



Horace City Council Meeting Minutes

The Horace City Council met on September 8, 2020 @ 6:00 pm at Horace City Hall. Those present were Mayor Kory Peterson, Councilmember Bryan Schmidt, Councilmember Chelsey Johnson, Councilmember John Koerselman, and Councilmember Dave Fenelon. Others present included: Brenton Holper, Jim Dahlman, Barrett Voigt, and Lukas Croaker.

Mayor Peterson called the meeting to order at 6:00 pm

The pledge of allegiance was recited.

Agenda Item #3: Approve Regular Agenda Adding Item #10f (Resolution of Parameters)

Motion: Approve Regular Agenda Adding Item #10f (Resolution of Parameters).

1st Motion: Councilmember Johnson

2nd Motion: Councilmember Schmidt

Action taken: All in favor, none opposed. Motion carried.

Agenda Item #4: Approve Consent Agenda

- a. Vendor Invoices
- b. Balance Sheet & Income Statement
- c. Water, Sanitary Sewer, Street and Drainage Improvement District No. 2019-5 (Visto Industrial Additions)
 - i. Progressive Estimate No. 6 in the amount of \$145,340.54 to Dakota Underground Co.
- d. Water, Sewer, Storm and Street Improvement District No, 2020-1 (Southdale Farms First Addition)
 - i. Progressive Estimate No. 1 in the amount of \$85,822.20 to Dakota Underground Co.
- e. Sanitary Sewer Improvement District No. 2018-1 (100th Avenue Sanitary Sewer Forcemain)
 - i. Progressive Estimate No. 1 in the amount of \$84,780.00 to KPH Inc.
- f. Water, Sewer, Storm and Street Improvement District No. 2019-7 (Maple Lake Estates)
 - i. Progressive Estimate No. 3 in the amount of \$370,414.13 to KPH Inc.
- g. Sanitary, Storm Sewer and Street Improvement District No. 2019-1 (Lakeview Drive and 79th Avenue) & Storm Sewer and Street Improvement District No. 2019-3 (63rd Street)
 - i. Progressive Estimate No. 10 in the amount of \$332,747.13 to KPH Inc.
- h. Water, Sewer, Storm and Street ID No. 2019-6 (Cub Creek 1st)
 - i. Progressive Estimate No. 10 in the amount of \$30,019.10 to Dakota Underground Co.
- i. Water, Sewer, Storm and Street ID No. 2020-4 (Lost River 5th Addition)
 - i. Progressive Estimate No. 3 in the amount of \$2,064,188.45 to Dakota Underground Co.
- j. Food Truck Permits



- i. BZ Concessions Horace Food Truck Permit 2020 application
- ii. Crepe Paradise Horace Food Truck Permit 2020 application

Motion: Approve Consent Agenda.

1st Motion: Councilmember Fenelon

2nd Motion: Councilmember Koerselman

Action taken: All in favor, none opposed. Motion carried.

Agenda Item #5: Approval of City Council Meeting Minutes from August 17, 2020

Motion: Approve City Council Meeting Minutes from August 17, 2020.

1st Motion: Councilmember Koerselman

2nd Motion: Councilmember Schmidt

Action taken: All in favor, none opposed. Motion carried.

Agenda Item #6: Public Comment

A resident asked if property taxes will be discussed during the meeting? Mr. Holper responded that the budget will be discussed during agenda item#17 which will include the mill levy rate but that property taxes themselves will not be discussed during this meeting.

Agenda Item #7: Sheriff's Update | Ross Krause/Thomas Behm, Cass County Sheriff's Department

Councilmember Schmidt summarized the monthly report and explained that the number of citations increased. None of the citations will be brought to the municipal court because the citations were all paid. There were increased warnings given to residents for running stop signs. Councilmember Koerselman pointed out that the number of crashes increased in the month of August 2020 and that he would like to know why. Mayor Peterson said that staff can email the sheriffs to find out the cause of the crashes. He also reminded everyone to obey speed limits and to drive carefully in the roundabouts.

