

KINDRED CITY COUNCIL – MEETING MINUTES

Wednesday, June 4, 2025 | 7:00 pm | Kindred City Hall

MEETING CALLED TO ORDER AT 7:04 pm by Mayor Kersting with CMs Spelhaug, Ronningen, and Peraza present. Members absent: Sharp. Others present: City Attorney Sarah Wear, City Engineer Brandon Oye, PWS Rich Shock, City Auditor Tabitha Arnaud, Deputy Justin Hanson, City Engineer Brandon Smith, Mark Ottis, Marlow Rud, Jan Russell, Lisa Anderson, Bethany Johnson, Eric Swenson, Jamie R. Swenson, Mike Blevins, John Schockley (via teams).

APPROVE AGENDA: **MOTION**, passed – To approve the agenda with addition (Kindred Youth Baseball Sports Pool Raffle Application to Consent Calendar). **Spelhaug moved; Peraza seconded. RCV (Roll Call Vote); MCU (Motion Carried Unanimously).**

NEW BUSINESS – None.

OLD BUSINESS

City Hall Improvement Update: New flooring in meeting room, office, and hallway/entry/bathrooms to be installed week of June 16. Working with a group of volunteers to help organize, sort, and offer loaned items back to families in the interim of the remodeling project, and temporarily boxing items for storage. Mayor Kersting offered to fill/patch holes in the walls and possibly paint in July. Discussed the updated quote for a new HVAC system for City Hall to replace all electric units with a natural gas system, including heat pump for office. Electrical is not included in the quote. **MOTION**, passed – To approve up to \$25k for City Hall HVAC & electrical updates. **Peraza moved; Ronningen seconded. RCV; MCU.** Also discussed natural gas conversion quotes for the Memorial Building and pool heaters.

BOARDS & COMMITTEES

Renaissance Zone Project Application for 220 Spruce St by M. Cullen: Jamie R. Swenson, Renaissance Zone member, reported to council on the latest application that was reviewed and approved at the 5/19 RZ meeting for 220 Spruce St. A single-family residential home renovation includes replacing windows, insulation improvements, new entry door and garage doors, and siding replacement on the home, garage, and shed – a great fit for the renaissance zone plan. **MOTION**, passed – To approve conditional approval for Renaissance Zone project at 220 Spruce St. **Spelhaug moved; Peraza seconded. RCV; MCU.**

Kindred Public Library 2024 Annual Report to Council: Lisa Anderson, Library Director, and Bethany Johnson, Library Trustee President, gave the annual report and financial review for Kindred Public Library. One current board member vacancy. **MOTION**, passed – To accept 2024 Annual Report and 2025 Library Trustee members. **Peraza moved; Ronningen seconded. RCV; MCU.** They also reported on tenants (the library manages the building and tenants). They have one year as management, and it is going well. They provided a tenant list, they re-keyed the building, replaced two heat pumps with Acs, which was covered by reserves from the fundraising efforts to purchase the building. Current tenant, Alsager Ranch, wishes to rent an additional unit that is now available and do some renovations, including adding a doorway between the two leased units. Tenant agrees to use a licensed contractor, obtain a building permit, and pay for all costs. Anderson also discussed planned building improvements for 2025, including flooring, conversion of HVAC to natural gas, ductwork, and new thermostats. **MOTION**, passed – To accept KPL 2024 Building Lease report and approve Alsager Ranch remodeling plan. **Peraza moved; Spelhaug seconded. RCV; MCU.**

BUILDING INSPECTOR/CODE ENFORCEMENT

Total of 10 permits YTD, compared to 4 at this time last year. No update yet on code enforcement at 20 4th Ave S as property owner has until June 30, 2025 to complete items.

MARKETING & BEAUTIFICATION

Mayor Kersting will work on the flower planters in the next couple of weeks.

PARK & POOL

Pool is now open for the season!! The new liners installed last year are working great! The boiler for the large pool has failed. PWS Schock is working with Parks Director Mike Brown to get quotes for a replacement (natural gas). Baby pool heater and water heater for showers/restrooms will be converted to natural gas.

PLANNING & ZONING

Comprehensive Transportation Plan public hearings are scheduled for the June 16 Planning & Zoning meeting and July 2 City Council meeting. Formal adoption requires two additional meetings with Metro Cog boards.

SHERIFF

Deputy Hanson was present to provide the monthly police report. May was a busy month with 44 calls for service. Dep. Hanson also talked about safety, especially with the increase in the number of electric scooters and summer. Talked about getting information out via email or newsletter to express to parents and kids basic safety rules and following stop signs, road rules, etc. Will also continue to work with community on education and safety regarding golf carts and underage drivers.

