

KINDRED CITY COUNCIL – MEETING MINUTES

Wednesday, August 6, 2025 | 7:00 pm | Kindred City Hall

MEETING CALLED TO ORDER AT 7:06 pm by Mayor Kersting with CMs Sharp, Ronningen, Spelhaug, and Peraza present. Members absent: none. Others present: City Attorney Sarah Wear (virtual), City Engineer Brandon Oye, City Engineer Brandon Smith, PWS Rich Shock, City Auditor Tabitha Arnaud, Deputy Justin Hanson, Marlowe Rud, Randy Jawaski, Deb Tracey, Steven Reinhold, Tony Sager, Jamie Swenson, Eric Swenson, Mark Ottis, Jan Russell.

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

PUBLIC COMMENT

Fat Man Trash

Randy Jawaski from Fat Man Trash is interested in bidding for garbage/recycling services in Kindred when the City's contract renewal is up with Waste Management.

NEW BUSINESS - none

OLD BUSINESS

Floodplain Ordinance Update: No additional changes to the city's floodplain ordinance since last month's first reading of 2025-110. **MOTION**, passed – To approve 2nd Reading of Ordinance 2025-110, Chap 5-04 Floodplain Management. Spelhaug moved; Peraza seconded. RCV; MCU.

City Hall Improvements Update: City Hall improvements are progressing steadily. Kitchen cupboards have been removed—thanks to Joel for his help, a new HVAC system has been installed, and natural gas system is fully operational. Next steps include obtaining quotes for new kitchen cabinets, stove/oven, office and conference room wall construction, patching/painting all areas. Plans also include installation of a new deposit box, water fountain, and additional LED lighting, as well as new tables and chairs.

BOARDS & COMMITTEES

Kindred Community Club: Preparations are underway for the annual Kindred Days event scheduled for August 8–9. All City Council members are invited to participate at the hospitality tent to assist with distributing materials. City Council will also help with setting up barricades, placing trash cans, and drive in the parade. The Cass County Sheriff's Office has delivered a traffic sign placed on CR15 to warn incoming vehicles of delays due to the parade/events—thanks to CCSO for their contribution.

BUILDING INSPECTOR/CODE ENFORCEMENT

Code Enforcement for Dangerous Building (20 4th Ave S-Reinhold, Steven): Council reviewed the ongoing code enforcement case at 20 4th Avenue South, owned by Steven Reinhold, including the timeline of notices and communications related to the property, as well as estimates from contractors for repair work. Mr. Reinhold attended the meeting and expressed his belief that the cited dangerous building violations had been addressed. He noted that the structure is vacant, not rented or occupied, and therefore feels its condition should not be of concern. He disputed the relevance of definitions and items referenced in the notices. Mr. Reinhold reported that the white doors had been painted, OSB had been purchased in 2007 to cover an old window opening, and while the door frames remain unpainted, he is intentionally preserving a 1950s aged auto shop aesthetic. He acknowledged the overgrowth of vegetation at the rear of the building but claimed it serves to deter vandalism by limiting window access. Regarding exterior holes, he stated they are sealed from the inside and do not allow entry for animals or birds. Mr. Reinhold also indicated he has no intention of making further repairs, as he does not consider the building dangerous and disagrees with the definitions outlined in the International Building Code (IBC) and International Maintenance Code (IMC). Mayor Kersting thanked Mr. Reinhold for attending, noted that the matter would be reviewed further with Building Inspector Mike Blevins, who was unable to be present at the meeting. CM Ronningen agreed, offering to table the topic until the September council meeting. CM Sharp noted that it is the property owner's personal responsibility to care for and maintain their property without notices or reminders from the City. CM Spelhaug concurred more info is needed from Building Official Mike Blevins on codes and encouraged Mr. Reinhold to reach out to him directly at any time.

PARK & POOL

The new city park playground is progressing well, equipment installation complete, benches and mulch in place. The goal is to officially open the playground by Friday. Discussed options for seeding dirt areas to finalize landscaping. Additionally, new basketball hoops have been installed at the city park court—special thanks to Kindred Hoops for their contribution.