Agenda Item #8: Proposed Annexation | Brenton Holper, City Administrator and Lukas Croaker, City Attorney

Mr. Holper explained the proposed annexation for the three subdivisions which include the orchard, Lazy A, and West Brook. The area along the bridge off Wall Avenue, going west before Lost River and River's Edge which includes part of the gravel road. One of the reasons the City has not been able to start any street improvements to Wall Avenue is because this part of the road belongs to Stanley Township.

The Stanley Township board and chair sent an email to the City of Horace recommending the annexation. Mr. Holper explained that staff is seeking approval from Council to start the annexation preparation. Mr. Croaker added that Council has to approve the resolution that is describing the area that would be annexed during an upcoming Council meeting. Once the resolution approved, a notification will be published in the local newspaper and residents within that area have 30 days to protest the annexation.



Councilmember Schmidt asked how many residences were impacted by the annexation? Mr. Holper answered that 52 residences are in the Stanley Township area of Horace. Letters of notification will be sent out to those 52 residences, as well as to the Township and the County.

Councilmember Fenelon asked if the City would provide the information about the different taxes in Horace and Stanley Township because that would be changing for the affected residents. Mr. Holper said that staff can work with the County to determine the tax difference and that the information could be included.

Motion: Approve Staff to Start the Annexation Process.

1st Motion: Councilmember Fenelon

2nd Motion: Councilmember Schmidt

Action taken: All in favor, none opposed. Motion carried.

Agenda Item #9: Cass Rural Water Connection and City Utility Rates | Brenton Holper, City Administrator

Mr. Holper explained the options that are available to Horace water users. One option would be to connect completely to Cass Rural Water. The next option would be to go with a blend of treated Horace water and Cass Rural Water. When it comes to the blended water option, the City could upgrade the existing water treatment facility or build a new facility. The last option would be to do nothing and stay with the current water service. He also gave timelines on how long each water quality improvement option would take.

Councilmember Koerselman asked if staff had a conversation with Cass Rural Water about taking over the water service for Horace residents yet? Mr. Holper answered that staff had spoken to Cass Rural Water in the past but that there was not much interest on their end because Horace water system is outdated. It would be a lot for a water provider to take over an outdated system especially if the other option would just provide water in bulk.

Councilmember Koerselman suggested Cass Rural Water taking over the service because all Cass Rural Water user were satisfied, according to the water survey results. Mayor Peterson suggested to first get a connection to Cass Rural Water in place before figuring out the details such as blending the water and building or updating the water treatment facility. Keeping Horace's water rights would allow the City to use its water during water main breaks, hydrant flushing or during water shortages. Councilmember Fenelon asked for water usage data for when hydrants are flushed or when a water main breaks because cities build these kinds of costs into their water budgets. Councilmember Fenelon agreed with Councilmember Koerselman and suggested that staff sends a proposal to Cass Rural Water.

Mr. Holper added that Council had requested a stepped approach to raise the Horace water rates to gradually reach the Cass Rural Water rate. If the City were to connect to Cass Rural Water, staffs prepared rate increased would be increased a \$19.50 base rate and \$4.20 per 1,000 gallons of water. At that time, the City of Horace would not be receiving Cass Rural Water service yet, but it would get everyone closer to the Cass Rural rate. By August 2021, the City should reach the base rate of \$27.00 and \$5.40 per 1,0000 gallons of water. The City would also continue to charge the capital improvement surcharge to pay for future improvements. Cass Rural Water uses special assessments to pay for their



capital improvements. Councilmember Koerselman said that the rates would be even higher if the City would build a new water treatment facility. Mr. Holper's recommendation was to start the negotiations with Cass Rural Water.

Motion: Approve Staff to Start Negotiations to Establish a Connection to Cass Rural Water Service.

1st Motion: Councilmember Koerselman

2nd Motion: Councilmember Johnson

Action taken: All in favor, none opposed. Motion carried.

Mr. Croaker recommended that a Councilmember should be part of any future negotiations with Cass Rural Water. Mr. Holper said that Councilmember Schmidt would be the right candidate because it is part of his portfolio and expertise. To start the negotiation process, Mr. Dahlman would draft different agreements. Once the negotiations have taken place, the new water rates will be presented to Council.

