

**KINDRED CITY COUNCIL - REGULAR MEETING MINUTES**  
**01-05-2022 at 7:00pm – Kindred City Hall**

**MEETING CALLED TO ORDER AT 7:07pm** by Mayor DuBord, CM Spelhaug (via MS Teams), Peraza, Stoddard (arrived at 7:30pm) present. Absent: CM Amerman. Others present: City Engineers Brandon Oye & Anthony Sommerfeld, City Attorney Sarah Wear (via MS Teams), PWS Rich Schock, Auditor Tabitha Arnaud, Building Administrator Mike Blevins (via MS Teams), Lisa Anderson, Mark Ottis, Lydia Ronningen, Lance Nokleberg, Lloyd Hoffarth, Tyler Kilde.

**APPROVE AGENDA** – Add Kindred Public Library to New Business, Change ERCU to First Community Credit Union, Remove Approval of Minutes from Consent Calendar.

**MOTION – To approve the agenda with revisions;  
Peraza moved, Spelhaug seconded. RCV; MCU**

**COUNCIL BUSINESS**

**A. Old Business**

- **Grand Farm Proposal:** Reviewed email update received December 27, 2021. Dana Peterson of Emerging Prairie stated that the ND Department of Commerce opened the autonomous agriculture grant program with the possibility of matching project funds up to \$10 million. Review the grant application requirements. Grand Farm Campus is requesting that the finalist communities (Kindred & Casselton) submit a letter of intent to be included in the application packet, with a deadline of next Friday, January 7, 2022. GF asked to identify potential matching funds that could fall into one of five tranches: Project Management, Engineering & Architectural Design, Land Acquisition, Construction Phase I or Phase II. The email also stated that a shared EP/GF board member meeting is scheduled for February 22, 2022, where they anticipate making a site selection decision.  
Mayor DuBord shared that he, Adam, Tabitha, and Rich have met with the others on the Kindred Grand Farm team that has helped with the proposals and responses. A draft response letter was provided for review. Identifying a specific dollar amount that could be donated or used as matching funds was difficult as the Grand Farm team is aware that the city has many limitations on use of city funds and wanted to be intentional for the future in our community. It was determined that “in-kind” dollars would be considered as matching funds for this grant application. Ms. Peterson said that even parts of existing projects could be considered (ex: current wastewater improvement project). It was also confirmed that this response letter is not a legally binding document and would not lock the city into any commitments. If the Grand Farm site is within city limits or within proximity of annexation, the city has a few more options than if the site is farther out of town. The BND Infrastructure Loan program could be utilized, offering low-interest rates on infrastructure installation. A TIF District could be considered. City Public Works could potentially provide street maintenance. Mayor DuBord said he would like to see wording to include a shared community space is constructed, like a community center or event space. He said that was one item that Ms. Peterson said could be a way that GF lends support, and fills a need, in our community. What is the return benefit for the community? John Hertsgaard visited with Ryan Aashim of FMWF EDC, who said it would be hard to determine the economic impact regarding property tax and sales tax revenues. However, there would very likely be increases to both, as well as an increase in visitors/travelers to the community. Mayor DuBord stated that he would be comfortable responding with a \$1-\$1.5 million “investment”, especially if the community could get a \$2-\$3 million event center. CM Spelhaug shared that this letter is more about lending the community support to Grand Farm than it is about a dollar figure. Mark Ottis stated that \$1 million is attention grabbing. Tyler Kilde said that he would work with MLGC to possibly provide financial match as well, but the short time-frame makes meeting with multiple parties and preparing documents near impossible. Mayor DuBord shared that he wants the value to be relevant and competitive. CM Peraza said \$1.5 million would be feasible. CM Spelhaug said he was more comfortable at \$1 million. Attorney Sarah Wear stated that she could review the letter to be sure non-binding language is used to ensure the city is covered.  
**MOTION – To submit Grand Farm response letter with offer up to \$1 million contingent on site within city limits and shared-use space included, and legal review prior to submission;  
Spelhaug moved, Peraza seconded. RCV; MCU.**
- **Update on Purchase of Rustad’s Linden St Lots:** Attorney Sarah Wear reported that the abstracts for the property were sent for updating and received back just today. They will be reviewed and title opinion will be completed. The closing will be arranged at that point.

