

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

**Wednesday, March 6, 2024 | 7:00 pm | Kindred City Hall**

**MEETING CALLED TO ORDER AT 7:03 pm** by Mayor Kersting with CMs Peraza, Spelhaug, and Stoddard present. Absent: CM Johnson. Others present: PWS Rich Schock, City Auditor Tabitha Arnaud, City Attorney Sarah Wear, City Engineer Brandon Oye, Deputy Auditor Jackie Johnson, Sheriff Deputy Bryce Noonan, Cass County Sheriff Jesse Jahner, Joel Ronningen, Lydia Ronningen, Sue Kersting, Jan Russell, AJ Sommerfeld, Bryce Knowlen, Brian Ordahl, Brian Lammers, Christina Woller, Greg Moffett, Matt Sharp, Lisa Anderson, Bethany Johnson, Marilee Althoff, Jeremy Fischer, Trilogy Networks: George Woodward, Zac, Cody, Norm, Cassidy, Brittany.

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

### **NEW BUSINESS**

**Public Hearing – Final Plat and Rezone of Newport Ridge 9<sup>th</sup> Addition:** Mayor Kersting opened the Public Hearing. No public comment and no written comments. P&Z met and recommends approval. Mayor Kersting Closed Public Hearing. **MOTION, passed – To approve the Final Plat for Newport Ridge 9<sup>th</sup> Addition and 1<sup>st</sup> reading of the zoning ordinance for Newport Ridge 9<sup>th</sup> Addition. Spelhaug moved; Peraza seconded. RCV; MCU.**

**MDU Natural Gas, Project Update:** Jeremy Fischer, MDU, reported on the natural gas project. Twenty-one residential and five commercial applications received so far. He noted seeing some significant delays in USPS mail and anticipates more applications to arrive via mail over the next several weeks. There was strong participation in office hours so MDU has scheduled more office hours at City Hall. He encourages residents to reach out to MDU with any questions, to your neighbors to remind them to sign up and submit applications. The goal is to meet the 40% commitment level with applications submitted by March 31, mid-April a decision would be made to move forward with the project or not, if approved the RFP process would be completed for contractors, construction would begin around June, and service to begin November 1. CM Spelhaug spoke in favor of the natural gas project for Kindred. **MOTION, passed – To support the MDU project and apply for city facilities to connect to natural gas services. Spelhaug moved; Peraza seconded.** Discussion on facilities/buildings to submit applications for: City Hall, Memorial Building, Pool, Library, Water Reservoir, and lift station locations for backup generators. MDU confirmed the 40% commitment goal would equal about 125 submitted applications/locations. **RCV; MCU.**

**Proposed Community Center:** CM Spelhaug commented on recent efforts by a small group of individuals holding a few initial informational/conceptual meetings for a new community center. He remarked if anyone has any interest in helping with those efforts, they should come forward to volunteer. If a group is not able to be formed, questioned if a community center is really needed/wanted.

### **OLD BUSINESS**

**Final Plat of Norman Acres 1<sup>st</sup> Addition, Developer's Agreement:** See Engineer's Report.

### **BOARDS & COMMITTEES**

**Kindred Public Library:** Arnaud reported working with Attorney Wear and Lisa Anderson to review the building needs, group relationships, and management agreement. Tenant sub-lease agreements for KPL to use are in progress as well. **MOTION, passed – To approve Building Management Agreement for 330 Elm St between the City of Kindred and Kindred Public Library Board of Trustees. Stoddard moved; Peraza seconded. RCV; MCU.**

### **POOLS & PARKS**

Spring joint meeting has been scheduled for Park Board and City Council, to be held March 13<sup>th</sup> at 6:30 pm.

### **PLANNING & ZONING**

Planning and Zoning has been working on updates to Chapter 4 definitions and reviewing ordinances, as well as reviewing plats and rezoning requests.

## MARKETING & BEAUTIFICATION

KAAP is again looking to create light post banners featuring local artist's and student's artwork. Council is on board with that. Lydia Ronningen (Park Board) is working with RDO/Greg Moffet for planter materials (wood pallets) and possibly KAAP for services as well.

## POLICE

Deputy Bryce Noonan provided the February Police report - 9 calls for service, 199 dispatches, 17 traffic stops. Performed numerous building checks. Call came in about a gentleman soliciting aerial photos, driving a darker suburban. Spring load restriction will go in effect 3/8/2024 in Cass County. Deputy Noonan has accepted a promotion and will be transitioning to Reile's Acres and Horace area. Sheriff Jahner commended Deputy Noonan's performance. He will remain in Kindred until a new deputy is selected to fill the part-time deputy contract the City has with Cass County. Sheriff Jahner also talked about the growing department as the need increases. The Sheriff's Dept. is adding a new pod to the Cass County Jail that will have 192 beds.

## CITY ENGINEER

**Wastewater Collection and Treatment Improvements; District No. 2019-1:** CM Spelhaug commented on the clay pile by the lagoon and looking for alternatives to the bidding process – such as a reasonable per load truck fee – so the city doesn't have to put out for bids again, since the previous bid advertisement garnered zero responses; would also provide an easier alternative to the bidding process for some local construction projects. City Engineer Brandon Oye reported on the project closeout – the city has a remaining balance of \$591,000. Options for excess money are to retain a portion of the funds or pay down the principal and closeout the loan. Oye suggested it would make sense to keep a portion, but not whole \$591K. Discussed remaining punch list items not completed by KPH and possible need for City to hire out the work. Also noted the possibility of rehabbing the township road after the clay has been removed. Retaining some reserves may be helpful to offset those costs. **MOTION, passed - To retain \$91K and return \$500K of reserves to the SRF loan for the 2019-1 project. Peraza moved; Stoddard seconded. RCV; MCU.** Project closeout is also still pending on receipt of Ottis' easement documents. Neither Moore Engineering nor PWS Schock have heard any response from the contractor regarding the defective work/punch list items, however, PWS Schock advised ME that KPH was in town.