Agenda Item #9a: Deputy Sheriff Thomas Behm Update

Mayor Peterson asked Deputy Sheriff Thomas Behm if there were any injuries reported in the seven vehicles crashes? Deputy Sheriff Behm was not aware of any injuries and he said that he would check on the rest of the accidents to see if any injuries occurred.

The Sheriff's Department received 140 total calls for service which included 7 crashes, 5 reckless driving incidences, 7 animal calls, 4 alcohol related calls, 3 medical calls, 12 citations, 43 warnings, and 1 drug related call. 18 calls were related to deputies attempting to serve warrants/civil paper. This year's Night to Unite celebration, which was scheduled for October 7th, was cancelled due to COVID-19.

Deputy Sheriff Behm explained the new Cass Clay Alert system which is replacing the Code Red Alert System. Deputy Sheriff Behm left brochures at the City Hall's front desk.

Agenda Item #10: Amended Resolution Directing Assessments to be Levied | Lukas Croaker, City Attorney

Mr. Croaker presented the amended resolution directing assessments to be levied explaining that Colliers International charged fees that were not included in the original cost estimate. The fees are about \$315,000.00 which will be assessed equally to the five projects. Mr. Croaker explained that all five resolutions can be voted on in one combined motion.

- a. SSSSt ID No. 2019-1 (Lakeview Drive)
- b. SSSSt ID No. 2019-2 (Roundabout & 76th)
- c. SSSSt ID No. 2019-3 (63rd Street)
- d. WSSSt ID No. 2019-5 (Visto Third Industrial Addition)
- e. WSSSt ID No. 2019-6 (Cub Creek Addition)

Motion: Approve the Amended Resolution Directing Assessments (agenda items #10a, 10b, 10c, 10d, and 10e) to be Levied and to Sell Bonds on September 17, 2020.

1st Motion: Councilmember Koerselman

2nd Motion: Councilmember Schmidt

Action taken: All in favor, none opposed. Motion carried.



Agenda Item #10f: Resolution of Parameters | Lukas Croaker, City Attorney

Mr. Croaker explained the parameters resolution which states that the City will bond the five projects that were approved last year. The total amount will not exceed \$23M and an 3.85% interest rate.

Motion: Approve the Resolution of Parameters.

1st Motion: Councilmember Koerselman

2nd Motion: Councilmember Schmidt

Action taken: All in favor, none opposed. Motion carried.

Agenda Item #11: Water, Sewer, Storm and Street Improvement District No. 2019-7 Maple Lake Estates Addition | Jim Dahlman, City Engineer

Mr. Dahlman presented the Water, Sewer, Storm and Street Improvement District No. 2019-7 Maple Lake Estates Addition change order No. 1. The contract price will be increased by \$23,294.00 for necessary water main construction that was not accounted for in the original contract.

Motion: Approve the Water, Sewer, Storm and Street Improvement District No. 2019-7 Maple Lake Estates Addition Change Order No. 1 increasing the contract by \$23,294.00.

1st Motion: Councilmember Fenelon

2nd Motion: Councilmember Johnson

Action taken: All in favor, none opposed. Motion carried.

Agenda Item #12: Water, Sewer, Storm and Street ID No. 2020-1 Southdale Farms First Addition | Jim Dahlman, City Engineer

Mr. Dahlman presented the Water, Sewer, Storm and Street ID No. 2020-1 Southdale Farms First Addition change order No. 1. The contract price will be decreasing by \$355,030.37. The reason for the decrease is that Dakota Underground discovered poor soil conditions for the lift station's original planned location. It was decided to move the lift station closer to County Road 17 which saved money in lesser pipe costs even though the service area will be the same.

Motion: Approve the Water, Sewer, Storm and Street ID No. 2020-1 Southdale Farms First Addition Change Order No. 1 decreasing the contract price by \$355,030.37.

1st Motion: Councilmember Koerselman

2nd Motion: Councilmember Fenelon

Action taken: Three in favor, Councilmember Johnson abstained. Motion carried.

