

KINDRED CITY COUNCIL – MEETING MINUTES
Wednesday, February 7, 2024 | 7:00 pm | Kindred City Hall

MEETING CALLED TO ORDER AT 7:02 pm by Mayor Kersting with CMs Spelhaug, Johnson, and Peraza present. Absent: Stoddard. Others present: PWS Rich Schock, City Auditor Tabitha Arnaud, City Attorney Sarah Wear, City Engineer Brandon Oye, Sheriff Deputy Bryce Noonan, David Braaten, Bryce Knowlen, Mark Ottis, Lydia Ronningen, Reile Jordheim, Greg Moffet, Joel Ronningen, Matt Prochniak, AJ Sommerfeld, Chloe (ME), Jan Russell.

APPROVE AGENDA: MOTION, passed – To approve the agenda (add raffle permit to 14B). Peraza moved; Johnson seconded. RCV (Roll Call Vote); MCU (Motion Carried Unanimously).

NEW BUSINESS

Public Hearing – Final Plat of Plains 2nd Addition: Mayor Kersting opened the public hearing. No public comment. Mayor Kersting closed the public hearing. **MOTION, passed – To approve the Final Plat of Plains 2nd Addition. Spelhaug moved; Peraza seconded. RCV; MCU.**

Designate Official Polling Place for 2024 City Election: MOTION, passed – To designate Kindred City Hall as an official polling place for 2024 City of Kindred Election. Spelhaug moved; Peraza seconded. RCV; MCU.

OLD BUSINESS

Second Reading of Ordinance 2023-103 Regarding Annexation of Norman Acres: MOTION, passed – To approve the Second Reading of Ordinance 2023-103, annexation of Norman Acres. Spelhaug moved; Johnson seconded. RCV; MCU.

Final Plat of Norman Acres 1st Addition: Action tabled.

Kindred Library Building Purchase Update: Closing documents have been signed; waiting for confirmation of recording. Draft building management agreement in progress.

MARKETING & BEAUTIFICATION – Need to convert hardware on existing flag poles so various flags are interchangeable.

POLICE

Deputy Noonan presented the January police report, as well as the quarterly and 2023 reports. Overall, number of calls have increased, partly due to procedural office changes on building checks and COP (Community Oriented Policing). Sheriff Jahner is going to try to present the 2023 report at the March meeting. Registered sex offender that was working in rural Kindred is no longer working in the area. Deputy Noonan also reported on the initial traffic sign data. There are several data collection points across the entire county. The Kindred area collected the highest data for unbelted drivers and speeding rates. Annual animal call volume was high; these included many rural deer/vehicle accidents and barking/unleashed dogs.

CITY ENGINEER

Wastewater Collection and Treatment Improvements; District No. 2019-1: Will address stockpile of excess clay at next meeting. Continuing to work on funding closeouts and remaining easement records. With the unseasonably good weather, asked KPH to complete an inspection on the remaining punch list items.

Dakota St Sidewalk, Spruce St and Elm St Drainage Improvements; District 2023-2: Construction on hold. **MOTION, passed – To approve ME Invoice 36922 for \$360.00. Spelhaug moved; Peraza seconded. RCV; MCU.**

Newport Ridge & 7th Ave Paving; District No. 2024-1 and 2024-2: Public Works Committee will review at their 2/15 meeting. Need to address tree clearing in this corridor for proper drainage. Due to a certain species of endangered bat, may not be able to clear trees in this corridor March though November due to Environmental Report. Received one quote for clearing, close to \$15K but will get additional quotes. **MOTION, passed – To approve bids above \$19K for tree clearing services of 7th Ave area for proper drainage. Peraza moved; Spelhaug seconded. RCV; MCU. MOTION, passed – To approve resolutions approving final plans and specifications and authorizing auditor to advertise for bids, contingent on**

Public Works Committee approval. Peraza moved; Johnson seconded. RCV; MCU. MOTION, passed – To approve Braun Intertec Invoice B371864 for \$6,077.25. Spelhaug moved; Peraza seconded. RCV; MCU. MOTION, passed – To approve ME Invoice 36960 for \$98,421.40. Peraza moved; Spelhaug seconded. RCV; MCU.

Norman Acres 1st Addition: Pretty much ready besides water, will be discussing with Cass Rural Water soon. CRW would not provide fire flow; the city could install a line. Oye, Spelhaug, and CRW are meeting tomorrow to review options. Developer's Agreement is in draft format currently. Will have a Plan Development zoning ordinance draft soon. **MOTION, passed – To approve ME Invoice 36931 for \$11,702.20. Peraza moved; Johnson seconded. RCV; MCU.**

Comprehensive Plan: Group board meeting to be scheduled soon.

