

KINDRED CITY COUNCIL – MEETING MINUTES

Wednesday, July 2, 2025 | 7:00 pm | Kindred City Hall

MEETING CALLED TO ORDER AT 7:09 pm by Mayor Kersting with CMs Sharp, Ronningen, and Peraza present. Members absent: Spelhaug. Others present: City Attorney Sarah Wear, City Engineer Brandon Smith, PWS Rich Shock, City Auditor Tabitha Arnaud, Deputy Justin Hanson, Building Inspector Mike Blevins, Craig Hashbarger, Aiden Jung, Cody Christianson, Sarah Swedberg (virtual), Bryce Knowlen, Jamie Swenson, Joel Ronningen, Marlowe Rud, Jan Russell.

APPROVE AGENDA: **MOTION**, passed – To approve the agenda with additions (consent calendar items: raffle permit for Kindred Community Club and Off-site Event & Street Dance Permit for 701 Spirits Bar & Grill). **Sharp moved; Peraza seconded. RCV (Roll Call Vote); MCU (Motion Carried Unanimously).**

NEW BUSINESS

PUBLIC HEARING – Kindred Comprehensive Transportation Plan Adoption: Mayor Kersting opened the public hearing. Sarah Swedberg and Cody Christianson discussed the final draft of the Comprehensive and Transportation Plan (CTP). Notably, Kindred's population growth rate of 3.3% continues to outpace the overall MetroCOG regional growth rate of 2.0%. Efforts are ongoing to finalize the inclusion of the airport overlay within the land use maps, with completion anticipated soon. Additional goals for the plan include assisting with grant and other funding opportunities, as well as developing a comprehensive implementation chapter to guide future action. Mayor Kersting closed the public hearing.

MOTION, passed – To close public hearing on the Kindred Comprehensive & Transportation Plan Adoption. **Sharp moved; Peraza seconded. RCV; MCU.** **MOTION**, passed – To adopt Kindred Comprehensive and Transportation Plan 2025 contingent on airport overlay. **Ronningen moved; Peraza seconded. RCV; MCU.**

Mosquito Control: Kindred's normal contracted aerial sprayer for mosquito control suffered damage to their planes/equipment during the June 20th storm. Repair time is unknown. Discussed alternative options for mosquito spraying to supplement the County's spraying until aerial services are restored. **MOTION**, passed – To approve Safe Yard mosquito spraying services as needed, up to three applications. **Peraza moved; Ronningen seconded. RCV; MCU.**

OLD BUSINESS

City Audit Update with Widmer Roel: Craig Hashbarger of Widmer Roel, the city's financial audit firm, remains optimistic that the 2022 audits will be completed by year-end. Reflecting on prior audits, the 2017–2018 reports were successful once all records were compiled, though initial delays were attributed to timing. Challenges resurfaced during the 2019 audit due to limitations with the city's ongoing use of QuickBooks, which is not true fund accounting software. To preserve Widmer Roel's independence, the city brought in outside financial support to assist in report preparation. Now, with Brady Martz Financial Firm engaged to prepare the necessary documentation, the city is also transitioning to Banyon Fund Accounting software for better alignment with municipal standards. Brady Martz can also help facilitate data migration and system/software setup. Once the financial reports are ready, Widmer Roel has committed to prioritizing the Kindred audits, requested the same of the City staff, to ensure timely completion.

