

KINDRED CITY COUNCIL – MEETING MINUTES

Wednesday, May 7, 2025 | 7:00 pm | Kindred City Hall

MEETING CALLED TO ORDER AT 7:03 pm by Mayor Kersting with CMs Spelhaug, Sharp, Ronningen, and Peraza present. Members absent: none. Others present: City Attorney Sarah Wear, City Engineer Brandon Smith, Auditor Tabitha Arnaud, Mark Ottis, Marlowe Rud, Jan Russell, Lloyd Hoffarth, Eric Swenson, Mike Blevins.

APPROVE AGENDA: **MOTION**, passed – To approve the agenda. Peraza moved; Sharp 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; Peraza seconded. RCV; MCU.

OLD BUSINESS

MDU Natural Gas Update: Letter to Community: MDU mailed a letter to residents at the end of April with information about the Kindred Natural Gas project including schedule, restoration and construction work, and contact information for residents with questions.

Kindred Youth Baseball Association Plat Recording: KYBA plat was approved September 2024 but they had requested to delay signing/recording documents until February/March 2025. Property owner Mark Ottis reported KYBA is still working on raising enough funds to proceed. Their purchase agreement stipulates a certain amount of funds are secured prior to the sale to be sure they do not end up owning the land and not being able to develop it. The PA also states that land is to be turned over to the Kindred Park District after a certain amount of time. Attorney advised it is unusual for plats to be approved and then recording delayed; concerns with changes to required signers and time/money already invested by the City for the process; recommend putting a deadline on the recording, and if not recorded the plat would need to go through the application process again. **MOTION**, passed – To set deadline of 10/1/2025 to record KYBA plat documents. Sharp moved; Peraza seconded. RCV; MCU.

Second Reading Rezone Ordinance 2025-109 for Plains 3rd Addition (Meadow Trails):

Mayor Kersting opened the public hearings. No changes since the first reading. No comments. Mayor Kersting closed the public hearing. **MOTION**, passed – To approve the Second Reading of the Rezone Ordinance 2025-109 for Plains 3rd Addition (Meadow Trails). Spelhaug moved; Peraza seconded. RCV; MCU.

BOARDS & COMMITTEES

Renaissance Zone Project 2-KIN for Korner Plaza: Arnaud reported notification of the project completion was received in March; inspection and verification of paid invoices for project work was done in April. Costs for construction of the new commercial building far surpassed the minimum required investments. **MOTION**, passed – To approve final completion of RZ Project 2-KIN for Korner Plaza, 5390 165th Ave SE, 100% building value property tax exemption for years 2025-2029. Ronningen moved; Sharp seconded. RCV; MCU.

BUILDING INSPECTOR/CODE ENFORCEMENT

Six new building permits YTD, an increase from 2024. Code enforcement at 20 4th Ave S, no update; deadline of 6/30/2025.

MARKETING & BEAUTIFICATION

Banners/flags to be swapped out, removal of Christmas tree, Mayor Kersting will begin work on downtown planters.

PARK & POOL

Unable to schedule joint meeting with Kindred Parks. Reviewed 2025 Pool sublease agreement: no changes/revisions requested from 2024. Park Board will review at their meeting next week. **MOTION**, passed – To approve 2025 Pool Sublease agreement. Peraza moved; Sharp seconded. RCV; MCU.

PLANNING & ZONING

Bolton & Menk held an open house for the draft Comprehensive Transportation Plan. CM Spelhaug commented that it was SRC meeting that morning went well and the open house was well attending with good responses and involvement. The draft CTP remains open for public comment (via website) until May 23.

SHERIFF

Deputy Hanson was absent but provided the April report with 40 calls for service. Additional topics of discussion included electric scooter activity and making sure kids are using these safely, watching for vehicles, stopping at stop signs, etc. Trucks parking along CR15 (by Express Lane) are causing traffic congestion, reducing the traffic lanes to a single lane. The shoulder is narrow and unsafe for parking, especially with the ditch and walking path on the east side. CCSO and City are engaged with the County engineers. County Highway department will be installing additional “no parking” signs along CR15; education/enforcement will follow for any violations.

CITY ENGINEER

Dakota St Sidewalk, Spruce St and Elm St Drainage Improvements; District 2023-2: Smith reported the Special Assessment Commission met to begin the process of determining benefits to properties. Council discussion on previous assessment methodologies and future precedence, varying benefits of drainage/sidewalks/street work. **MOTION, passed – To approve ME Inv 2026 for \$7,394.75. Peraza moved; Spelhaug seconded. RCV; MCU.**

Newport Ridge & 7th Ave Paving; District No. 2024-1 and 2024-2: The project is closing in on final punch list items; grass establishment looks great. This project is also going thru the SAC process. Discussed the small number of benefiting properties in the 7th Ave district; potential for City to contribute some funds as it is the last gravel street in town. Smith reported the sewer lift station inspection passed on 4/8/25, marking the project “ready for its intended use” and achieving substantial completion. **MOTION, passed – To approve Certificate of Substantial Completion for 2024-1/2024-2. Peraza moved; Sharp seconded. RCV; MCU. MOTION, passed – To approve ME Inv 2021 for \$11,183.00. Peraza moved; Spelhaug seconded. RCV; MCU.**

Norman Acres 1st Addition: Contractor working on defective work. Paving scheduled mid-June/July. **MOTION, passed – To approve ME Inv 2073 for \$1,911.75. Peraza moved; Spelhaug seconded. RCV; MCU.**

Water Reservoir Improvements: Engineer Report is finalized, PW Committee to review. Wear finalized the water purchase agreement and Cass Rural Water has approved/signed. Once City approves/signs, it also needs to be reviewed/signed by ND Public Finance Authority and USDA. **MOTION, passed – To approve Water Purchase Agreement with Cass Rural Water District. Spelhaug moved; Peraza seconded. RCV; MCU.** DWR cost-share application submitted for 60% funding; will await the state decision before proceeding.

