

**KINDRED CITY COUNCIL SPECIAL MEETING MINUTES**  
**12-09-2020 at 6:20pm**  
**Kindred City Hall**

Present: Mayor DuBord, CMs Amerman, Stoddard and Peraza. Park Board Members Kimbra Amerman, Bekki DuBord, Lydia Ronningen, Rob Sahr, Craig Olson.

Absent: CM Spelhaug.

Also present were PWS Rich Schock, City Auditor Tabitha Arnaud, PB Director Mike Brown, PB Accountant Emily Teberg, and Mitch Calkins via speaker phone for Lake Agassiz Regional Council.

Meeting called to order at 6:23pm.

**1. Housing Authority of Cass County Environmental Review Document**

**MOTION – To approve the Environmental Review Document for Housing Authority of Cass County:**

**Amerman moved, Stoddard seconded.**

Review and discussion on presented document that was discussed at 12/2/2020 council meeting. Attorney Sarah Wear reviewed the document and only item to note was that there was reference to no FEMA map being available for Kindred. Attempts to contact Engineer Brandon Oye by email on this were unsuccessful. Mitch Calkins shared that the FEMA website has a mapping service and there is no 'final' map listed for Kindred. There is a preliminary map under review for the purposes of this document preliminary maps cannot be utilized. Even within the preliminary FEMA map, the Cass County Housing Authority property is not within a flood hazard area, so the concern for this is very minimal.

**Roll Call Vote; Motion carried unanimously.**

**2. Park Board**

Park Board QuickBooks crashed this fall and Emily has been working with previous PB accountant Stacey Fett to rebuild the 2020 year from scratch.

Review of 2020 vs. 2019 pool financials. Number of pool passes was down, but swimming lessons were up since instructors were available this year vs. last. Over all expenses were down as well, as a result of fewer chemicals needs, less concessions revenue (very few were offered), and reduced wages due to newer lifeguards. Discussion on repairs and maintenance total of about \$12K, this includes chemicals and licensing expenses. No mechanical repairs this year, discussed maintenance log that is kept in building to record replacements or repairs as they are completed. Noted the total season P&L report loss of \$10,770.20 does not include any PB funds, as that is separate from the pool financials, however, there was an error with the payroll calculations for Mike's director's salary. Typically, 60% of his wages are recorded to the pool, but the report had 100% entered. The pool operations funds received from the water bills is also paid monthly, so there will be additional revenue added yet this year. Emily will update this and provide a new report once completed. Discussion on the ½% sales tax revenue that is put into the pool debt fund by the City. Previous records indicate that the excess funds here could be used to cover seasonal losses of the pool operations account managed by the Park Board. Further discussion about the handmade canoe that was donated to the City to use as a fundraiser for the construction of the new pool. We still have this in storage and discussed ways that it could be used for future pool additions, possibly a raffle-type fundraiser.

Maintenance of City park went good after getting going! Removed pine trees and repaired the spaces. Used the \$2500 credit from the shade structure install to purchase new plastic retaining wall bricks and replaces the base around the climbing dome, added additional sand. Purchased and planted flowerpots for city hall, memorial building, pool, fire station, and ambulance building. PB provided cost summary of park maintenance for the season, coming in at \$1382, which was less then the \$1500 that City Council approved at the May 2020 council meeting. The City did cover \$720 for the cost of the brush dumpsters from the tree removal.

Plans and ideas for the 2021 season include possibly updating/replacing the City Park sign and brick base as some of the brick grouting has deteriorated, resurfacing the basketball court that has seen a great increase in use since the installation of the new hoops/backboards, moving the peonies, adding more flowers and benches. Linda Cose is interested in flower care next season so additional flower pots are a potential as well. PB will be discussing their budget and comfort level of sharing costs on future projects too. PB and City can work together on finding grant funds to help pay for projects/items.

Discussion on budgeting and levying for additional funds. With scheduling two meetings a year in April and October ahead of the Park Board's regular scheduled meetings, it will be easier to coordinate and budget for future projects and plans. The April meeting items would include pre-season pool discussion, current-year's plans that are already identified, and to look into the next calendar year for upcoming projects to be included in the fall budget process. The October meeting items would be used as a post-season pool review and to discuss plans for the next season.

Meeting adjourned at 7:29pm.

---

Tabitha Arnaud, City Auditor

---

Jason DuBord, Mayor

---

Date approved