

## **KINDRED CITY COUNCIL – MEETING MINUTES**

**Wednesday, June 5, 2024 | 7:00 pm | Kindred City Hall**

**MEETING CALLED TO ORDER AT 7:00 pm** by Mayor Kersting with CMs Spelhaug, Johnson, Stoddard, Peraza present.

Others present: PWS Rich Schock, City Attorney Sarah Wear, City Engineer Brandon Oye, Deputy Auditor Jackie Johnson, Deputy Justin Hanson, Sue Kersting, Barbara Rude, Carolyn Thoen, Adam Altenburg, Lisa Anderson, Lydia Ronningen, Wayne Rutten, Kari Rutten, Adam Mund, Mark Ottis, Brian Ordahl, Marlow Rud, Christina Woller, Matt Sharp

**APPROVE AGENDA: MOTION, passed – To approve the agenda with revisions; Stoddard moved; Peraza seconded. RCV (Roll Call Vote); MCU (Motion Carried Unanimously).**

### **NEW BUSINESS**

**Designate Official City Newspaper per NDCC 40-01-09: MOTION, passed – To approve Cass County Reporter as the official city newspaper; Spelhaug moved; Johnson seconded. RCV; MCU.**

### **PUBLIC HEARING 1<sup>st</sup> Reading for Rezone of Norman Acres**

Open Public Hearing. No public or written comment and no comment from council. Closed Public Hearing. **MOTION, passed – To approve the 1<sup>st</sup> Reading for Rezone of Norman Acres – lots 1-8 from SFR-3 to Planned Development (PD) District and lots 9-12 from SFR-3 to SFR-1. Spelhaug moved; Johnson seconded. RCV; MCU.**

### **Kindred Senior Citizens**

Kindred Senior Citizens currently have a lease agreement (from 2016, renewed in 2018) for use of the City Hall meeting room for monthly meetings and bone builders classes. When the new facility fee structure was implemented in 2023, KSC elected to continue with their lease agreement, instead of applying for the Community Partnership. Kindred Senior Citizens receive mill levy funds to be used on specific items, per NDCC. They proposed to council to move from \$300.00/month to \$100.00/month, as they have many other uses identified they could be putting their budget dollars toward. Council suggested they take advantage of the Community Partnership, that was created with organization like Kindred Senior Citizens in mind. **MOTION, passed – To approve Community Partnership membership for Kindred Senior Citizens. Peraza moved; Stoddard seconded. RCV; MCU.**

### **ND Sewage Pump & Lift Station Service Agreement**

Standard annual maintenance agreement. Norman Acres will be added next year. **MOTION, passed – To approve ND Sewage Pump & Lift State Service Agreement. Spelhaug moved; Peraza seconded. RCV; MCU.**

### **Liquor License Renewals**

Liquor license renewals for Springbrook Tavern, Hawk's Market, and The Uptown Eatery for beginning 7/1/2024. **MOTION, passed – To approve liquor license renewals for Spring Brook Tavern, Hawk's Market, and The Uptown eatery (contingent upon receiving payment from Spring Brook Tavern and Hawk's Market); Stoddard moved; Peraza seconded. RCV; MCU.**

### **Kindred Public Library**

Air conditioning at the Library Building needs replacing. Trying to salvage 31-year heat pump at the library; parts are very old and cannot find anymore. Repair company did get cooling on other side of the building working/repaired. Lisa Anderson will reach out for bids. **MOTION, passed – To approve lower of two bids for HVAC replacement; Peraza moved; Stoddard seconded. RCV; MCU.**

### **Mosquito Control**

Discussion regarding Mosquito spraying in the community, alternative options, what chemicals are used, safety, costs, etc. No aerial has been scheduled as of yet. Cass County Vector Control sends mosquito counts weekly, and numbers have been getting higher. Cass County vector control will perform truck-mounted spraying at their discretion.

## **OLD BUSINESS**

### **Second Reading Ordinance 2024-104 Chap 4 Amendments**

Second reading of Chapter 4 Amendments. **MOTION**, passed – To approve the second reading of Ordinance 2024-104 Chapter 4 Amendments; Spelhaug moved; Johnson seconded. RCV; MCU.

