

Kindred City Council Special Meeting

Tuesday, June 23rd, 2020 @ 7:00pm

Kindred City Hall

Present: Mayor DuBord, CMs Spelhaug, Amerman, Peraza, Stoddard (at 7:43pm). Also present: PWS Schock, Auditor Arnaud, Park Board Member Lydia Ronningen, and guests Craig Olson and Shawn Peraza.

Mayor DuBord called the meeting to order at 7:02pm.

❖ **Appoint City Auditor, City Attorney, City Engineer**

Motion to appoint Tabitha Arnaud as City Auditor, Ohnstad Twichell as City Attorney, and Moore Engineering as City Engineer – by Peraza, second Amerman; RCV, MP.

❖ **Vote for President and Vice President of Council**

Motion to appoint Mr. Spelhaug as Council President – by Peraza, second Amerman; RCV: Spelhaug abstained, Peraza - Yes, Amerman - Yes, DuBord - Yes; MP.

Motion to appoint Mr. Peraza as Council Vice President – by Amerman, second Spelhaug; RCV: Peraza abstained, Amerman - Yes, Spelhaug - Yes, DuBord - Yes; MP.

❖ **Assign Portfolios**

Current portfolio assignments, with Mayor overseeing all portfolios.

- Mr. Spelhaug: Water, Sewer & Garbage, Public Works and Safety
- Mr. Amerman: Planning and Zoning, Buildings/Grounds and Equipment
- Mr. Stoddard: Streets, Sidewalks & Alleys, Signage, Traffic and Police
- Mr. Peraza: Personal, Finance and Community Development

Motion to continue with current portfolio assignments – by Spelhaug, second Peraza; RCV, MP.

❖ **Swear in City Council & Park Board members**

Mr. DuBord read the Oath of Office and the following members were sworn in:

- Mr. Ozzie Peraza as Kindred City Council member for a 4-year term, expiring June 2024
- Mr. Craig Olson as Kindred Park Board members for a 4-year term, expiring June 2024
- Mrs. Kimbra Amerman as Kindred Park Board members for a 4-year term, expiring June 2024

❖ **2nd Reading of Ordinance 2020-82: Rezone of 400-500 Blk Elm St properties, GC to Downtown Dist.**

Motion to approve 2nd reading of ordinance 2020-82 – by Peraza, second Spelhaug; RCV, MP.

❖ **May 2020 Financials**

Motion to approve May 2020 financials – by Amerman, second Spelhaug; RCV, MP.

❖ **Fund Summary**

Discussion of fund balances as of 12/31/2019 and 5/31/2020. Tabitha shared there are funds that have not seen revenues/expenses in the last two years, as well as duplicate funds that could be combined. Moving these balances effective 12/31/2019 would eliminate the need to set up in Banyon with the start of the 2020 calendar year, and will reduce the number of funds on the summary lists. Discussed future transfers going thru Tabitha and CM Peraza, and final approval with full council if needed. Would like to combine/transfer the following:

- Combine Pool Lease, Pool Fixed Asset/Debt Payment, and Pool Construction funds into one “Pool Debt Service” fund (#309)
- Transfer fund balance in NPR 2014-2 construction fund (#636) to NPR 2014-2 special assessment fund (#618)

- Transfer fund balance for “Water Reservoir” to the Water Fund (#501)
- Transfer fund balance for “Sewer” (#638) to the Sewer Fund (#502)
- Transfer fund balance for “Surcharge” (#504) to the Equipment Reserve Fund (#508)
- Transfer fund balance for “2004-1 Storm Improvement” (#608) to the Sewer Fund (#502)

Motion to approve balance transfers as presented effective 12-31-2019 – by Peraza, second Spelhaug; RCV, MP.

❖ **Preliminary Budget Discussion**

Discussion of planning for possible reductions in sales tax revenues and state tax distributions due to COVID pandemic and Kindred Spirits closure due to water damage remodeling. Should watch expenditures closely and be sure we are planning for big purchases. Water and sewer rates will need evaluating with the completion of the water tower project and upcoming lagoon expansion. Rich has a working equipment list and will review with Dave and Adam. Should consider possible annual expenses for recent fund approvals: snow removal, crack sealing, city park maintenance. Tabitha will work with Ozzie on the preliminary budget to present to council at the August meeting.

❖ **Old Cass County Electric Office Building: Elm St/5th Ave N**

Mayor DuBord reported that MLGC increased their offer to \$170K for the building and the current owner rejected. So, the possibility of MLGC getting in that building is over. Tyler Kilde, MLGC Owner/Manager, still wants to build in Kindred!! Mayor DuBord would like to try to help about 2 acres of property for MLGC to construct a new office facility, hopeful to break ground in Spring 2021.

❖ **Swear in City Council member**

Mr. DuBord read the Oath of Office and the following member was sworn in:

- Mr. Shad Stoddard as Kindred City Council member for a 4-year term, expiring June 2024

Motion to adjourn at 7:53pm – by Spelhaug, second by Peraza; RCV, MP.

Tabitha Arnaud, City Auditor

Jason DuBord, Mayor

Date Council Approved