approval. Topic was tabled until additional RZ Committee members are present.

6. Adjourn (6:46pm). Motion to adjourn by Swenson, second by Bergh.

Renaissance Board Member/ Date

Tabitha Arnaud, City Auditor/Date

Submitted by Lacey Bergh

Kindred Renaissance Zone (RZ) Committee Meeting
10/11/22 - 5:30pm Kindred City Hall

1. Call to order (5:34pm) by Chairperson Swenson

RZ Members Present: Jamie Swenson, Megan Glasow, Lacey Bergh

Others: City Council Member Adam Spelhaug, Deputy Auditor Jackie Johnson, Matthew Marshall, Mitch Calkins, Nate Opgrand

2. Review of Minutes

Committee reviewed meeting minutes from 07/12/22 and 08/09/22 RZ Committee meetings.

Motion to approve minutes by Glasow, second by Swenson. ROLL CALL VOTE (RCV)- MOTION CARRIED UNANIMOUSLY (MCU).

3. Applications/Inquiries

- a. Applications: No new applications have been received.
- b. Inquiries: One inquiry has been received.
- c. Opportunities:

Committee heard presentation from Matt Marshall, Minnkota economic development administrator and Nate Opgrande requesting to add an additional island block to the City Renaissance Zone. The additional island block is located directly north of Highway 46.

Motion to approve the addition of the island block to the Renaissance Zone by Glasow, second by Bergh. RCV-MCU

4. Renaissance Zone Development Plan Amendment

Mitch Calkins presented draft amendments to the Renaissance Zone Development Plan which would add language to clarify inclusion of new construction projects as an eligible project type as well as document the inclusion of Block 36 in the Renaissance Zone.

Motion to approve the draft revisions to the Development Plan as presented by Glasow, second by Bergh. RCV-MCU

5. Marketing

Agenda topic was tabled for a future meeting.

6. Budget for 2023

Agenda topic was tabled for a future meeting.

7. Adjourn

Motion to adjourn at 6:58 pm by Glasow, second by Bergh. RCV - MCU

Renaissance Board Member/ Date

Tabitha Arnaud, City Auditor/Date

Submitted by Lacey Bergh

**Kindred Renaissance Zone (RZ) Committee Meeting
11/8/22 5:30pm Kindred City Hall**

1. Call to Order (5:47pm) by Deputy Auditor Johnson

RZ Members Present: Sue Kersting, Lacey Bergh, Nate Weber, Jamie Swenson
Others: Deputy Auditor Jackie Johnson

2. Review of Minutes

Committee reviewed meeting minutes from 10/11/22 RZ Committee meeting. **Motion** to approve minutes as written by Kersting, second by Weber.

Roll Call Vote (RCV)- Motion Carried Unanimously (MCU)

3. Applications/Inquiries

No new applications or inquiries received for review.

4. Report on 11/2/22 City Council Public Hearing (Plan Revisions & Added Block)

Deputy Auditor Johnson provided an update that plan revisions including the added RZ block were approved at the 11/2/22 City Council meeting. These updates will go to the state for approval following the 12/3/22 City Council Meeting.

5. Adjourn

Motion to adjourn at 5:57pm by Weber, second by Swenson

RCV-MCU

Renaissance Board Member/ Date

Tabitha Arnaud, City Auditor/Date

Submitted by Lacey Bergh

**Kindred Renaissance Zone (RZ) Committee Meeting
12/21/22 5:30pm Kindred City Hall**

1. Call to Order (5:33pm) by Chairperson Swenson

RZ Members Present: Sue Kersting, Nate Weber, Jamie Swenson, Lacey Bergh, Megan Glasow

Others: Deputy Auditor Jackie Johnson

2. Review of Minutes

Committee reviewed meeting minutes from 11/8/22 RZ Committee meeting. **Motion** to approve minutes as written by Weber, second by Kersting.

Roll Call Vote (RCV)- Motion Carried Unanimously (MCU)

3. Plan Revisions & Added Block Update

Committee discussed letter from North Dakota Division of Community Services approving amendment to the RZ Development plan including the block addition. The Kindred website will be updated with these changes.

4. Applications/Inquiries

No new applications or inquiries received for review.

5. Other Discussion

- Committee will plan to review updated plan documents to determine strategy for 2023 community outreach as a part of Q1 2023 meetings including the development of a process for project follow-ups.
- Committee discussed pursuing a mailing to Kindred residents and noted that the updated brochure may be a starting point for developing this mailing.
- The committee will meet the second Tuesday of the month at 5:30pm for the 2023 calendar year. The next meeting will be scheduled for January 10, 2023.

6. Adjourn

Motion to adjourn at 5:46pm by Weber, second by Glasow

RCV-MCU

Renaissance Board Member/ Date

Tabitha Arnaud, City Auditor/Date

Submitted by Lacey Bergh