City Hall Improvements Update: Updates to the City Hall building are progressing smoothly. The flooring installation has been completed, and HVAC upgrades are nearly finished. The team is currently working on transitioning the system to natural gas for improved efficiency. New office spaces and kitchen needs are under review, and next steps include painting the meeting room, bathroom, and entryway. Lighting and door upgrades are also being considered to complete the renovation; discussed addition of automatic door opener to new front door. **MOTION**, passed – To approve up to \$6,000 for new front door with automatic opener. **Peraza moved; Sharp seconded. RCV; MCU.** **MOTION**, passed – To approve \$5,100.00 for new lights/electrical from Kody's Electric. **Peraza moved; Sharp seconded. RCV; MCU.**

BOARDS & COMMITTEES

Kindred Public Library: **MOTION**, passed – To approve Cindy Reihe appointment to the Board of Trustees for Kindred Public Library. **Peraza moved; Sharp seconded. RCV; MCU.**

BUILDING INSPECTOR/CODE ENFORCEMENT

The building at 20 4th Ave S is currently under code enforcement due to the property owner's failure to comply with the city's legal notices regarding necessary repairs and ordinance violations. While the building's overall structure remains sound, there are holes and exposed areas that pose a risk of attracting rodents and pests. Building Inspector Mike Blevins

reported that none of the required repairs have been completed. City Attorney Sarah Wear reviewed the enforcement process, which included multiple letters, legal notices, and a hearing with the property owner. To address the issue, Council Member Matt Sharp offered to gather quotes to complete the needed repairs. In conjunction, Sarah Wear will draft a notice informing the property owner that the city is seeking bids for the work, and that the owner will be assessed the full cost of the repairs, including any legal and code enforcement expenses. ~ Blevins presented the YTD building permit report. ~ The Norman Acres development is moving forward, with building permits now issued on the north end despite the infrastructure not being fully complete/accepted. Underground utilities were successfully repaired on Tuesday. While building permit construction is authorized to proceed, certificates of occupancy (COs) will be withheld until all infrastructure requirements are finalized. ~ Council discussed properties in violation of mowing and weed ordinances. Also discussed was 60 7th Avenue (Rutherford). Midwest has been assigned to conduct an inspection of the property to assess compliance and determine the necessary follow-up actions. Council member Matt Sharp offered to reach out to downtown businesses regarding weeds/mowing as necessary.

MARKETING & BEAUTIFICATION – Flower planters look great! Thanks Mayor Kersting!

PARK & POOL

The installation of the new park equipment is complete, and we extend a heartfelt thank-you to Schmidt and Sons for their help. Additional thanks go to Rich Schock, Matt Sharp, and the group of high school volunteers who pitched in to bring this project to life. A few finishing touches remain, but the team is hopeful everything will be wrapped up in time for Kindred Days. We truly appreciate everyone's hard work and dedication!

PLANNING & ZONING

Next Planning & Zoning meeting is July 8, not July 21. Moving forward, the Planning & Zoning committee will be reviewing/approving the fence permits.

SHERIFF

Deputy Hanson from the Cass County Sheriff's Office presented the June police report, noting that parking along County Road 15—particularly in front of the Express Lane convenience store—has become an issue due to large trucks stopping on 15 creating dangerous situation for drivers and traffic congestion. He addressed the matter by speaking with one vehicle and reported that no further incidents have occurred since. The June report also mentioned that Kindred, fortunately, avoided the worst of the recent storms.

CITY ENGINEER

Dakota St Sidewalk, Spruce St and Elm St Drainage Improvements; District 2023-2: 2023-2 project complete. Special Assessment Committee should have property assessments complete with two more meetings.

Newport Ridge & 7th Ave Paving; District No. 2024-1 and 2024-2: The Newport Ridge 7th Avenue project is nearing full completion, with only a few minor punch list items remaining—primarily related to grass establishment and minor issues with the sanitary sewer lift station generator. The work was deemed substantially complete on June 20; the outstanding tasks are minimal and not expected to have significant impact. The special assessment committee is also nearly finished with these lists. Current retainage of \$50,000.00 is on record, which is sufficient to cover the remaining work. **MOTION, passed – To approve ME invoice 3063 for \$8,891.25. Peraza moved; Ronningen seconded. RCV; MCU.**

Norman Acres 1st Addition: **MOTION, passed – To approve ME invoice 3068 for \$1,655.53. Peraza moved; Ronningen seconded. RCV; MCU.**

Water Reservoir Improvements: The water purchase agreement with Cass Rural Water has been submitted to the state for review. The USDA has requested additional information from Cass Rural Water, though it's currently unclear whether those details have been fully provided. Meanwhile, the Department of Water Resources has awarded a cost-share of \$72,600 (60%) to support the design phase of the project.

