

City of Kindred
City Council Special Meeting
Water Tower Update and Budget
Wednesday, April 25th, 2018 @ 7:00pm
Kindred City Hall

Present: Wanner, Spelhaug, Amerman, DuBord, Stoddard. Also present: Bradley Muscha and Brandon Oye (via speaker phone) from Moore Engineering, CPA Harold Rotunda, and City Auditor Tabitha Arnaud.

Call to Order – 7:00pm

1. Water Tower Update – Mr. Muscha provided an update on the water tower project. Upcoming change order work will be necessary regarding the following items:
 - An old brick/block cistern was discovered in the northeast corner of the site during demolition and foundation removal. The cistern has already been removed and backfilled.
 - It was discovered that the existing abandoned well was not filled with gravel as previously thought. The well will be properly abandoned by a licensed well contractor, hired by Maguire Iron.
 - Contaminated soil was discovered at the south end of the foundation. Testing determined it is diesel or petroleum fuel related and seems to be isolated to one area.
 - A mitigation plan is being put together, will submit to ND Dept. of Health and all funding agencies. Contaminated soil should be brought to the Fargo landfill, but that unit does not open until July. Could potentially stock pile the soil at the City Shop. Braun Intertec will be on site for sample testing during the excavation; would handle moving and properly storing the soil (lay down plastic, add soil, cover, and hold until July when product can be delivered to Fargo).
 - This could potentially move the project back about 2-3 weeks. Maguire Iron would need to submit extension/change order and present to Council. They will work on getting estimates for the 3 changes; cistern: about \$1600, well abandonment, and contaminated soil: already have a \$5000 allowance in contract for testing by Braun Intertec.
 - Will provide an updated proposal at May council meeting.
2. Discussion regarding Banyon Accounting software vs. QuickBooks (current software). Banyon is a true fund accounting program which is best suited for municipalities. Tabitha met with a Banyon representative and trialed the software; very user friendly, reports are easy to understand. Received an updated proposal without the utility billing software as the new UBMax utility billing software from Softline Data is less expensive and will save about \$5000 in additional costs. The data entry from UBMax to Banyon will be minimal and simple to complete.

Motion to approve Banyon Data proposal for \$6975.00 – by DuBord, second Amerman; RCV, motion passed.

3. Discussion on water rate structure, removing the 2000 gallons water currently included in minimum rate. Will put together more numbers for the next meeting.
4. Discussion regarding budget. Need to decide how much to budget and what funds to use. Look at fixed expenses, flexible expenses; budget helps guide spending. Also need to consider raising or lowering property taxes based on the amount of state aid. Discussion on capital improvement plan and future planning (1-5-10 yr plan) and saving purposefully. Suggested reserves is one half of the annual budget.

Motion to adjourn at 10:12pm – by Stoddard, second Spelhaug; RCV, motion passed.

Tabitha Arnaud, City Auditor

Jeff Wanner, Mayor