### **Kindred Youth Baseball Association:**

Discussed provisions under which Kindred Youth Baseball could proceed with a building permit for their fields and concessions built in a current floodplain (maps have been in the revision process for several years). FEMA could audit communities (check floodplain administrator's document) and evaluate the town and ensuring that any new structures in floodplain there is documentation for. If they don't, they could be put on probation, and could be removed from national flood insurance program. Kindred's floodplain ordinance does have a provision that allows for a variance that would allow Kindred Youth Baseball to move forward without having to build up and purchase an extensive, expensive amount of fill material.

## **BOARDS & COMMITTEES**

### **Renaissance Zone**

**MOTION**, passed – To approve the Renaissance Zone application for 163 Prairiewood Circle. Stoddard moved; Johnson seconded. RCV; MCU.

## **POOL/PARKS**

### **Pool Liner Update**

Main pool opened today! Pool liner installation is complete. Baby pool is still waiting on some parts.

### **City Park and Linden Lot Improvements**

The City was gifted the old Horace skate park parts, city/Park Board looking at the City Park/Linden St. lot at potential location. Lydia Ronningen will look into estimates for concrete pad for skate park – hoping to split that cost with the city.

## **PLANNING & ZONING**

### **Board Opening**

Trevor Zens has resigned from Planning & Zoning. Anyone interested in serving on Planning & Zoning should contact City Hall or a current member of Planning of Zoning.

### **MetroCOG**

MetroCOG presented a proposal to council for a Comprehensive Plan. City Council had contracted with MetroCOG to do a Comprehensive Plan for the city. MetroCOG received some grant dollars that would allow them to engage a consultant led study for a faster, more robust study, with only a slight increase in cost to the city. Previous contract cost to the city was 11.2k – increased new cost to the city would be 14k. **MOTION**, passed – To approve new MetroCOG proposal to release RFP and agree to consultant-led study. Spelhaug moved; Peraza seconded. RCV; MCU.

## **MARKETING & BEAUTIFICATION**

Darrell working on planters and new wooden planter. Banners scheduled to ship this week – hopefully installed next week.

## **POLICE**

Deputy Hanson gave the Police Report for May – 27 calls for service (13 traffic stops) and 214 dispatches. The CCSO has joined/accessed the Kindred App and put the Sheriff's contact information as well as the Text-a-Tip information for residents to access.

## **CITY ENGINEER**

### **Wastewater Collection and Treatment Improvements; District No. 2019-1:**

Still no response to the punch list/defective work. Contractors are required to provide performance bond – the City can contact the bonding company to try to resolve the issues. ME will look through punch list and evaluate one last time. The letter on the non-conforming coupler (leaks) was sent. New issue - there is a leak of the dewatering line that was near the force main work that was being completed (near Sheyenne St/ProAg fields). Will also have to evaluate and potentially address that.

### **Dakota St Sidewalk, Spruce St and Elm St Drainage Improvements:**

Work continues on the Dakota St sidewalk, intermittently hampered by rain. PWS Schock has been meeting with the contractor on traffic safety plan, work through closures while keeping accessibility for school. CM Stoddard commented to check on a sagging pipe at 15 and Dakota St. **MOTION, passed – To approve Contractor’s Application for Payment No. 2 for \$72,191.70. Peraza moved; Spelhaug seconded. RCV; MCU.** Still having some water drainage issues on Elm St between Fire Dept and Hawk’s grocery store. Received quote from Key to fix for 6.2k. Will seek quote from Northern since they are also in town working on a project. **MOTION, passed – To approve Draft Change Order for \$6,197.75 (curb repairs) pending second bid. Peraza moved; Spelhaug seconded. RCV; MCU. MOTION, passed – To approve Moore Engineering Invoice 38487 for \$4,758.75. Spelhaug moved; Johnson seconded. RCV; MCU.**