Meadow Trails Development; District 2025-2: ME helping with funding and State Revolving Fund (SRF) applications, alongside the development of the facility plan and environmental report, both of which must be reviewed by DEQ. The construction contract bid with Northern Improvement has been extended through July 1. Additionally, the Department of Water Resources has awarded a cost-share of \$430,723 (60%) to support the construction phase. **MOTION, passed – To approve ME invoice 3045 for \$21,896.74. Peraza moved; Ronningen seconded. RCV; MCU.**

Floodplain Ordinance Update: Council reviewed some minor changes to the city's Flood Plain ordinance 2025-110.

MOTION, passed – To approve 1st Reading of Floodplain Ordinance 2025-110. Ronningen moved; Sharp seconded. RCV; MCU. **MOTION**, passed – To approve ME invoice 3067 for \$633.75. Peraza moved; Sharp seconded. RCV; MCU.

General City Engineer:

County Road 15 Shared Use Path: No update.

Water Service Line Inventories: 35 properties had no response/inventory. Door-to-door efforts are complete.

Comprehensive Plan: Current costs = \$2,525.00

PUBLIC WORKS

The Public Works Department reports that the MDU/ECI construction work to install natural gas in Kindred is slowing down, with most services identified as low-priority now installed. Locate requests are also tapering off. In light of recent storms, ensuring functional emergency sirens has become a critical concern, as not all residents heard the alerts. Efforts are underway to update the City's comprehensive Emergency Operations Plan (EOP), which will include provisions for storm shelter spaces, mobility assistance, and other essential resources. The City Council has expressed support for the EOP, and Rich will be reviewing options to improve or replace existing sirens to better serve the community during future emergencies.

ATTORNEY

City Attorney Sarah Wear shared that recent legislative changes now require a formal public comment period during council meetings. While our city has already been conducting public input sessions as part of standard practice, adopting the draft policy provided by the North Dakota League of Cities will officially formalize this process. This move is likely a precautionary measure, prompted by challenges faced in other municipalities. **MOTION**, passed – To adopt the Public Comment Policy during council meetings. Peraza moved; Sharp seconded. RCV; MCU.

CONSENT CALENDAR

MOTION, passed – To approve consent calendar items: meeting minutes of 6/4/2025 & 6/17/2025; property tax exemption on new construction for 474 Skylane St & 485 Prairie Pkwy; raffle permit applications Moravian Women of ND and Kindred Community Club; off-site Event & Street Dance Permit for 701 Spirits Bar & Grill; delinquent utility account list; bills for payment and financial reports for June 2025. Peraza moved; Sharp seconded. RCV; MCU.

AUDITOR & FINANCE

Arnaud reported software data migration is complete. Reviewing software installation requirements, hoping to be ready for utility billing in new systems July/August.

COUNCIL & MAYOR REPORTS

CM Ronningen: Reported on upcoming Kindred Days. Council members welcome to join at event's hospitality tent instead of having separate vendor booth.

CM Peraza: Discussed utility disconnection policy/procedures; Arnaud noted multiple courtesy calls/emails are completed after disconnects are sent, following through with the shut offs if required payments are not received in full by the deadline. Reported Kindred Hoops purchased and will be installing new basketball hoops at the City Park courts in time for the 3v3 basketball for Kindred Days. Thank you, Kindred Hoops!

Marlowe Rud inquired about the status of the promissory note release for NPR 8th/9th Addition; Arnaud will run the calculations and present next month.

ADJOURNMENT - MOTION, passed – To adjourn meeting at 9:59 pm. Peraza moved; Sharp 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