PLANNING & ZONING

At the upcoming Planning and Zoning meeting scheduled for August 18, the commission will review a variance application submitted by Hawk's Market, along with fence permit applications. Additionally, the office is currently evaluating a rezone application, which will be presented at a future Planning and Zoning meeting once the review process is complete.

SHERIFF

Deputy Hanson presented the July sheriff's report. He highlighted the upcoming "Night to Unite" event, scheduled for the Friday of Kindred Days, and addressed recent mail theft incidents affecting the Kindred Post Office and other nearby locations. Deputy Hanson read a letter from USPS outlining the ongoing investigation. CM Ronningen reminded residents and visitors to be mindful of speed limits, especially with the start of the school year approaching; Deputy Hanson will check on keeping the digital sign through the first week of school to help remind drivers to slow down. With harvest season beginning soon, he also urged caution around farm equipment and trucks to ensure safety throughout the community.

MBN ENGINEERING Improvement District No 2025-2 (Meadow Trails)

Tony Sager of MBN Engineering provided an update on the Meadow Trails development project, for which MBN has served as the developer's engineering firm. Sager presented an engineering agreement for construction/project engineering services between MBN and the City, reviewed the breakdown of soft costs, noting that fees tracked under this category total approximately 5% of the construction costs, and discussed the status of subcontractor invoices. He also addressed Change Order #1, which reflects revised project dates due to delays in awarding the contract. **MOTION, passed – To accept Engineering Agreement between MBN Engineering and the City of Kindred. Spelhaug moved; Ronningen seconded. RCV; MCU. MOTION, passed – To accept Change Order #1 adjusting the contract dates due to delay in awarding the contract. Spelhaug moved; Ronningen seconded. RCV; MCU.**

CITY ENGINEER/MOORE ENGINEERING

Meadow Trails (Phase 1) and Elm St Water Replacement; District No. 2025-2: Brandon Oye, Moore Engineering, shared they have been reviewing the construction documents and submittals related to the State Revolving Fund (SRF) application. **MOTION, passed – To approve Moore Engineering Invoice 3673 for \$6,644.50. Peraza moved; Spelhaug seconded. RCV; MCU.** Construction activity for the upcoming project is scheduled to begin shortly, with initial dirt work in the coming days. In preparation, letters will be mailed to residents along west Elm Street to provide a project overview and ensure clear communication regarding anticipated impacts; open house scheduled August 20 at 7pm at City Hall.

Dakota St Sidewalk, Spruce St and Elm St Drainage Improvements; District 2023-2: The Special Assessment Commission is nearing completion of the special assessment process for this project. Meetings are scheduled for August 11 and tentatively a Public Hearing for September 8, allowing time for publications to be completed.

Newport Ridge & 7th Ave Paving; District No. 2024-1 and 2024-2: Engineer Brandon Smith reviewed the remaining punch list items for the project, including ongoing diagnostics for the sanitary lift station generator, and grass restoration that is nearly complete. Retainage of \$50,000 remains in place to address any outstanding concerns or delays related to final completion. **MOTION, passed – To approve Moore Engineering Invoice 3683 for \$6,071.80. Peraza moved; Spelhaug seconded. RCV; MCU.** Council discussed the status of the promissory note associated with the Newport Ridge 8th & 9th Additions. With 11 of the 22 lots now developed, the note may be reduced to 50%. Once development reaches 75%—requiring six additional building permits—the remaining balance of the promissory note may be released in full.

Norman Acres 1st Addition: Council discussed the status of Norman Drive within the Norman Acres development, noting that the roadway has not yet been paved and no official date has been scheduled for paving at this time. Grass seeding and related restoration efforts will need to be completed following the paving work. **MOTION, passed – To approve Moore Engineering Invoice 3697 for \$1,880.00. Spelhaug moved; Peraza seconded. RCV; MCU.**

Water Reservoir Improvements: Still waiting on Water Purchase Agreement.

Floodplain Ordinance Update: Completed 2nd reading above.

General City Engineer: No updates.