Agenda Item #13: Permanent Utility Easement Agreement (Southdale Farms First Addition) | Lukas Croaker, City Attorney

Mr. Croaker explained that the original location of the lift station in Southdale Farms First Addition (which was mentioned during agenda item #12) was platted. The new location of the lift station has not been platted yet, but it will be platted once the developer will move construction further north. In the meantime, the developer owns that parcel but with this permanent easement the City will be able to operate on the land and it will also state that the developer will dedicate the parcel where the lift station will be located to the City. Councilmember Fenelon asked if there will be a cost for the permanent easement? Mr. Dahlman responded that there will no costs involved.

Motion: Approve the Permanent Utility Easement Agreement (Southdale Farms First Addition).



1st Motion: Councilmember Koerselman

2nd Motion: Councilmember Schmidt

Action taken: All in favor, none opposed. Motion carried.

Agenda Item #14: Drainage Improvement District No. 2020-5 (Old River Oxbow) | Jim Dahlman, City Engineer and Lukas Croaker, City Attorney

Mr. Dahlman presented the Improvement District No. 2020-5 (Old River Oxbow) resolution approving the plans and specifications and the resolution authorizing the auditor to advertise for bids. The ads for the bids will be in the local newspaper on September 16, 2020 and on September 23, 2020. The bidding will take place on October 1, 2020. The bid is scheduled to be awarded on October 5, 2020. The projected completion date for the concrete work is early May 2021. The seeding is scheduled to be completed by June 2021. Mr. Dahlman voiced concerns about the timeline because it is very ambitious.

Mr. Dahlman explained what the concrete liner will look like and that it will be 6 ft wide which might be an invitation for skateboarders. Mayor Peterson suggested to post signage to prevent residents from using the liner as a walkway.

Motion: Approve the Drainage Improvement District No. 2020-5 (Old River Oxbow) (agenda items #14a, 14b, 14c).

1st Motion: Councilmember Fenelon

2nd Motion: Councilmember Koerselman

Action taken: All in favor, none opposed. Motion carried.

Agenda Item #15: FY 2018-2019 Audit Draft Presentation | Luke Evenson, Eide Bailly

Mr. Luke Evenson of Eide Bailly presented Horace's 2018-2019 draft audit. Mr. Evenson explained that the presented draft audit was for the fiscal years 2018 and 2019. The accounting practice prior to 2019 was modified cash accounting which only records the monies coming in and the monies going out. In 2019, Horace changed its accounting practices to accrual accounting which is what other cities such as West Fargo and Fargo use.

The reason Eide Bailly LLP was brought in was because an audit opinion was needed. An audit opinion states whether the financial statements are clear, accurate, and materially correct. Eide Bailly's audit opinion for the 2018 fiscal year is a disclaimer of opinion and that Eide Bailly LLC cannot give reasonable insurance that the 2018 financial statements are materially accurate. The reasons for the disclaimer of opinion are some missing documentation. Mr. Evenson explained that there was a change of personnel in 2018 which could be one reason why documentation was missing.

For the 2019 fiscal year, Eide Bailly LLC gave an unmodified opinion which means that all financial statements are clear and materially accurate from January 1, 2019 until December 31, 2019. Mr. Evenson proceeded to explain some of the financial statements from 2018-2019. Now that the City has switched to accrual base accounting, the capital assets such as vehicles, machinery, infrastructure, and land are included which they were not in prior years. Receivables and accounts payable were also included.

Mr. Evenson summarized the findings of the audit and explained that in bigger cities the segregation of duties is easier to achieve than in a smaller city such as Horace. Several employees oversee different



duties such as collecting the money, recording the money and then another person reviews the recording separately to avoid fraudulent activities. In Horace, Becky Streitz does all the financial accounting which means that she records all the financials, collects the cash etc. Some review of her work is being done but there is no direct oversight because there is not enough staff. Eide Bailly LLC must disclose this information in their audit findings.