B. New Business

- Kindred Public Library: Library representative Lisa Anderson attended to again request for the city to assist with snow removal for the 2021-2022 season. Since 2019 the city has approved up to \$2500 for reimbursement of snow removal expenses. In 2019-2020 the season total was about \$700; in 2020-2021 the season total was about \$350. Snowfall amounts have been very manageable over the last few seasons.  
**MOTION – To approve reimbursement of snow removal services up to \$2500 for the Kindred Public Library during the 2021-2022 winter season;**  
**Peraza moved, Stoddard seconded. RCV; MCU.**
- Designate Official Depositories of City Funds: KSB & FCCU:  
**MOTION, passed – To designate Kindred State Bank and First Community Credit Union as the official depositories for the City of Kindred funds;**  
**Spelhaug moved, Stoddard seconded. RCV; MCU.**
- Designate Official Polling Place for 2022 City Elections:  
**MOTION, passed – To designate Kindred City Hall as the official polling place for the City of Kindred 2022 elections;**  
**Spelhaug moved, Peraza seconded. RCV; MCU.**
- Resolution for 2022 Residential Tax Exemptions:  
**MOTION, passed – To approve the resolution for 2022 Residential Tax Exemptions on New Home Construction;**  
**Stoddard moved, Peraza seconded. RCV; MCU.**

D. Building Inspector/Code Enforcement: Mike Blevins provided the following updates.

- 931 Elm St: Nate Opgrand has completed the exterior wrapping as requested to prevent rodents/people from entering the home. He intends to demo the structure in the spring.
- 190 5<sup>th</sup> Ave N: Tabitha talked with Kent Burner who asked if the roofing quote could go to a local company. Advised him they were on the list of contractors to contact. Still waiting on the quotes. CM Stoddard stated with excessive snow fall and cold, it is unlikely that the work will be completed until spring.
- 144 Rustad Drive/CHS: This property was issued a Dangerous Building notice previously and CHS/Dakota Ag has finally made the arrangements to demolish the building and move it to another area to be burned. Their contractor is working through all the required state permits, in addition to the city permit, for the project.

C. Park District: PB Member Lydia Ronningen shared great news of a \$20,000 donation from Elm River Credit Union for the City Park basketball court resurfacing!! Thank you to the Park Board for continuing to fundraise for this project and to ERCU for their donation! Ronningen said they will get detailed measurements this spring and look at adding the CU logo to the court. The total donations should allow room for the extra graphics and leveling expenses. Gilbertson Park Ice Rink is ready! Thank you, Kindred Fire Department for your help!! Brief discussion on pool repair quotes, still waiting on third contractor.

D. Marketing: Seasonal streetlight banners were put up mid-December. They look great! Thanks again to Kindred Senior Citizens for their donations to beautify the streets!!

E. Police: Deputy Beckius was not present and our new contract deputy is out on military leave. The December 2021 report listed 21 calls for service and included a note from CCSO on the sting of recent rural burglaries in the area. They are reminding residents and business owners to ensure security systems are in working order and properties are secured properly, and to report any suspicious activity by calling 701-451-7660 or 911.

G. Engineering:

- **Wastewater Treatment Improvements; Sewer Improvement District 2019-1**: KPH will continue some work over the winter months: force main installation, stripping black dirt and delivering rip-rap at pond sites.
- **Newport Ridge Phase 4; Improvement District 2020-1 & Water Looping Project 2020-2**: Material quantities have been finalized for CAP#5, retaining about \$50K for final payment after ditch grass is established next year.  
**MOTION, passed – To approve Contractor’s Application for Payment #5 for \$127,970.45;**  
**Peraza moved, Stoddard seconded. RCV; MCU.**

- **Capital Improvements Plan:** Cost estimates are complete on water system, working to update the plan document. Remaining contracted engineering fees for CIP (about \$6K) will be moved over to Downtown Improvements contract. Net change is zero; combined total for both projects is still the same.
- **Downtown Improvements:** Updated concept presented showing water, sewer, and storm sewer services. The overall drainage of the downtown area is challenging, so the biggest unknown cost estimate is the storm sewer. Estimates assume replacing all water/sewer services instead of salvaging current infrastructure. The “hi-level” estimates put the entire project between \$6.5-\$7.5 million, as presented. This includes all water, sewer, storm sewer, streets, curb/gutter, and sidewalks. Formal letter will be presented next month. Mayor DuBord stated that although these numbers are high, having this document in place will allow the city to quickly respond to any grant funding opportunities that arise in the future.
- **Dakota St & 5<sup>th</sup> Ave N Sidewalk Improvements:** Kindred Public Schools have asked to meet with Moore Engineering on their school expansion project. CM Stoddard will meet with KPS and ME to see if the Dakota St and 5<sup>th</sup> Ave N sidewalk improvements could be a collaborative project with the City.

