

Kindred City Council Special Meeting
Wednesday, July 25th, 2018 @ 7:00pm
Kindred City Hall

Present: Mayor DuBord, CMs Amerman and Stoddard. Absent: CM Spelhaug. Also present: Park Board members Thompson, Amerman, Sahr, DuBord, Brown, and Fett, PWS Rich Schock, and City Auditor Tabitha Arnaud.

Call to Order – 7:07pm

1. Park Board

- Reviewed sub-lease agreement for pool: Lease states all utilities are responsibility of the Park Board. Propane tank for pool is shared with the Memorial Building. City has been paying for all propane used by the pool. City will continue paying as they have been and will see how the pool budget looks at the end of the season.
- Tabitha provided documentation on the credit adjustment to the water billing account for the pool to honor the lease and bill for water use at cost.
- QuickBooks Payroll Subscription service is an annual fee the City pays to have the payroll software. The Park Board has been using this service for their employees for a number of years. There is no additional cost to the City for the Park Board to use it. However, now that the City will be using Banyon Data software, the Park board will now be responsible for purchasing the payroll service on their own. Tabitha will see if adding them to Banyon Data is an option.
- Property insurance was discovered to be missing on a few of the Park Board properties after the June hail storm. The Park District is on the City of Kindred's insurance policy as it is much more economical than the Park District to purchase a policy outright. The Park District items that are covered do incur charges to the City, albeit minimal, yet the City has never before asked the Park District to pay for. The softball complex was insured by Grabanski's until 2016 when the property was deeded over to the Park District. Insurance coverage was started in the spring of 2017 but not completed. The concession building and bleachers did receive damage from this storm. Council suggested the Park Board request quotes for the repairs and bring to the City for a decision. Mike Brown coordinated with Tabitha to get the other Park Board structures added to the City's policy.
- Chemicals for the pool are being stored in the mechanical room at the pool since the chemical building at the pool was destroyed. Council advised Park Board to bring quotes to the city for a new replacement structure.
- Discussed \$5.00 pool operations surcharge on utility bills. Tabitha provided documentation to pay the balance of collections through May 2018 to the Park Board. Also addressed the issue of how many times residents are charged that fee; mostly regarding multi-unit complexes. Should it be one \$5 fee per utility bill or \$5 per unit (4-plex would be charged \$20; 6-plex would be charged \$30; etc.). Currently, we charge \$5 per unit on the utility bill. Discussed how sewer-only accounts are handled. Woodlawn, Evergreen, and Braaten subdivisions only receive one \$5 charge monthly. Will check the surcharge ordinance, resolution, and subdivision contracts to see if anything is stated.
- Mike Brown presented Council with quotes and photos to add shade structures and a concrete addition to add more space for parents/birthday parties. One quote came in \$32,850.00. Advised to get additional bids and will see what can be planned on for next season.

2. Monthly Financials

Motion to approve financials of 6/7/18 thru 7/25/18 – by Amerman, second Stoddard; RCV, MP.

3. Financial Consultant

- Mayor DuBord discussed the need for a financial consultant to assist Council and Tabitha with the City's financial structures. Stacey Fett spoke of her previous employment as a forensic accountant and how she now services a number of Kindred businesses with their accounting. She would take a hard look at the City's chart of accounts and budget, will find the zeros, and can help with budgeting as well. Her rate is \$30/hour. She stated that she performed the same service for a current client who owns three commercial and multiple rental properties. It took her about 3 months, working 15-20 hours per week to complete the accounting for them.

Motion to hire Stacey Fett as a Financial Consultant at \$30.00/hour– by Stoddard, second Amerman; RCV, MP.

4. Sidewalks

- Reviewed draft letters to residents and contractors for bids on the Elm Street sidewalk project. Discussed adding a portion of 5th Ave N to the project, from Elm Street to the North truck route, to connect to the bike path that ends at that intersection.

Motion to adjourn at 8:51pm – by Amerman, second by Stoddard; RCV, MP.

Tabitha Arnaud, City Auditor

Jason DuBord, Mayor

Date approved