The second finding was material journal entries were made which means that Eide Bailly LLC helped prepare some of the journal entries. The third finding was a preparation of financial statements which means that Eide Bailly LLC helped prepare the financial statements. 85% of government entities have these kinds of findings in their audits which means they are very common occurrences. The fourth finding was undocumented pay rates which mostly occurred in 2018 but were eliminated in 2019.

Agenda Item #16: Shoppes @ Brookstone Business Development | Bryan Smith and Brenton Holper, City Administrator

Bryan Smith explained that he is looking to create a nice mix of industries in the Brookstone Development which includes a company called Access Point Technology. Access Point Technology is thinking of building a 6,000 sq. ft facility in Horace in phase 1. Phase 2 would be a clean room, and phase 3 would be a brain and heart research facility. Mr. Smith reported that he has not been able to get a foundation permit.

Mayor Peterson asked why there was a 90-day delay? Mr. Smith responded that he has not been able to get a permit and that he was waiting on the approval from the Fire Department. Mr. Voigt said that the site plans for these new buildings are needed by the City. Mr. Voigt advised that Mr. Smith should approach the City for pre-development meetings to set everything up. Mr. Smith said that he had done everything that was required and that he thought he provided the site plans. Mr. Voigt answered that this was a multi-phase development and that the City was only able to do a design review on phase 1 which means that Mr. Smith must submit the additional site plans for phase 2 and phase 3. Mayor Peterson suggested that there should be a constant line of communication open between all parties involved to resolve this issue. Mr. Holper concluded that the plan review was already set for September 22, 2020 but that cannot be done without the needed site plans from Mr. Smith.

Agenda Item #17: FY 2021 General Fund Budget | Brenton Holper, City Administrator and Becky Streitz, Finance Director

Horace's Finance Director Becky Streitz gave an overview of the fiscal year 2021 general budget fund. Property tax revenue increased 24%. The mill rate is expected to remain steady around 60.85. Property valuations increased 24% from \$14,298 to \$17,800. Residential building permits are projected to be 120 new houses in 2021. Commercial building permits are expected to come in from the Visto Industrial Addition, Lakeview Heights Additions, and the expansion of the Horace Elementary School. COVID-19 has impacted revenue from the State Aid Distribution (anticipating a 20% decrease).

The salary and benefit increases are due to the plan to hire a City Engineer, added a shared position with Fire and Parks, and health benefits increased 8% from last year. Law enforcement continue to plan for two deputies with the Cass County Sheriff contract. The cost savings from having a City Engineer will be



found in the reduction in professional services (Engineering). The transfer out for \$117,836 is to fund the shortfall in the highway fund due to COVID impacts.

COVID-19 has impacted revenue from the highway tax distribution (anticipating a 20% decrease). A transfer from the general fund is needed to cover the shortfall. The highway fund operates under the Public Works Department which consists of three full time employees and one part time employee.

The sales and use tax revenue are expected to be consistent with prior years and is driven by the construction activity in Horace. The revenue is dedicated to infrastructure improvements (no less than 75%) and economic development (no more than 25%). Since inception of the City sales tax, the City has spent 86% of the fund on infrastructure improvements and 0.2% on economic development

The vector fee increased to \$2.50 per month per household from \$1.00, effective July 1, 2020. The proceeds from the vector fee are used for the City's vector control program. Approximately \$20,000 is for mitigation efforts by Cass County Vector Control. Remaining costs are for truck-based spraying by the Public Works Department.

The forestry fee is \$1.00 per month per household. The proceeds from the forestry fee are used for purposes of funding the planting, maintenance, protection, and removal of trees on public property in the City.

Debt service is the cash that is required to cover the repayment of interest and principal on debt. The City's debt consists of refunding improvement bonds (RIB) for infrastructure improvements and state revolving funds (SRF) for water and sewer funds. The debt is paid with special assessment revenue that is levied on properties benefiting from the improvement projects. For current infrastructure projects, the City finances the projects with temporary bonds and once the project is final the temporary bond is paid back with a permanent refunding improvement bond.

