



Horace City Council Meeting Minutes

The Horace City Council met on **November 5, 2018** at 6pm at City Hall. Those present were Kory Peterson, Chelsey Johnson. Bryan Schmidt was present via phone. Dave Fenelon and John Koerselman was absent.

The Pledge of Allegiance was recited.

Mayor Peterson called the meeting to order.

The Regular Agenda was approved with removing #19 first motion Councilmember Koerselman and second motion by Councilmember Johnson; all in favor non-opposed; motion carried.

The Consent Agenda was approved by first motion Councilmember Johnson and second motion by Councilmember Schmidt; all in favor none-opposed; motion carried.

The Meeting Minutes from October 15, 2018 with addition of Change order #5, gravel to Lakeview Road, up to \$5,800 was approved by first motion Councilmember Johnson and second motion by Councilmember Koerselman; all in favor none-opposed; motion carried.

Public Comment: no comments were made.

Monthly Report | Lindsey Nettetstad, City Sheriff

Deputy Nettetstad provided an overview of the monthly report.

FY 2018 Budget Amendment | Brenton Holper, City Administrator

Mr. Holper discussed the proposed FY 2018 Budget Amendment #1. This changes the budgeted revenues from \$1,008,150 to \$1,065,000 and the budgeted expenses from \$1,008,150 to \$1,340,400. The difference between the anticipated revenues and the budgeted expenses will be covered through the general fund – fund balance. Areas that were amended into this budget include costs associated with: professional services, planning services, Horace Transportation and Comprehensive Plan matching funds, 76th Corridor Study Match, and Building Inspection on-call services.

The FY 2018 Budget Amendment as proposed was approved by first motion Councilmember Koerselman and second motion by Councilmember Johnson; all in favor none opposed; motion carried.

3rd Public Works Full Time Position | Brenton Holper, City Administrator

Mr. Holper proposed that a 3rd full-time public works position be added. This is due to Public Works staff unable to meet expectations of the community and that no changes have been made to full-time staffing in over 25 years. In that time, the City's population has grown by nearly 6 times. This position will be funded through the highway fund and the various utility funds.

The 3rd Public Works position was approved as recommended by first motion Councilmember Johnson and second motion by Councilmember Koerselman; all in favor none opposed; motion carried.



Purchasing Policy | Brenton Holper, City Administrator

Mr. Holper proposed the purchasing policy that provides guidance on purchasing and agreement authorization levels. This will help in streamlining day to day operations of the City, as expenses under a \$6,000 that are not budgeted could be approved by the City Administrator and/or Mayor. Unbudgeted agreements \$10,000 and under can be entered on behalf of the City by the City Administrator and Mayor. This policy is reflected as a resolution and can be revised easily by the City Council.

The purchasing policy was approved as proposed, with the effective date being November 5, 2018. First motion made by Councilmember Koerselman and second motion by Councilmember Johnson; all in favor none opposed; motion carried.

R5 Zoning Amendment Ordinance | Lukas Croaker, City Attorney

2018-12 R5 Zoning Amendment Ordinance: First Reading approved by first motion Councilmember Koerselman and second motion by Councilmember Johnson; all in favor none-opposed; motion carried. Discussion to continue at December meeting.

Resolution to Create Districts | Lukas Croaker, City Attorney

Mr. Dahlman shared about Lakeview Drive which will all be done by Resolution. Creating the District by Resolution and Resolution declaring improvements necessary approved by first motion Councilmember Johnson and second motion by Councilmember Koerselman; all in favor none-opposed; motion carried. Direct Engineering to prepare Plans and Specs and Resolution approving Engineer's Report approved by first motion Councilmember Koerselman and second motion by Councilmember Johnson; all in favor none-opposed; motion carried.

Transportation Alternatives Grant Applications | Chelsey Johnson, Councilmember and Brenton Holper, City Administrator

Discussion was held regarding what project locations the City should submit an application(s) for Transportation Alternative Funds. Councilmember Johnson proposed consideration of a bike / pedestrian path along Wall Avenue. Other locations discussed were along CR-17, which was an extension from 81st St. N. to 76th Ave., going east to Lakeview Dr. and Lakeview Dr. from CR-17 to 76th Ave. along Lakeview Dr.

Councilmember Johnson offered to assist with grant applications of this nature in the future.

The project from CR-17 from 81st St. to 76th Ave. and going east to Lakeview Dr. was agreed to be submitted during this application process. This was approved by first motion Councilmember Johnson and second motion by Councilmember Koerselman; all in favor none opposed; motion carried.

Project Report | Jim Dahlman, City Engineer

Mr. Dahlman stated there will be a letter to go out regarding meter replacement.

Lakeview Drive – Preliminary Engineering Report | Jim Dahlman, City Engineer

Item was addressed during Resolution to Create Districts.



Preliminary Project Survey | Jim Dahlman, City Engineer

Mr. Dahlman discussed if the project should be surveyed and the answer is yes; approved by first motion Councilmember Koerselman and second motion by Councilmember Johnson; all in favor none-opposed; motion carried.

Prepare Preliminary Engineering Report for 76th Ave Improvements | Jim Dahlman, City Engineer

Cass County will put up 1 million toward the roundabout. Authorize Interstate Engineering to do further study, no motion needed as agreed by the Council.

Street Improvement District No. 2017-7 (Maple Grove) Working Days Review | Jim Dahlman, City Engineer

The City Engineer presented the City Council with a review of days worked by Earthwork Services. Discussion was had and Councilman Koerselman asked that the summary be updated with the rain days the Contractor felt put them behind schedule. The City Engineer will revise the summary and present to councilman Koerselman.

Middle School & High School Development | Brenton Holper, City Administrator

Mr. Holper provided a brief overview of the current timeline associated with the Middle School and High School Development. The school district is still expected to break ground in the Spring of 2019. Construction for 76th Ave., the CR-17/76th Ave. Roundabout, and Lakeview Drive are expected to begin in the Spring of 2019. The City is working with the School District on a potential replat of the property to account for land dedications and lot splits for the park board and the water tower being built by Cass Rural Water.

Capital Improvement Program (CIP) Discussion | Brenton Holper, City Administrator

Mr. Holper reminded Council that if they have projects on their minds to be considered for the Capital Improvements Program (CIP) to let staff know as soon as possible. The draft CIP is being developed and will be brought to the City Council in December.

General Update | Brenton Holper, City Administrator

Mr. Holper provided an update on the staffing changes occurring. Adam Carpenter was promoted to the Public Works Supervisor position. Interviews for the Community Development Director are scheduled during November 13, 2018 during a special City Council meeting.

Portfolio Reports:

- John: No report
- Dave: Absent
- Chelsey: No report
- Bryan: Absent
- Kory:
 - Diversion Update: Mayor Peterson stated that there will be more meetings scheduled in the coming days.

Adjourn



A motion was made by Councilmember Koerselman to adjourn the meeting; all in favor none-opposed; motion carried. The meeting adjourned at 8:33 pm.

Kory Peterson, Mayor

Vance Kemmer, City Auditor