### **Newport Ridge & 7<sup>th</sup> Ave Paving; District No. 2024-1 and 2024-2:**

Newport Ridge update -75% done with sewer installation, 50% done with water installation. May try to commence work on 7<sup>th</sup> Ave earlier than planned, but contractor is battling with some water issues. Some dialogue about the financing/repayment regarding the 2006 project bond leftover funding could be used to lessen the SA burden to homeowners. Plan updates – net change reduction of \$501.00 due to regional detention for Newport is beyond what is needed for storage and could reduce the pipe size. **MOTION, passed – To approve Change Order No. 1 for \$11,199.00. Spelhaug moved; Peraza seconded. RCV; MCU. MOTION, passed – To approve Moore Engineering Invoice 38537 for \$54,611.46. Peraza moved; Spelhaug seconded. RCV; MCU.**

### **Norman Acres 1<sup>st</sup> Addition:**

Braaten’s Sewer Agreement – the city is going to take over the force main that Braaten Addition ties into. City will take over force main from Norman Acres going south. **MOTION, passed – To approve addendum to the Braaten Sewer Agreement allowing the city of Kindred to take over maintenance/ownership of the force main from Norman acres south. Spelhaug moved; Stoddard seconded. RCV; MCU. MOTION, passed – To approve Moore Engineering Invoice 38488 for \$1,253.75. Peraza moved; Stoddard seconded. RCV; MCU.**

### **Water Reservoir Improvements:**

Working on cost share.

**MOTION, passed – To approve Moore Engineering Invoice #38530 for \$5,648.80. Peraza moved; Stoddard seconded. RCV; MCU.**

### **Lead Service Line Inventory:**

No updates. Still getting ready to submit results to the state. Very low response rate across the state.

### **General City Engineer:**

West Metro – no update; paused – waiting on additional funding.

Cty Hwy 15 – none.

## **PUBLIC WORKS REPORT**

### **Lead Service Line Inventory:**

Public Works Superintendent Schock gave updates on the Dakota St project. PW dept. has been very busy mowing. They are hoping to hire a part-time summer help – mostly groundskeeping; looking for maybe 15-20 hrs per week. Will advertise in the Cass County Reporter, \$13-\$15/hr, age 16+, 15-20 hrs/wk. **MOTION, passed – To approve hiring one seasonal/temp employee to help with misc. duties/groundskeeping. Spelhaug moved; Peraza seconded. RCV; MCU.** PW looking into how to fix/maintain alleyways in town. Alleys are gravel and can be hard to maintain with the freeze/thaw, rain, garbage trucks, etc. PW has been researching not only how to fix/maintain the alleys but also equipment to help with that. **MOTION, passed – To approve purchase of machinery for grading alleys not to exceed 7k. Peraza moved; Johnson seconded. RCV; MCU.**

## **CITY ATTORNEY**

**MOTION, passed – To approve Funding Resolutions for Sidewalk/Drainage Improvement District 2023-2 (Dakota St, Spruce St, Elm St) and for Sewer/water/Street Improvement Districts 2024-1 (NPR 8<sup>th</sup>-9<sup>th</sup> Add) and 2024-2 (7<sup>th</sup> Ave). Peraza moved; Johnson seconded. RCV; MCU.**

**AUDITOR**

Consent Calendar:

**MOTION**, passed – To approve consent calendar items: 05/1/2024 Minutes, Raffle Permit Application for Friends of Polly Roe, delinquent utility account list, bills for payment and financial reports for May 2024. Peraza moved, Spelhaug second. RCV; MCU.

**Council reports**

AS: none

JJ: none

SS: Stoddard thanked everyone and expressed he’s thoroughly enjoyed working with everyone through out the years!

OP: Thanks to Shad for serving on the council!

**ADJOURNMENT**

**MOTION**, passed – To adjourn meeting at 9:15 pm. Stoddard moved; Spelhaug second. RCV MCU.

*(Minutes subject to council approval.) (Agenda deadline is noon Wednesday the week before the meeting.)*

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Darrell Kersting, Mayor

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Tabitha Arnaud, City Auditor

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Date approved