When it comes to the water fund, the current fee structure is a base fee of \$12.00 plus \$3.00 for every 1,000 gallons used. The 2021 budget incorporates a phased plan to increase rates:

January to July: base fee of \$19.50 plus \$4.20 for every 1,000 gallons.

August to December: base fee of \$27.00 plus \$5.40 for every 1,000 gallons.

The Water Tower Surcharge of \$7.60 per month remains unchanged.

The support staff is the Utility Billing Specialist, part of the City Engineer, and the Public Works Department, which consists of three full-time employees and one part-time employee.

The fees for sewer include a base fee of \$5.50 plus \$3.00 for every 1,000 gallons used. The support staff is the Utility Billing Specialist, part of the City Engineer, and the Public Works Department, which consists of three full-time employees and one part-time employee.

The monthly user fee is \$24.00 for garbage and recycling. The collection and disposal of household and commercial waste is contracted with Waste Management. Other services provided are the disposal of large appliances and the annual clean-up day for the collection of larger items.



Mayor Peterson opened the public hearing for the FY 2021 General Fund Budget at 8:08 PM. No questions were received. Councilmember Fenelon pointed out that the goal for next year was to keep the mill rate the same. Mayor Peterson closed the public hearing at 8:10 PM.

Motion: Approve the FY 2021 General Fund Budget.

1st Motion: Councilmember Fenelon

2nd Motion: Councilmember Johnson

Action taken: All in favor, none opposed. Motion carried (4-0).

Agenda Item #18: FY 2020 Budget | Brenton Holper, City Administrator

Mr. Holper explained that the general fund in the fiscal year 2020 will have excess funds because of building permits for the schools. The City estimates a surplus of \$300,000-\$350,000. The law enforcement fund might also receive a reimbursement for 7 months of wages and benefits because of COVID-19, but that will be determined by the State.

Mr. Holper said that the Public Works department will need a new snowplow dump truck soon. The one that the City owns is over 25 years old and is constantly causing problems. Public Works will need an additional mower to be able to mow the steeper ditches. Another utility vehicle is needed for Vector control. Mr. Holper added that the City would like to set up a special project fund for reworking the zoning ordinances which is about a two-year project.

Mr. Holper explained that approximately \$600,000 was transferred into the general fund this year. The money which was dedicated to Meadowland Park was transferred to Horace's Park District. These funds need to be listed and accounted for. He also added that if the highway fund (because of COVID-19) and the water fund continue to operate on a deficit, these funds might get assistance from the general fund.

Mr. Holper summarized that some of these items might be included in the first FY 2020 budget amendment which will be presented in the next few weeks. There might be a second budget amendment in November depending on fund balances at that time.

Agenda Item #19: Zoning Ordinance Rewrite | Brenton Holper, City Administrator

Mr. Holper explained that the zoning ordinances need to be rewritten. In the past, the City has only been able to rewrite parts of the zoning ordinances by bringing text amendments to Council. The recommendation is to hire a consultant to rework the zoning ordinances which would eliminate constantly having to bring amendments to Council and would speed up the building permit process.

The first step would be to advertise the project to find a consultant who knows the Century Code and can wrap up the zoning ordinance overhaul within one year. The goal is to find a consultant by the end of 2020. Mayor Peterson added that it is important that the zoning ordinances will be in line with the 2045 Comprehensive Plan, currently they are not.

Motion: Approve the Zoning Ordinance Rewrite.

1st Motion: Councilmember Johnson

2nd Motion: Councilmember Fenelon

Action taken: All in favor, none opposed. Motion carried (4-0).



Agenda Item #20: Title V City Ordinance Amendment (Building Code) | Barrett Voigt, Community Development Director

Mr. Voigt explained that the first for the Title V City Ordinance Amendment was done in April 2020. Due to COVID-19, the second reading was not done until now.

Motion: Approve the Title V City Ordinance Amendment (Building Code).

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Fenelon

Action taken: All in favor, none opposed. Motion carried.

Agenda Item #21: Engineering/Public Works | Jim Dahlman, City Engineer

- a. Mr. Dahlman explained that the deadline for the Drinking Water State Revolving Fund applications are due in the first week of October 2020.
- b. Mr. Dahlman said that he sat down with the City's Building Inspector Caleb Nolte to discuss Horace's Stormwater Management Plan. The notice of intend will be enforced by Mr. Nolte going forward.

