

KINDRED CITY COUNCIL – MEETING MINUTES

Wednesday, January 4, 2023 | 7:00 pm | Kindred City Hall

MEETING CALLED TO ORDER AT 7:00 pm by Mayor Kersting with CMs Spelhaug, Stoddard, and Peraza present. Absent CM Johnson. Others present: PWS Rich Schock, City Auditor Tabitha Arnaud, City Attorney Sarah Wear, City Engineer Brandon Oye, Anthony Sommerfeld, Cass Co Deputy Noonan, Mark Ottis, Jen Guzik, Hope Guzik, Lisa Anderson, Nate Opgrand.

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

BOARDS & COMMITTEES

Kindred Public Library: Library Director Lisa Anderson attended to request assistance with snow removal expenses at the library for the 2022-2023 season. The city has helped to support the library since 2019 by reimbursing KPL to help cover those costs. Prior season expenses were \$716 (2019-2020), \$356 (2020-2021), and \$792 (2021-2022). Expenses total \$849 so far this season. **MOTION, passed – To approve reimbursement of snow removal services up to \$2500 for the Kindred Public Library during the 2022-2023 winter season. Peraza moved; Stoddard seconded. RCV; MCU.**

CM Peraza congratulated the library directors and volunteers on already reaching \$30K of their \$50K fundraising goal to help purchase the Kindred Library Building!!

OLD BUSINESS

Public Hearing: Preliminary Plat for Plains Addition: Mayor Kersting opened the public hearing. City Engineer Brandon Oye presented the Plains Addition Plat which is being completed by the City for the purchase of land adjacent to the water reservoir. The City will acquire about 1.5-acres of land which includes a strip of land south of the residential properties on the 800 & 900 blocks of Elm St. This is intended to align with the alley right-of-way on the 700 block. Other properties owned in the area by Mark Ottis, Cass Rural Water, and Cass County Electric Cooperative are included in the plat to help “clean up” the messy/lengthy legal descriptions, many of which use the old Metes and Bounds system. This plat will also properly dedicate an 80’ right-of-way for Elm St to the City, all the way to the west at 164th Ave SE. Oye noted that the ROW was realigned slightly to true up with the actual current road location. Mayor Kersting closed the public hearing. **MOTION, passed - To approve Preliminary Plat of Plains Addition. Spelhaug moved; Stoddard seconded. RCV; MCU.**

2023 Property Tax Exemption on New Home Construction: This is an ongoing incentive the City of Kindred provides to qualified applicants for two calendar years after taking occupancy of a newly constructed single-family residential property. The exemption is for the first \$150,000.00 on the true and full building value of the property. **MOTION, passed - To approve the 2023 Residential Tax Exemption on New Home Construction. Stoddard moved; Peraza seconded. RCV; MCU.**

Cass County Multi-Hazard Mitigation Plan (MHMP) Participation for 2024 Plan Renewal: Reviewed correspondence received from Cass County Emergency Manager on participating in the County’s MHMP which provides opportunities, if needed, for FEMA assistance/funding for hazard mitigation. The City of Kindred adopted the current County MHMP that expires in 2024. This needs to be updated and resubmitted to FEMA every five years. City of Kindred intends to continue participating in this program; will work with the County on the renewal process.

BUILDING INSPECTOR/CODE ENFORCEMENT

241 Linden St: Property owner was provided notice of hearing before City Council tonight as an opportunity to provide an explanation/plan for mitigating the nuisances on the property. Property owner was not present, nor did they contact City Hall or send correspondence. Council discussed the condition and items on the property. **MOTION, passed - To advise property owner to dispose of all fence materials that were disassembled and coolers from front yard as soon as possible, and to remove the remaining fence and posts on or by May 1, 2023. Peraza moved; Stoddard seconded. RCV; MCU.** The City will get quotes to have the fence materials removed and have contractors on standby should the property owner not complete the work by the deadline. Expenses for the work will be assessed to the property taxes as ordinance allows.

A final 2022 Building Permit Report was provided by Arnaud. A total of 29 permits were issued: 11 new single-family residential, 1 new residential twin home, 5 residential remodel, 2 demolition, 7 accessory structures, and 3 commercial permits for expansion/foundation work. Also issued: 9 fence permits, 1 excavation permit, and 1 firework display permit.

POOLS/PARKS

Park Board requested to make arrangements for another joint PB/Council meeting to introduce all new board members and further discuss pool improvements and the sublease agreement for the upcoming year. Will try to coordinate a meeting in February.