Lead Service Line Inventory (LSLI): Moore Engineering is working on collecting data. A survey to residents will be distributed soon. The inventory data will be compiled and reported to the state.

General City Engineer:

West Metro Perimeter Highway Study: No meeting yet. Mayor Kersting and P&Z Member Ronningen will try to attend.

County Highway 15 Path Replacement: The County has submitted a Transportation Alternative grant.

Chapter 4 Ordinance Updates: P&Z to continue discussion at their meeting on Monday; will present to City Council soon.

Civil Site Plan Review Updates: Revisions to tighten up requirements/documents for submission and number of working days for review/response. **MOTION, passed – To approve updated Civil Site Plan Requirements as presented. Johnson moved; Peraza seconded. RCV; MCU.**

Client Appreciation Event: Moore Engineering is hosting a client appreciation event on Thursday, February 8, 2024.

2023 City Engineer Services Invoice: Invoice amount of \$33,525.79 for the yearly services provided, such as Kindred Days, Park Board, Drain 60, MDU, ET/zoning, CES, City Council Meetings, Public Works Committee Meetings, Plat Reviews, Civil Site Plan Reviews, etc. Invoice discounted to \$0.00! Thank you, Moore Engineering!!

PUBLIC WORKS

PWS Schock reported on PW projects, Moore Engineering/PWC meetings and attending continuing education courses at the North Dakota Rural Water Systems Conference, where he learned about topics such as cybersecurity and the potential threat to water resources and infrastructure.

CONSENT CALENDAR

MOTION, passed – To approve consent calendar items: Minutes of 1/3/2024 & 1/22/2024, Raffle Permit for Kindred Area Dollars for Scholars, Delinquent Utility Accounts List, Bills for Payment and Financial Reports for January 2024. Peraza moved, Spelhaug second. RCV; MCU.

AUDITOR & FINANCE

Preliminary 2023 Year End Reports: Will be finalized and shared before March 1.

Health Insurance (Section 125 POP) Plan Renewal for March 1, 2024: This paperwork allows employee health insurance deductions to be completed on a pre-tax basis. **MOTION, passed – To approve the Section 125 POP Adoption Agreement and Certificate of Resolution effective March 1, 2024. Peraza moved; Spelhaug second. RCV; MCU.**

Health Insurance Policy Update: Currently have Sanford Health Plan and March 1 policy renewal would result in a 9.19% increase. Considering alternate options, Blue Cross Blue Shield ND has a comparable coverage plan that would result in a 1.88% increase. While the switch to a different carrier would require a lot of paperwork and processing, the savings would be about \$2,000 annually and that would benefit the City and the participating employees alike. **MOTION, passed – To enroll in BCBSND BlueCare Gold 70/1800 insurance plan effective 3/1/2024. Peraza moved; Spelhaug second. RCV; MCU.**

North Dakota League of Cities (NDLC) Spring Workshop: Auditor Arnaud inquired about attendance to the NDLC Spring workshop in Minot on March 19-20, 2024. Mayor Kersting will be attending virtually. Arnaud will complete registrations.

MDU Natural Gas Update: Auditor Arnaud shared the upcoming public information meeting that MDU will be hosting regarding the natural gas project in Kindred. The meeting will be Wednesday, February 21 at 7pm at the Memorial Building. MDU will also be hosting additional "office hours" at city hall to work individually with residents to answer questions and help get them registered for service connections. Meeting and office hour information will be sent directly to residents and property owners, as well as be posted at City Hall and on the website.

Staff Laptop Upgrades: Auditor Arnaud also discussed the need to upgrade the staff laptops that were purchased in 2017 & 2018. Discussed getting a third laptop for the deputy auditor position; searching for a tech company that could assist with selecting laptops and/or setting up all new computers and existing desktops on a secure network system. **MOTION, passed** – To approve purchase of three laptops and external hard drive up to \$5,000. Peraza moved; Johnson second. RCV; MCU.

COUNCIL & MAYOR REPORTS

CM Peraza: Absent at the last meeting, but phoned in to staff for updates/needs.

Mayor Kersting: Reminder about the upcoming Blood Drive at City Hall. Discussed recent Kindred Wildlife Club event at Memorial Building and how the MB could use some attention. KWC would like to assist by volunteering to complete some upgrades, such as installing a newer-donated range, looking for and installing a stainless steel sink, drywall repairs and painting. Their annual benefit is a popular and successful event, and they would like to give back to the community through these building improvements.

ADJOURNMENT

MOTION, passed – To adjourn meeting at 8:00 pm. Spelhaug moved; Peraza second. 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