Interstate Engineer Zach Hatting gave an additional update.

- a. 40% of the 100th Avenue sanitary sewer force main was installed.
- b. The street paving of Lakeview Drive was completed. Councilmember Schmidt asked if there was a new completion date for the project? Mr. Hatting replied that the sidewalks should be done by Friday, September 18, 2020. Mr. Dahlman added that the project is 42 days behind schedule as of September 8, 2020. Each day of construction delay costs the construction company \$2500 per day. The last estimate for the delay costs were at \$105,000 which will be deducted from their \$562,000 retainer.
- c. Mr. Dahlman explained that the cracking at the 76th Avenue roundabout has been unacceptable. The contractor provided a course of action plan which was included in the original construction specifications. Interstate Engineering drafted a letter to ask for corrections and will send it to the contractor shortly. The cracks will be fixed in 2021.
- d. Vistos Industrial is about 99% complete.
- e. Maple Lakes is 29% complete. The completion date for the project is set for October 31, 2020 and the project might be delayed because of its tight timeline.
- f. Southdale Farms' sanitary sewer is 50% completed and the installation of the storm sewer will start the week of September 8, 2020.
- g. The pipework at Lost River 5th Addition will be completed the week of September 8, 2020. The north of the development was paved.
- h. A temporary construction easement has been proposed to the property owner on the south side of 82nd Avenue but has yet to be accepted. The City is expected to only purchase what is needed to construct the project.

Councilmembers Schmidt and Fenelon asked about an update on the middle school. Some of the flooring has not been completed and the school has been operating on a temporary certificate of occupancy. Mr. Dahlman said that the flooring of the music hall should be completed in October. There current completion is estimated at 86%. Councilmembers Fenelon and Schmidt requested an update directly from the middle school project manager at the next Council meeting on September 21, 2020.



Agenda Item #22: City Administrator | Brenton Holper, City Administrator

- a. Mr. Holper provided an update on building permits. The year to date building permits for the constructions of new buildings (residential or industrial) are at 79. The same time last year, the number of building permits for new builds granted was 42. The number of permits for remodels such as decks etc. is at 32. The year before the number was 31.
- b. Strategic Planning Workshop will be coming up on September 10 and September 11, 2020.
- c. Overdimensional Permits are being written by staff on a weekly basis. Staff met with Deputy Sheriff Matt Moon for a training on how to write permits and do the calculations. The revenue from the permits will go into the general fund. The monies from citations must go towards street improvements.

Agenda Item #23: Portfolio Reports

- a. Mayor Peterson explained that due to COVID-19 the elections in November will not be polled at the Senior Center in Horace. The City of Fargo has dates where residents can go and vote in person. Residents can find out about voting sites on the Cass County website. Residents can also vote by absentee ballot.
- b. Councilmember Koerselman reported that he had a conversation with Mr. Holper and Mr. Croaker about the special assessment letters. Councilmember Koerselman pointed out that the letters did not have the owed valued on it. It was also not listed in the newspaper and that it was hard to find the accurate information. He suggested that the notification process will be improved. Councilmember Koerselman would also like to see an improvement when it comes to forestry. His suggestion was to team up with the Casselton Forestry Department.
- c. Councilmember Fenelon – no updates.
- d. Councilmember Johnson said that Bean Days 2020 is coming up. The website is up and that flyers are out. She encouraged residents to sign up for the parade and to also view the fireworks at 9PM that night. Radio host Jay Thomas will be doing Bean Days promotions during his show on Friday September 11, 2020.
- e. Councilmember Schmidt – no updates.

Agenda Item #24: Adjourn

Motion: Approve meeting adjourn at 9:02 pm.

1st Motion: Councilmember Koerselman

2nd Motion: Councilmember Fenelon

Action taken: All in favor, none opposed. Motion carried.

The Next City Council Meeting is September 21, 2020 at 6:00 pm