

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

**Thursday, January 2, 2025 | 7:00 pm | Kindred City Hall**

**MEETING CALLED TO ORDER AT 7:03 pm** by Mayor Kersting with CMs Johnson, Sharp, Spelhaug, and Peraza present. Others present: City Attorney Sarah Wear, City Engineer Brandon Oye, PWS Rich Schock, Auditor Tabitha Arnaud, Sheriff Deputy Justin Hanson, Larry Oswald (MDU), Ricky Schatz (MDU), Mark Ottis, Jamie R Swenson, Liz Mars.

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

**NEW BUSINESS** - none

### **OLD BUSINESS**

**MDU Natural Gas: Project Update:** MDU completed service to approximately 20 homes by Dec. 21. Construction crews will be back in April/May to finish connecting natural gas to remaining residents/businesses that have signed up.

**P & Z Permit Application Fee Review:** P&Z presented increase in fees for zoning, platting, etc. **MOTION**, passed – To approve increase in Planning & Zoning application fees as presented. Peraza moved; Spelhaug seconded. RCV = Spelhaug-YES; Johnson-NO; Sharp-NO; Peraza-YES; Kersting-YES. Motion carried.

**Utility Rate Review, Water/Sewer Study:** On hold.

**Hawk Properties LLC Payment Agreement for Private Water Service Repairs:** Business owners agreed to terms.

**BOARDS & COMMITTEES** – no updates

**Renaissance Zone – 281 Walnut St Application:** City Council reviewed application for 281 Walnut St (Burke) that was approved at Renaissance Zone on 12/30/2024, for extensive remodeling of a single-family home that will be used as a primary residence. **MOTION**, passed – To approve 281 Walnut St Renaissance Zone application. Spelhaug moved; Sharp seconded. RCV; MCU.

**Tree Board: 2024 Grant Award, Reappoint Board Members:** Kindred was awarded a grant of more than \$12,000.00 from the North Dakota Forest Service. Grant money will be used to plant trees in Kindred. Council also to re-appoint terms for Liz Mars and Craig Olson. **MOTION**, passed – To re-appoint for a term of 3 years, Liz Mars and Craig Olson, terms expiring January 2028. Peraza moved; Sharp seconded. RCV; MCU.

### **BUILDING INSPECTOR/CODE ENFORCEMENT**

Information/update provided by Auditor Arnaud on the code enforcement at 20 4<sup>th</sup> Ave S property. Owner has deadline of January 17, 2025, upon which date another inspection will be performed to determine what, if any, work was done to bring building up to code/in compliance.

**MARKETING & BEAUTIFICATION** – none

**PARK & POOL** – Mayor Kersting and Joel Ronningen gave update on the warming house progress; noted that Kody's Electric donating time to the project.

**PLANNING & ZONING** – none

### **SHERIFF**

Deputy Hanson reported on the monthly calls. Also reported there are no leads/updates with the stolen snowmobiles. Resident reported a suspicious vehicle/suspicious person that tried to make contact with kids on a snow hill. Reminded

citizens/residents to be aware and discuss safety with children. Deputy Hanson will be participating in some K9 training over the next month, so other deputies will be subbing in Kindred.

#### **CITY ENGINEER**

**Dakota St Sidewalk, Spruce St and Elm St Drainage Improvements; District 2023-2:** Contractor not pleased with previous council decision to reduce retainage from 4k to 2k; refuses to sign CO3 and CAP. City Council will leave as is, per previous motion from Dec. mtg. **MOTION, passed – To approve Moore Engineering Invoice 41838 for \$1,175.00. Peraza moved; Spelhaug seconded. RCV; MCU.**

**Newport Ridge & 7<sup>th</sup> Ave Paving; District No. 2024-1 and 2024-2:** Contractor is switching over control panel on 1/6/2025 – waiting for pumps. **MOTION, passed – To approve Moore Engineering Invoice 41839 for \$14,835.54. Spelhaug moved; Johnson seconded. RCV; MCU.**

**Norman Acres 1<sup>st</sup> Addition:** Street lights are on. Start up of lift station possibly on 1/6. Developers previously commented on the quality of camera work; will be re-televised by contractors. COs may be requested in January. However, if there is no working water/sewer system, no project acceptance, no COs. Bent curbstops, sewer line issues, road not paved yet. **MOTION, passed – To approve Moore Engineering Invoice 41841 for \$502.50. Peraza moved; Sharp seconded. RCV; MCU.**

**Water Reservoir Improvements:** Inspection completed; need to set CRW meeting. **MOTION, passed – To approve Moore Engineering Invoice 41840 for \$16,558.06. Peraza moved; Sharp seconded. RCV; MCU.**

**Meadow Trails Development:** Meadow Trails preliminary plat application received. Planning & Zoning Public Hearing will be in January, followed by City Council Public Hearing in February. **MOTION, passed – To approve Moore Engineering Invoice 41842 for \$3,993.75. Peraza moved; Sharp seconded. RCV; MCU.**

#### **General City Engineer:**

**County Road 15 Shared Use Path:** No update on County submitted grant application.

**Policy on Privately Designed Public Infrastructure:** Reviewed previously presented draft on policy for Privately Designed Public Infrastructure. City Council will review and consider adoption next month.

**Comprehensive Plan:** No update.

#### **PUBLIC WORKS**

PWS Schock discussed working with the natural gas contractors. Urged all to call 811 before you dig and talked about safety and education. Reported the new skid steer blower was received.

#### **CONSENT CALENDAR –**

**MOTION, passed – To approve consent calendar items: meeting minutes of 12/4/24; raffle permit applications for Kindred Wildlife Club; off-site event permit for Uptown Eatery on 1/25/25; delinquent utility accounts list; bills for payment and financial reports for December 2025. Sharp moved; Spelhaug second. RCV; MCU.**

#### **AUDITOR & FINANCE**

**2019-2020 Audit Update:** Arnaud reported she is working with CPA Stacey Fett to prepare the trial balance spreadsheets Widmer Roel needs for the audit. May consider closing the office for a few “project” days to focus on completing this and gathering of additional documentation requested.

**Additional Items:** Arnaud provided an update on the outstanding invoices, ARPA funds designated for use (city facilities – Memorial Building & City Hall), the utility billing software transition from UB Max to gWorks, and Prairie Dog funds deposit.

#### **COUNCIL & MAYOR REPORTS**

**CM Peraza:** Thanked Joan Pratt for her service in helping with the city facilities. **MOTION, passed – To approve a cleaning services payment of \$599.00 for 2024 and a \$599.00 for 2025 to Joan Pratt. Peraza moved; Sharp seconded. RCV; MCU.**

Community Partnership fee (\$50.00) for 2025 waived for Kindred Wildlife Club as a thank you for the work put into the Memorial Building this past summer.

Annual Reviews: Annual staff reviews were completed over the past month. Thanked city staff for their hard work throughout the past year. **MOTION, passed – To approve wage increase of \$2.50 for Arnaud. Peraza moved; Sharp seconded. RCV; MCU.** **MOTION, passed – To approve wage increase of \$1.50 for Johnson. Peraza moved; Sharp seconded. RCV; MCU.** **MOTION, passed – To approve wage increase of \$2.00 for Schock and \$1.50 for Tronnes. Spelhaug moved; Peraza seconded. RCV; MCU.**

Mayor Kersting: Thank you to all CMs and employees for their time and dedication to the City.

**ADJOURNMENT**

**MOTION, passed – To adjourn meeting at 9:02 pm. Sharp 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