CITY ENGINEER

Dakota St Sidewalk, Spruce St and Elm St Drainage Improvements; District 2023-2: Final \$2k retainage was released to Key Contracting for grass growth, so the contract can now be closed out. The Special Assessment Committee will be meeting again to finalize that process.

Newport Ridge & 7th Ave Paving; District No. 2024-1 and 2024-2: Reviewed an amendment to the engineering agreement for this project, that incorporates the costs for the LOMR-F submittals to FEMA to bring properties out of the floodplain. These costs (\$31,300) were already incorporated into the project budget; this amendment will properly add them into the contract. This was previously reviewed with Public Works Committee as well. The remaining punch list work for the Newport Ridge project is being addressed, and the project is close to completion. **MOTION, passed – To approve Engineering Agreement Amendment for 2024-1 & 2024-2 projects. Spelhaug moved; Peraza seconded. RCV; MCU.**

Norman Acres 1st Addition: Street has yet to be paved, and portions of the sewer need to be televised. Discussion on invoice received from Ordahl LLC for meter pit installation, electrical work, additional streetlight/power added at south approach, and lift station monitoring system. Meter pit installation estimate was \$50k, total cost submitted by developers was \$54,124.04 due to additional costs for dewatering needs. Need to see if there is documentation on the approval for the electrical work, streetlight, and monitoring system. Spelhaug talked previously with the developer who stated all items were directed by the City. Spelhaug recalled electrical was needed for the meter pit and recalls the streetlight discussion but could not find emails to confirm. Oye noted that if this were a City project, the costs would be part of the improvement district and benefiting properties would pay, change orders would have documented the changes from the plans; Private developments should be using addendums to record changes and then the developers cover the costs. Discussed additional challenges with private development and loss of City oversight. **MOTION, passed – To approve \$54,124.04 on Ordahl LLC Inv 1001 for meter pit and request additional documentation for remaining items. Peraza moved; Ronningen seconded. RCV; MCU. MOTION, passed – To approve ME invoice 2439 for \$582.50. Peraza moved; Ronningen seconded. RCV; MCU.**

Water Reservoir Improvements: Waiting on documents for the Water Purchase Agreement. DWR cost-share application submitted and is on the next SWC meeting for review. If approved, SWC would cover 60% of the costs and an agreement would need to be signed. **MOTION, passed – To approve Mayor's signature of Cost-Share Agreement for Water Reservoir Improvements. Peraza moved; Spelhaug seconded. RCV; MCU.**

Meadow Trails Development; District 2025-2: John Shockley discussed the financing options for the Meadow Trails project, including the possibility of the developer purchasing the bond or financing the project themselves. All parties agreed that a special meeting to further discuss the options and risks would be best; Arnaud will coordinate scheduling. MBN Engineering provided a report of the bids submitted for opening on May 15; Six bidders, five opened, one voided due to lack of ND Contractor's License. Low bid was Northern Improvement Company at \$6.24 million; Engineer estimate was \$6.13 million for construction costs. This includes the West Elm St water main replacement as well. Due to the unknowns regarding financing, Oye recommended holding on awarding the contract; bids are good for 60 days. Oye shared that the DWR cost-share application is expected to be approved soon, and again, if approved, SWC would cover 60% of the costs and an agreement would need to be signed **MOTION, passed – To approve Mayor's signature of Cost-Share Agreement for Elm St Watermain Replacement. Peraza moved; Spelhaug seconded. RCV; MCU. Invoiced time included for work on project manual, bidding process, and funding assistance. MOTION, passed – To approve ME invoice 2431 for \$13,166.20. Peraza moved; Spelhaug seconded. RCV; MCU.** Oye provided the amendments to the engineering agreement to now include assistance with SRF funding, DWR cost-share applications, public outreach, engineering services on design of Elm St

watermain replacement, project manual assistance, mapping, and services through construction (which includes spot checks on developer engineer's submittals). The additional estimate is \$135,604.00, bringing the total to \$191,229.00.

MOTION, passed – To approve Engineering Agreement Amendment for 2025-2 project. Peraza moved; Spelhaug seconded. RCV; MCU.

Floodplain Ordinance Update: Ordinance updates sent to FEMA and ND for comments; minor revisions. Attorney Wear will help provide an ordinance revision for review next month. **MOTION**, passed – To approve ME invoice 2438 for \$1,190.00. Spelhaug moved; Peraza seconded. RCV; MCU.

General City Engineer:

Capital Improvement Plan: Reviewed updated CIP list. **MOTION**, passed – To adopt the updated Capital Improvement Plan. Ronningen moved; Spelhaug seconded. RCV; MCU.

County Road 15 Shared Use Path: No update.

Water Service Line Inventories: Moore Engineering next door-to-door visits will be June 9.