Meadow Trails Development; District 2025-2: Currently out for bids, virtual opening May 15. MBN Engineering working on addition of west Elm St water main improvements into project; Moore assisting with contract documents. Improvement District Agreement is being circulated for comments; will need to be approved by Council prior to awarding a construction contract; also includes the Planned Development (PD) zoning requirements. DWR cost-share application submitted for 60% funding. SRF application in progress; requires public meeting/open house/info shared – Council agendas/minutes suffice however, Council felt public outreach would be a good idea since repayment of the loans will require special assessments and/or user rate increases. An open house date will be set and letters sent to properties included in the improvement district. **MOTION, passed – To approve ME Inv 2020 for \$27,582.55. Peraza moved; Spelhaug seconded. RCV; MCU.** The Engineer Agreement is in progress, PW Committee to review.

Floodplain Ordinance Update: ME reviewed the current FP ordinance, provided updates needed to reflect new FEMA maps that will be effective 9/5/25. Will need to be reviewed by ND and FEMA before Council can move to approval process. **MOTION, passed – To approve ME Inv 2114 for \$1,717.50. Peraza moved; Ronningen seconded. RCV; MCU.**

General City Engineer:

Capital Improvement Plan: Smith reviewed the PWC approved updates to the current project list. Projects currently considered include Meadow Trails Development and Elm St water main replacement, city-wide asphalt study, water

reservoir improvements, CR15 multi-use path, lead service line inventory study, downtown/sidewalk improvements, storm/drainage master plan, asbestos concrete water main replacements.

County Road 15 Shared Use Path: No update.

Water Service Line Inventories: Lead service line update – ME walking door-to-door starting 5/12 to assist owners with the inventory of water service lines in Kindred.

Comprehensive Plan: ME will submit comments on the draft Comp Plan to Bolton & Menk.

Moore & Friends Golf Tourney: ME to host annual event for CMs/staff at Valley City Golf Course on 7/30/2025.

PUBLIC WORKS

PWS Schock on PTO until next week. Auditor Arnaud provided information on payload repairs, township road maintenance, and the FCCU alley (board advised, not paving at this time). Discussed proposal for compost platforms that would provide better/safer access for residents and reduce PW/equipment time spent leveling out materials or moving the smaller step platform around. **MOTION, passed – To approve purchase of two platforms for compost site. Peraza moved; Ronningen seconded. RCV; YES = Spelhaug, Ronningen, Peraza; NO = Sharp. PASSED.**

CONSENT CALENDAR

MOTION, passed – To approve consent calendar items: meeting minutes of 4/2/2025, 4/2/2025, 4/14/2025, 4/28/2025; gaming site authorization for West Fargo Rural Fire Department at 701 Spirits Bar & Grill; property tax exemption on new construction for 611 Norman Dr; delinquent utility account list; bills for payment and financial reports for April 2025. Spelhaug moved; Ronningen seconded. RCV; MCU.

AUDITOR & FINANCE

Auditor Arnaud reported on upcoming events: rummage sale day 5/10, vet clinic 5/20; financial audits update – working on completing 2019 & 2020 trial balance for Widmer Roel; outstanding invoices – need to bill Cass County for 2024 clay. New flooring for City Hall, reviewed samples/estimates. **MOTION, passed – To approve up to \$20k for City Hall flooring. Peraza moved; Sharp seconded. RCV; MCU.** After feedback and concerns with gWorks software, reviewed alternate options of two well-known, vetted software (Black Mountain and Banyon Data). Since we already have Banyon Fund Accounting and Payroll modules, adding Utility Billing and activating the annual support on the FA/PR is most economical. Banyon can also complete the installation/migration within 1-2 months versus Black Mountain not able to implement until the 2nd quarter of 2026. **MOTION, passed – To approve Banyon Utility Billing proposal. Spelhaug moved; Peraza seconded. RCV: YES = Peraza, Sharp, Ronningen; NO = Spelhaug. PASSED.**

COUNCIL & MAYOR REPORTS

CM Ronningen: Discussed looking at new City/welcome signage, some estimates between \$5k-\$20k with mixed mediums; CR 15 speed limits - considering lowering on North side of town; park playground project is scheduled June 27-28, still looking for volunteers.

ADJOURNMENT

MOTION, passed – To adjourn meeting at 9:22 pm. Sharp moved; Peraza seconded. RCV MCU.

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

Darrell Kersting, Mayor

Tabitha Arnaud, City Auditor

Date approved