PUBLIC WORKS

Public Works Superintendent Rich Schock presented the department's report, including updates on portable radio equipment. Quotes for 800 MHz radios were reviewed, with Minnkota offering equipment units at \$2,600 each and portable units at \$3,100. These radios would operate independently of cell towers and include emergency channel encryption. A quote from Midstates is expected soon. It was noted that Kindred Public Schools (KPS), Kindred Fire Department (KFD), and Kindred Ambulance Service (KAS) have already upgraded to this system. A government discount program may reduce costs by approximately \$1,500 per unit, and grant funding options are being explored. Additionally, the city's emergency sirens require upgrades, estimated at \$40,000. Council shared interest in exploring further, adding the radios/sirens to the city's priority list and considering next year's budget. Moore Engineering will assist in identifying potential grants, including through the Multi-Hazard Mitigation Plan (MHMP).

PWS Schock also addressed ongoing maintenance issues at the city shop currently leased from Cass County Electric Coop. Two garage doors require repairs due to a broken shaft, with replacement costs estimated at \$2,500 for a new opener and \$1,000 for labor, plus electrical expenses. Although roof leaks were partially addressed, some leakage persists, and lighting fixtures are being replaced as they fail. The lease with Cass County Electric is set to expire later this year. CM Spelhaug and CM Peraza will meet with CCEC to discuss expectations, potential improvements to the building, and lease terms. PWS Schock will also begin gathering quotes and exploring options for constructing a new city shop facility.

CONSENT CALENDAR

MOTION, passed – To approve consent calendar items: meeting minutes of 7/2/2025 & 7/14/2025; property tax exemption on new construction for 525 Prairie Pkwy; raffle permit applications KAAP Cow Pie Raffle; off-site Event Permits for Nordic Wines by Wayne, Hawk's Market, and The Uptown Eatery; delinquent utility account list; bills for payment and financial reports for July 2025. Peraza moved; Sharp seconded. RCV; MCU.

AUDITOR & FINANCE

Audit Update, Software/Tech Updates: Auditor Arnaud noted financial statement preparations are progressing with Brady Martz, and provided an update on the implementation of the new Banyon software system noting ongoing consultation with a local resident regarding IT infrastructure options. Arnaud is waiting for an additional quote for a new server to support the software transition and ensure long-term system reliability; current range \$2,500-\$6,500. **MOTION**, passed – To approve up to \$6,500.00 for new server/IT services. Peraza moved; Ronningen seconded. RCV; MCU.

2026 Preliminary Budget Review: Review of the preliminary 2026 budget, including the General Fund, City Share of Specials Fund, Library Fund, and Airport Fund (Library and Airport are passed through the City, but those entities submit their own values to the County for processing). State Aid Revenue will continue to be shared with Kindred Park District and Kindred Fire Department; 20% each estimated at \$20,000 for 2026. Discussed the newly effective 3% tax cap regulation implemented by the state legislation. Arnaud reviewed the calculation worksheets, options to carry over excess percentages for future budget years or to maximize the values for 2026. Preliminary budget presented was \$3,990 under the 3% cap; CMs suggested incorporating that value into a "technology" line item. The final determined preliminary budget for the City provides an increase in the general fund of about \$20K from 2025, for a total of \$270,961.00 for the 2026 calendar year. The combined total 2026 budget including the City's general fund and share of specials levy, as well as the Airport and Library levy is \$291,411.00. The preliminary budget can be reduced but not increased at the final budget hearing scheduled for the regular City Council meeting on October 1, 2025. **MOTION**, passed – To approve the 2026 preliminary budget with a total levy of \$291,411.00. Sharp moved; Peraza seconded. RCV; MCU.

COUNCIL & MAYOR REPORTS

CM Sharp: Discussed contacting property owners about cleaning up properties/mowing yards & weeds.

CM Peraza: Attended the Moore Engineering golf outing. Thank you for the invitation!

ADJOURNMENT - MOTION, passed – To adjourn meeting at 8:53 pm. Spelhaug moved; Sharp seconded. RCV MCU.

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