

## **KINDRED CITY COUNCIL – MEETING MINUTES**

**Wednesday, March 5, 2025 | 7:00 pm | Kindred City Hall**

**MEETING CALLED TO ORDER AT 7:00 pm** by Mayor Kersting with CMs Sharp and Peraza (via phone) present. Absent: CM Johnson and Spelhaug. Others present: City Attorney Sarah Wear, City Engineer Brandon Oye, Brandon Smith, PWS Rich Schock, Auditor Tabitha Arnaud, Mike Blevins, Lydia Ronningen, Mark Ottis, Joel Ronningen, Jan Russell.

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

### **NEW BUSINESS**

**Resignation of Council Member Julie Johnson:** City received notice from CM Johnson that her resignation would be effective 2/28/25. Discussed options to fill the vacancy per NDCC; seat must remain vacant for at least 14 days. Instead of a costly special election, the board decided to fill by appointment. Vacancy will be posted in paper/newsletter/website/email/app. Interested parties can submit letters/resumes by March 20, 2025. Will add topic to April 2 City Council meeting agenda for discussion.

### **OLD BUSINESS**

**Utility Rate Study:** In progress/on hold while working on audit items.

**City Hall Improvements:** List/estimates in progress/on hold while working on audit items.

### **BOARDS & COMMITTEES**

**Renaissance Zone:** Arnaud reported the single-family residential remodel project for 163 Prairiewood Circle was finalized and invoice payment records were provided. Total investment of \$163k was above the \$150k indicated on the project application. The final completion notice was provided to the State, although their confirmation of final approval has not yet been received. The property tax exemption would be 100% of the building value for tax years 2025-2030. **MOTION, passed – To approve final completion of RZ Project 5-KIN for 163 Prairiewood Circle, 100% building value property tax exemption for years 2025-2030, contingent on receipt of State approval. Sharp moved; Peraza seconded. RCV; MCU.**

### **BUILDING INSPECTOR/CODE ENFORCEMENT**

City Attorney Sarah Wear reported that a notice of hearing was sent to the owner of 20 4<sup>th</sup> Ave S property, providing them an opportunity to discuss the building code violations with the board. The owner was not present. Mike Blevins reported that one opening was sealed but other violations remain (openings into building need to be sealed, exposed wood needs to be painted/sealed). Council and order the work to be completed and the owner will have 30 days to comply; will discuss at May Council meeting. **MOTION, passed – To approve the Notice and Order for 20 4<sup>th</sup> Ave S with deadline of April 15, 2025. Peraza moved; Sharp seconded. RCV; MCU.**

**MARKETING & BEAUTIFICATION** – no update.

### **PARK & POOL**

Kindred Park Board Member Lydia Ronningen provided an update on the plans for prep/installation of the new City Park playground equipment. Working with Parks Director Mike Brown and PWS Rich Schock, recruiting volunteers for June 27-28 to assist. Parks & Rec registrations are live for summer activities; hiring for lifeguards, groundskeeping, athletics; board decided month before to not raise annual pool pass fees, daily fee increased \$1.00.

**PLANNING & ZONING** – no update.

### **SHERIFF**

Deputy Hanson was unable to be present for the meeting but submitted the monthly report with 32 calls for service.

### **CITY ENGINEER**

**Dakota St Sidewalk, Spruce St and Elm St Drainage Improvements; District 2023-2 ~ AND ~ Newport Ridge & 7<sup>th</sup> Ave Paving; District No. 2024-1 and 2024-2:** Reviewed the project costs for each of these three improvement districts; 2023-2 at \$640k, 2024-1 at \$3.15 million, 2024-2 at \$570k. Next step is to begin the Special Assessment process. **MOTION, passed**

– To approve resolutions directing special assessments be levied for the following Improvement Districts: Sidewalk and Drainage No 2023-1, Newport Ridge No 2024-1, 7<sup>th</sup> Ave No 2024-2. Sharp moved; Peraza seconded. RCV; MCU.

Norman Acres 1<sup>st</sup> Addition: No updates.

Water Reservoir Improvements: Engineer Oye reported that the City and CRW are finalizing the water purchase agreement and status of reservoir ownership. Oye also provided a high-level review of a draft Engineer’s Report for the Pump Station and Water Reservoir Improvements and Elm St Water Main Replacement. Council can review over the next month and will review the final draft next month.

Meadow Trails Development: ME is reviewing the Engineer’s report and 90% plans; developers will need to request an Improvement District Agreement if they would like the City to finance the project.

Floodplain Ordinance Update: The Letter of Final Determination, notifying the City of the new floodplain maps, is expected to be received early March. Once received, the 6-month comment period will begin and the new maps would become effective. The City will need to review/update the Floodplain Ordinance before this 6-month period ends to ensure the most current effective flood maps are referenced.

General City Engineer:

County Road 15 Shared Use Path: Grant response is now expected in April.

#### **PUBLIC WORKS**

PWS Schock reported the payload engine had a catastrophic failure and needs to be rebuilt or replaced; discussed options with CM Spelhaug, getting estimates for repairs/replacement as well as possible trade ins. Responded to resident concern about discolored water; believes it is likely related to frost coming out of ground, shifting service lines enough to break particle build up free that then gets into the home; scheduled inspection at property for Friday to check water meter and flush out the lines. MDU contractors, ECI, will begin working in town again within the next few weeks and will be addressing excavated areas and uneven backfill; intend to begin additional service line connections later this spring.

#### **CONSENT CALENDAR –**

**MOTION**, passed – To approve consent calendar items: meeting minutes of 2/5/2025; raffle permits for Harvest 4 Hunger and Kindred Firefighters Association; Property Tax Exemption on New Construction for 603 Norman Dr; delinquent utility accounts list; bills for payment and financial reports for February 2025. Peraza moved; Sharp second. RCV; MCU.

#### **AUDITOR & FINANCE**

Auditor Arnaud reported that Stacey Fett is no longer able to assist with creating the financial reports for the 2019-2020 audit, so doing that independently for now. CMs in favor of exploring additional assistance to help get this completed. Utility billing/finance software migration is still on hold; Arnaud was able to get a \$2300 credit due to the delayed start. No outstanding invoices currently. 2024 YE financials are still a draft; fund balances need to be updated to reflect the data within the approved 2018 audit. Arnaud will attend the NDLC Spring Workshop conference in Bismarck on March 19-20.

#### **COUNCIL & MAYOR REPORTS**

CM Peraza: Appreciate staff/CMs and the flexibility to attend via phone.

#### **ADJOURNMENT**

**MOTION**, passed – To adjourn meeting at 8:00 pm. Sharp moved; Peraza second. RCV MCU.

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

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Darrell Kersting, Mayor

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Tabitha Arnaud, City Auditor

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Date approved