Comprehensive Plan: Reviewed final drafts of CTP.

Award: ME won the ND ACEC Award for Wastewater Project!! Congratulations!

Moore & Friends Golf Tourney: Moore & Friends Golf Tourney is July 30 at Valley City Town & Country Club.

PUBLIC WORKS

PWS Schock reported on request from Sheyenne Septic to utilize the lagoon to dispose of private septic materials, quantity of about 1800 gal/wk. Council and PW agreed that due to the risk of unknown materials in the septic truck, disposal of outside septic services will not be something the City will allow. Discussed restoration of gravel road out to lagoon once the clay pile is gone. Also discussed hydrant extension needed out at Norman Acres and other inspections per the punch list and as outlined in the City's Standard & Specifications. Dust complaint on Norman Road – gravel road will be sprayed with dust control as needed and weather allows.

Newport Ridge Streetlight Relocation/Addition – An interested buyer wants to buy two lots then combine them before building new home; Lots 4 & 5 Block 1 of NPR 9th Addition, addressed 489 & 493 Prairie Pkwy. Newport Ridge Developer Mark Ottis explained there is currently a streetlight in the center of the two lots; buyers would like to move this streetlight to the outer edge of the proposed combined lot and add an additional streetlight at the other edge of the lot all at their own cost. This would add a streetlight long the shared path to the park land in the SE corner of the development. Ottis had already discussed the proposal with PWS Schock, as well as Ottertail Power who will need to move a transformer. Ottis advised the buyers to use Scott's Electric for the electric work, as they were the company to install the streetlights when the infrastructure project was completed. He also shared that the buyers agreed to cover all costs and ensure work is completed per the City's standards and specs. **MOTION**, passed – To approve streetlight relocation/addition for Lots 4-5 Block 1 NPR 9th Addition per City standards at property owner's expense. Spelhaug moved; Peraza seconded. RCV; MCU. Discussed the ongoing gas line installation and restoration work for MDU project, emphasizing the need for proper restoration and the importance of the contractor removing locate flags once the work is complete. Mentioned the upcoming new playground installation that will be on June 27 & 28 and a request for help with prep work and volunteers for the build.

CONSENT CALENDAR

MOTION, passed – To approve consent calendar items: meeting minutes of 5/7/2025; alcohol license renewals for 701 Spirits Bar & Grill, Hawk's Market, and The Uptown Eatery; raffle permit applications for Kindred Parks & Recreation and Kindred Youth Baseball; property tax exemption on new construction for 462 Skylane St; delinquent utility account list; bills for payment and financial reports for May 2025. Peraza moved; Spelhaug seconded. RCV; MCU.

AUDITOR & FINANCE

Audit update: Due to the insufficient accounting software, creating the financial reports needed for the audits has remained challenging. Widmer Roel was assisting with these reports, however, to provide a true independent opinion for an audit, the financial reports need to be prepared by the City or a different firm. Peraza and Arnaud discussed with the WR and were given two firms to check with. Arnaud received a callback from Brady Martz who expressed experience with similar situations and a high interest in assisting. They would be able to create the financial reports necessary for audits, as well as help with migrating data to start use of the new fund accounting software. **MOTION**, passed – To engage with Brady Martz for assistance with financial assistance. Peraza moved; Spelhaug seconded. RCV; MCU.

Software update: Banyon utility billing agreements have been signed. Remaining item is the credit card and processing agreement with Nuvei. Fees are similar to previous processor, and ACH fees would be absorbed by the City as previously discussed with gWorks. **MOTION, passed – To approve Nuvei payment processing agreements. Peraza moved; Ronningen seconded. RCV; MCU.**

Outstanding Invoices: All current invoices paid up. Have yet to bill Cass County for clay material; when asked for 2024 quantities, they stated they were unaware of fees for it. Will follow up again.

CD Maturing: Bremer CD of about \$29k is maturing June 20. Arnaud requested to close the CD to consolidate the number of separate financial accounts to track/reconcile. **MOTION, passed – To approve closing Bremer CD and depositing funds into KSB checking account. Peraza moved; Spelhaug seconded. RCV; MCU.**

COUNCIL & MAYOR REPORTS

CM Spelhaug: Discussed excess clay still remaining that needs to be moved off site before Sept 1. **MOTION, passed – To approve no removal fee for clay material in 2025, offered for free on a first-come, first-served basis. Spelhaug moved; Peraza seconded. RCV; MCU.**

CM Ronningen: Reminder for the City Park playground installation project and volunteers needed June 27-28.

Mayor Kersting: Will work on getting the planters done soon. Thanks to everyone for all their efforts!

ADJOURNMENT

MOTION, passed – To adjourn meeting at 9:35 pm. Spelhaug 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