



Horace City Council Meeting Minutes

The Horace City Council met on **January 15, 2018** at 7:01 pm at City Hall. Those present were Kory Peterson, David Fenelon, Sharon May, and Bryan Schmidt.

The Pledge of Allegiance was recited.

Mayor Peterson called the meeting to order.

The Minutes from January 2, 2018 was approved by first motion Dave and second motion by Bryan; all in favor.

The Consent Agenda was approved by first motion Sharon and second motion by Bryan; all in favor.

The Regular Agenda with tabling the Engineering Services Agreement for Street Improvement District No. 2018-03 for later was approved by first motion Bryan and second motion by Sharon.

Ohnstad Twichell:

- Brink's 5th Addition – Public hearings
 - Preliminary Plat Public Hearing opened at 7:10 and closed at 7:11. This Plat is to move the property line to include the trees the grandkids planted, P&Z met last week, and it was approved. Approved by first motion Dave and second motion Bryan; all in favor.
 - Final Plat Public Hearing opened at 7:11 and closed at 7:12. Approved by first motion Sharon and second motion Dave; all in favor.
- Utility Rate Resolution, after reviewing the handout and cleaning up the handout, it was approved by first motion Bryan and second motion Dave; all in favor.
- Holmen's Assignment Agreement: Lukas contacted Cass County's Auditors Office and they are willing to transfer the remaining \$23,000 to Vance. They would like this to be put into a different account for maintenance/fees. Approved by first motion Dave and second motion Sharon; all in favor.
- Municipal Judge – Discussion – Jessica Chomitzky is interested and will look into updating her license. Dave would recommend Lukas, Vance, and Kory to do a quick interview. Need to discuss if there will be a salary or if it will be based on service when she is needed.
- Dwyer's Tax Abatement: Lukas sent out a formal letter to the City Assessor and he sent back the guidelines for tax abatements. The Tax Abatement is in affect and Jack Dwyer's residence is eligible.

Interstate Engineering:

- Water Improvement District 2016-03 Final Estimate and Final Balancing Change Order. This project is complete and
- Sanitary Sewer Improvement District 2017-02 Progressive Estimate No. 2.: This is up to date and the stored materials are on KPH land, paid on the current Consent Agenda.



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- Improvement District No. 2017-01 (Lost River) Progressive Estimate No. 9.: there was a \$2,508 catchup on some quantities, this was paid in the current Consent Agenda.
 - Terra Gardens Petition for Water and Sanitary Sewer Service: 1st petition to provide water and sewer, Jim will validate and talk with Bryan.
 - Engineering Services Agreement for Street Improvement District 2017-05 (8th Ave Truck Route): This summer will need to start if this project is approved, possibly get the businesses involved financially. Jim to make up plat. Approved by first motion Bryan and second motion Dave; all in favor.
 - Engineering Services Agreement for Sanitary Sewer Improvement District 2018-02 (Service to 64th Avenue (Horseshoe Bend): Planning area to create letter to residents for Horseshoe Bend and surrounding area, proceed to plan, approved by first motion Bryan and second motion Dave; all in favor.
 - Engineering Services Agreement to Study the Existing Water Treatment Plant and Drinking Water Quality: This is a preliminary testing, a study on the quality of water, production and filtration. Approved by first motion Dave and second motion Sharon; all in favor.
 - Engineering Services Agreement for Street Improvement District No. 2018-03 (Rud's Addition & Prairie View Final Lift of Asphalt): Tabled until later date.
 - Chestnut Area Drainage and Street Improvements – Discussion: Jim and Bryan to sit down from the notes from Jody, Bryan will set up a followup with Jody Bertrand.
 - Recreational Trails Grant – Discussion: On Map - W to the river or continue to go N? The paths at 17/76 needs to be carefully thought out. Possibly put into Hwy Project Fund. Option 1 will be blue on map Option 2 will be up to Lions Park. Option 1 is selected or preferred for 2019.

Portfolio Reports:

- John: No Report
- Dave: The City Administrator position is open until this Sunday (21st), there will be expenses that will need to be approved/discussed. Kory would like the board to share the post one more time this week.
- Sharon: Bean Day Committee got postponed, collecting input of dates, 2-4th week in August is what is being thought out.
- Bryan:
 - Horace 2018 Capital Improvement Plan Review of draft: Went over and reviewed list.
 - Horace Engineering Finance Consulting Proposal review: Looking to see if there are improvements on fund balancing, chart of accounts, financial planning model to create a 5-year funding model which in return will be better to forecast and model the revenue and expense. We will see what the budget has/doesn't have for this – do task 1 and 2, possibly not do #3, table until next meeting.
 - Finance – Dynamics GP update discussion: There are 4 options for Utility Billing Software
 - Dave stated the mosquito fee needs to be implemented into the water/garbage bill.



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- Kory:
 - Forestry/beautification committee update: We met last week, gathering more info, sent an email to Jerry McKay and Mary O’Neil. I would like to get them up here to have a conversation on trees.
 - FM Diversion update: Nothing to update, waiting for summation from Task Force, meeting on Thursday this week. I had an interview with Dave Colpack with the paper, we are keeping an eye on the plan, nothing is concrete.
 - Haiti trip: I will be gone Feb 7 – Feb 16.
 - Mainstream Initiative

1. Auditor:

- Proposing a transfer of \$61,568.79 from Highway Fund to Water/Sewer Fund representing salary expense. Need motion if agreed. Approved by first motion Dave and second motion Sharon; all in favor. Dave would like us to come back mid-year to see how many hours are being spent in each department.
- Designate Alerus Financial as depository for Public Funds (NDCC 21-04-13) required each even numbered year. Approved by first motion Dave and second motion by Bryan; all in favor. We need to see what all needs to be done if we change banks.
- Adding Martin Luther King JR and President’s Day (all city offices in surrounding areas have it off): Bring a list of holidays for 2018 and we can approve it next meeting. We will continue to do this every year in December.
- When is the Audit? AFTER April 15th, suspect it is in June. They will look into the Park Board.

Meeting adjourned at 9:01pm, approved by first motion Bryan.

Kory Peterson, Mayor

Vance Kemmer, Auditor