**Dakota St Sidewalk, Spruce St and Elm St Drainage Improvements; District 2023-2:** No updates, on hold until spring weather allows continuation of construction project.

**Newport Ridge & 7<sup>th</sup> Ave Paving; District No. 2024-1 and 2024-2:** Bid opening tomorrow. Ten prime bidders currently on the list of potential bidders – including Border States, Northern Improvement, and KPH, Inc. Completing audits will be critical for this project to secure funding.

**Norman Acres 1<sup>st</sup> Addition:** Meeting with Cass Rural Water for options on the city servicing the development or Cass Rural Water servicing the development. CRW – if they service the development now, they would plan to keep service with that area forever; the city would never provide service to that area. The cost to install a service line from the north end of town to Norman Acres would be too great for a reasonable return on investment (ROI). The city could work with the Developers and their engineering team to install a meter pit. A meter pit would be owned/maintained by the city. Estimate for meter pit is \$50K. PWS Schock reports we have funding built in for M&R, and believes the city should supply the meter pit and fund it for the long-term investment benefits (quick math estimate is about 16 years for ROI). There would be not be sufficient pressure for adequate fire protection at this time with either provider, but eventually, if the City extends services, the higher pressures could sustain fire protection. Oye commented that one benefit is when the city does grow and connect, there would be two water connections as opposed to one, creating a redundant loop for consistent service. CM Spelhaug thought it would be a good compromise. **MOTION, passed – To approve meter pit installation for Norman Acres. Spelhaug moved; Peraza seconded. RCV; MCU.** Meter pit installation and information details will be added to the Developer's Agreement. Remaining items for DA – water service and Park Board land dedication/cash in lieu. The plan development zoning district will require a rezone and public hearing process; memo from Tom Goodrum will be presented to P&Z next Monday. **MOTION, passed – To approve Final Plat for Norman Acres 1<sup>st</sup> Addition contingent upon final**

**approval of Developer’s Agreement. Spelhaug moved; Stoddard seconded. RCV; MCU. MOTION, passed – To approve Moore Engineering Invoice #37372 \$2,901.05. Peraza moved; Stoddard seconded. RCV; MCU.**

**Comprehensive Plan:** Joint meeting was held with City Council, P&Z, and Park Board, where it was decided to go forward with the MetroCog proposal. Will bring in ME as needed. Council directed Auditor Arnaud to schedule a group meeting with MetroCog.

**Lead Service Line:** ME will be sending out a survey to obtain information about water service line materials at each property in Kindred. ME has been contracted by the State to help with this survey. Post cards will be mailed to every property with information about the survey, FAQs, etc. Would like to have responses back by April 1<sup>st</sup>. City will send email, publish on app, add to website, etc. ME will compile the data and report back to the State by May 1.

**General City Engineer:**

- West Metro Perimeter Highway Study – No Update.
- County Highway 15 Path Replacement – No update - may have information for the May meeting.
- Chapter 4 Ordinance Updates – Working on Chapter 4 (P&Z) updates and will have a draft for P&Z meeting in March; may hold Public Hearing in April to formalize the ordinance updates.

**TRILOGY NETWORKS**

George Woodward (Trilogy Networks) gave a presentation to provide an introduction and background information on what they do in the field of AI-powered precision agriculture infrastructure. In April, Trilogy will provide a more formal presentation/request to lease space for their 5G infrastructure on the water tower.

**PUBLIC WORKS REPORT**

PWS Schock has been updating the city’s Standards & Specs. Also, working on updating the city’s Emergency Operations Plan. Schock has also been reviewing some budget items and looking at future PW needs; performing maintenance of city equipment; had some snow removal events; changing out load restriction signs to match the County. CM Spelhaug commented on meeting with MLGC about the 7<sup>th</sup> Ave plans and drainage – Schock reports the area will be good on drainage. CM Peraza commented on backups for services: water, sewer, etc. Schock talked about the city’s backups/failsafes and that Kindred is in a pretty good position, especially without having a water treatment facility, which can be a common target.

**CONSENT CALENDAR: MOTION, passed – To approve consent calendar items: 2/7/2024 minutes, raffle permit applications for CHS Inc. and Kindred Firefighters Association, Bills for Payment and Financial Reports for February 2024. Stoddard moved, Spelhaug second. RCV; MCU.**

**AUDITOR & FINANCE**

**2023 Year End Reports:** Auditor Arnaud talked about the Prairie Dog Funds that Kindred received in the amount of \$246K, and the Legacy Highway funds just under \$17K. Can potentially earmark the PD funds for a water reservoir project, possibly ACP replacement, must be new or rehab infrastructure projects. The funds have to be allocated by November 1, 2024, but don’t have to be expended until 2026.

Audit records need a capital asset list from 2016; may need to construct that from scratch since it hasn’t been located or did not exist. The new health insurance paperwork is finalized and policy is active. Newsletter going out in March, will include a coloring page for City Government Week similar to last year.

**COUNCIL & MAYOR REPORTS**

**Mayor Kersting:** Darrell has been in contact with a non-profit group that collects furniture to provide to those in need or those suffering hardships. Will work with staff on providing a drop-off location for the community and can be POC for the non-profit group to determine collection date(s).

**ADJOURNMENT: MOTION, passed – To adjourn meeting at 9:09 pm. Stoddard moved; Peraza 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