H. PWS:

- Snow, snow, and more snow! Moved snow on Christmas day and 26<sup>th</sup>. CM Stoddard said Christmas Day may not have been entirely necessary but was very appreciative of the streets being clear.
- Water leak was discovered on Christmas Eve on private line in Viking Circle. USPS employee Erik Thone tracked Rich down at home when he noticed water pooling in the greenspace by the mailboxes. A vehicle was parked in the lawn (not on the street), on top of the curb stop. The pressure damaged the curb stop, caused it to be pushed down, and sheared the water line. Shelton and Rich isolated the leak, Tabitha notified the property owners/tenants of water being shut off for a few hours. Contractors were hard to find on a holiday/Friday, but with a skeleton crew and Rich assisting, the repairs were completed and service restored before the end of the day. Mayor DuBord and CM Peraza expressed thanks to Rich, Shelton, and Tabitha for their efforts to get the job done and take care of our residents, even on a holiday. Mayor DuBord said that the dedication is very appreciated, but the struggle is real to keep family time a priority in some situations. Still so thankful for our crew!
- Discussed the few snow complaints that were received. They were outweighed by the compliments!
- Parks Director Mike Brown is helping with snow removal when available. He’s very responsive and willing to help. Trying to give him more equipment experience to increase comfort level and procedures.

I. Attorney: Sarah Wear asked on the status of the Westbrook Development Preliminary Plat and Rezone. The public hearings were opened and tabled. Mayor DuBord said the public hearings could be scrapped and the developers would reapply when they are ready to proceed.

J. Auditor Report

- Consent Calendar: December meeting minutes and 2021 year-end financials will be provided in January.  
**MOTION, passed – To approve December 2021 financials and bills reports;  
Stoddard moved, Peraza seconded. RCV; MCU.**

**MOTION, passed – To approve Tax Exemptions for New Home Construction at 441 Skylane St, 417 Cessna Ave, & 110 Sheyenne St;  
Stoddard moved, Peraza seconded. RCV; MCU.**

- City Hall Office closed: Monday, January 17, 2022 for the state observed holiday, Martin Luther King Day.
- Annual Employee Reviews: Mayor DuBord shared that the City of Kindred has four of the best employees in the state! CM Peraza shared that he completed an annual evaluation for Tabitha, who has a great ability to communicate with others, and reviewed Tabitha’s annual evaluation for Jackie, who is extremely talented as well. They discussed the many tasks that are already running thru the office and added a few new goals too.  
**MOTION, passed – To approve wage increase of \$1.25/hr for T. Arnaud & \$0.75/hr for J. Johnson effective 1-1-2022;  
Peraza moved, Stoddard seconded. RCV; MCU.**

CM Spelhaug shared that he completed an annual evaluation for Rich, who has such great commitment to the city and is always working to find the best deals/savings on projects or equipment. Shelton’s annual review showed a lot of confidence from Rich in learning new PW responsibilities and being very reliable. Spelhaug said that all staff are easy to work with and approachable; everyone is doing a great job!

**MOTION, passed – To approve wage increase of \$1.25/hr for R. Schock & \$0.75/hr for S. Tronnes effective 1-1-2022; and 2021 bonuses of \$1500 for R. Schock & T. Arnaud and \$750 for S. Tronnes & J. Johnson;  
Spelhaug moved, Peraza seconded. RCV; MCU.**

J. Council Reports:

- Spelhaug: Scheduled a call with Grand Farm engineering firm, Black & Veatch. Will try to see what type of infrastructure needs they can identify.
- Stoddard: Asked about the garbage duties required of Waste Management, as they seem to have quite a few delays over the last few weeks. Tabitha shared that the number of missed service calls and lengthy delays in service requests has been a bit cumbersome over the last few months. WM did not release a statement specifically, but we are aware there were many staff out on leave (for holidays or illnesses) and the repetitive, and substantial, snow events have not helped matters. Tabitha will review their contract but believe it renewed automatically in 2020.
- Peraza: Thanks again to all our city staff!

K. Mayor Report:

- Thanks to City Council members for honoring our employees and standing up and representing our community!

**ADJOURNMENT**

**MOTION, passed – To adjourn meeting at 9:08pm;  
Stoddard moved, Peraza seconded. RCV; Motion carried unanimously.**

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

\_\_\_\_\_  
Jason DuBord, Mayor

Attest: \_\_\_\_\_  
Tabitha Arnaud, City Auditor

Date approved: \_\_\_\_\_