PLANNING & ZONING

Auditor Arnaud shared that there is currently one P&Z board member vacancy. Member Ben Mauch did not seek reappointment after his term expired in December 2022. Thank you for the 15 years of service, Ben!!

Mayor Kersting opened discussion to increase P&Z board member wages. Currently, P&Z earns \$50/month for one regular monthly scheduled meeting and special meetings as needed. Most regular monthly meetings last about one hour and there is occasional time spent outside of meetings for research or discussion with residents. With an updated Comprehensive Plan possibly in the future, additional time will be likely. **MOTION, passed - To increase P&Z board member wages to \$100/month. Stoddard moved; Peraza seconded. RCV; MCU.**

POLICE REPORT

Deputy Noonan presented the December 2022 police report with 19 calls for service as follows: 9 medical assists, 4 parking complaints, 2-suspicious, 4 traffic complaints. Deputy Noonan said the 2022 annual report will be presented in February.

CITY ENGINEER

Wastewater Collection and Treatment Improvements; District No. 2019-1: Brandon Oye discussed the updated schedule for the project. KPH is close to achieving substantial completion of the project. The interior coating of the lift station is scheduled for January 16. The old wastewater cells are continuing to pump to the new cells.

Dakota Street & 5th Ave N Sidewalk Improvements: Oye stated he will be meeting with the committee in January and will present the plan to Council in February.

Storm Water Management Assistance: Will be ready to present the draft plan/ordinance in February as well.

Floodplain Ordinance: Further discussion with Arnaud before presenting a draft ordinance for the City and State to review.

Plains Addition Plat (Water Reservoir property): With the earlier approval of the Preliminary Plat, the title opinion and legal work will be completed. Then meeting dates can be set for the Final Plat public hearings with P&Z and Council.

Newport Ridge – Phase 5; District No. 2023-1: Project on temporary hold.

Water Reservoir Improvements: Additional discussion is needed with the Public Works Committee.

Drain No 60 Maintenance Agreement: Oye advised that he will be attending the next SE Cass Rural Water District meeting. The goal is to start the conversation on maintenance of Drain 60 within City limits. Discussion of delegating/agreeing on the responsibilities for each party and determining if SECRWD has funds to help cover the expenses or if the City would need to cover the costs in full.

Client Appreciation Event: ME has scheduled this event for Thursday, February 2, 2023. RSVPs are due by January 17. CM Peraza thanked Moore Engineering for their donation to the Kindred Public Library building fund!!

PUBLIC WORKS

PWS Schock stated they are making plans to cover PTO for Tronnes and Brown this month. They have been playing catch up with the snow/streets. With the first big snows creating a hard pack topped with freezing rain, the streets really fell apart after the temps warmed up and vehicles helped to break up the soft spots. The snow blower has stood up well to the lengthy run times this year. Continuing to maintain all equipment and rebuild parts as needed. Council all said they have had no complaints on cleanup; keep up the great work!

AUDITOR REPORT

Consent Calendar: **MOTION**, passed – To approve Meeting Minutes of 12-07-2022; Delinquent Utility Accounts List; Local Permits for St. Maurice Catholic Church & Kindred Firefighters Association; Residential Tax Exemptions on New Construction for 384 Cessna Ave; and Bills for payment and financial reports for December 2022. Peraza moved; Stoddard seconded. RCV; MCU.

Annual Employee Reviews: CM Spelhaug shared that he met with Public Works staff Rich and Shelton to discuss the last year. All are doing a great job! Extra thanks to Rich for continuing to save the City money on smaller projects/repairs and overlooking the lagoon project! CM Peraza shared that he met with City Hall staff Tabitha and Jackie. He said the teamwork to run the city has excelled since Jackie came aboard; Tabitha seconded. 😊 He is very satisfied with all employees. Keep up the great work!! **MOTION**, passed – To approve proposed 2023 wage increases for hourly staff as presented (RS & TA +\$3.50/hr; ST +\$1.75/hr; JJ +\$1.50/hr). Stoddard moved; Peraza seconded. RCV; MCU.

COUNCIL & MAYOR REPORT

CM Spelhaug – Thanks to the Kindred Fire Department, Cass County Sheriff Department, and Davenport Fire Department for help with installation and setup of the ice rink!

Mayor Kersting – Thanks to CM Spelhaug and Peraza for bringing me up to speed with the employee evaluations. Congratulations to Rich and Tabitha for reaching the milestone 5-year anniversary in your positions! Thank you for all you do!

ADJOURNMENT

MOTION, passed – To adjourn meeting at 8:06pm. Spelhaug moved; Stoddard 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: _____