



---

## Horace City Council Meeting Minutes

The Horace City Council met on April 15, 2019 at 6pm at City Hall. Those present were David Fenelon, Chelsey Johnson, and Bryan Schmidt. Kory Peterson and John Koerselman was absent.

The Pledge of Allegiance was recited.

Mayor Peterson called the meeting to order.

### **Agenda Item #3: Approve Regular Agenda**

**Discussion:** Mayor Pro Tem Schmidt presented the regular agenda for review and approval. Mr. Holper (City Administrator) advised removing Item 15 and replacing with *Finance Director Recruitment*.

**Motion:** Approve the regular meeting agenda with recommended changes

**1<sup>st</sup> Motion:** Councilmember Fenelon

**2<sup>nd</sup> Motion:** Councilmember Johnson

**Action taken:** All in favor, none opposed.

### **Agenda Item #4: Approve Consent Agenda**

**Discussion:** Mr. Holper advised to move Item B and add progressive estimate for Terra Gardens

**Motion:** Approve the consent agenda with changes

**1<sup>st</sup> Motion:** Councilmember Fenelon

**2<sup>nd</sup> Motion:** Councilmember Johnson

**Action taken:** All in favor, none opposed.

### **Agenda Item #5: Approve Meeting Minutes**

**Discussion:** None

**Motion:** Approve April 1, 2019 Meeting Minutes

**1<sup>st</sup> Motion:** Councilmember Fenelon

**2<sup>nd</sup> Motion:** Councilmember Johnson

**Action taken:** All in favor, none opposed.

### **Agenda Item #6: Public Comment**

**Discussion:** None

### **Agenda Item #7: Tax Equalization Meeting**

**Discussion:** Mr. Fracassi (Cass County Director of Equalization) discussed with Council the 2019 property assessments and stated he would work with those wishing to discuss or appeal their assessment outside Council Chambers.

**Motion:** Approve the unappealed property values for 2019

**1<sup>st</sup> Motion:** Councilmember Fenelon

**2<sup>nd</sup> Motion:** Councilmember Johnson

**Action taken:** All in favor, none opposed.



---

**Agenda Item #8: Capitalization Policy for Fixed Assets & Depreciation**

**Discussion:** The lack of a policy for capitalization of fixed assets and depreciation was a part of the findings in the 2016/2017 audit. Mr. Holper (City Administrator) presented a new policy to address this finding.

**Motion:** Approve the Capitalization Policy for Fixed Assets & Depreciation

**1<sup>st</sup> Motion:** Councilmember Johnson

**2<sup>nd</sup> Motion:** Councilmember Fenelon

**Action taken:** All in favor, none opposed.

**Agenda Item #9: West Fargo School District Addition Rezone of Lot 1, Block 2 Second Hearing**

**Discussion:** Mr. Croaker (City Attorney) reintroduced a rezone request to change the zoning on the lot featuring a city owned storm water detention pond from Agriculture to Public Facilities

**Motion:** Approve the rezone for West Fargo School District Addition Lot 1 Block 2

**1<sup>st</sup> Motion:** Councilmember Fenelon

**2<sup>nd</sup> Motion:** Councilmember Johnson

**Action taken:** All in favor, none opposed.

**Agenda Item #10: Cub Creek 1<sup>st</sup> Addition Rezone Second Hearing**

**Discussion:** Mr. Lower (Community Development Director) reintroduced Cub Creek subdivision.

**Motion:** Approve the rezone of Cub Creek Subdivision.

**1<sup>st</sup> Motion:** Councilmember Johnson

**2<sup>nd</sup> Motion:** Councilmember Fenelon

**Action taken:** All in favor, none opposed.

**Agenda Item #11: Cub Creek 1<sup>st</sup> Addition Special Assessment Improvement Districts (2019-6)**

**Discussion:** Mr. Dahlman presents the proposed district boundaries for Special Assessment Improvement District for Cub Creek 1<sup>st</sup> Addition

**Motion:** Resolution to Create Special Assessment Improvement District 2019-6

**1<sup>st</sup> Motion:** Councilmember Fenelon

**2<sup>nd</sup> Motion:** Councilmember Johnson

**Action taken:** All in favor, none opposed.

**Discussion:** Mr. Dahlman discussed with Council the next step for Cub Creek 1<sup>st</sup> Addition Special Assessment Improvement District (2019-6) is to prepare an Engineering Report

**Motion:** Resolution Directing the Engineer to Prepare a Preliminary Engineering Report for Cub Creek 1<sup>st</sup> Addition Special Assessment Improvement District

**1<sup>st</sup> Motion:** Councilmember Johnson

**2<sup>nd</sup> Motion:** Councilmember Fenelon

**Action taken:** All in favor, none opposed

**Agenda Item #12: Cub Creek 1<sup>st</sup> Addition Pond Land Purchase Agreement**

**Discussion:** Mr. Holper presented a draft purchase agreement and is seeking Council approval on a tentative dollar amount and land area. The approval of the purchase agreement will occur at a later meeting.



---

**Motion:** Approve the dollar amount (\$1.28 per square foot) and land area (27 acres) in the purchase agreement for the ponds in the Cub Creek 1<sup>st</sup> Addition.

**1<sup>st</sup> Motion:** Councilmember Fenelon

**2<sup>nd</sup> Motion:** Councilmember Johnson

**Action taken:** All in favor, none opposed.

**Agenda Item #13: Visto's 3<sup>rd</sup> Addition Special Assessment Improvement District (2019-5)**

**Discussion:** Mr. Dahlman presented the preliminary engineering report for Visto's Third Industrial Addition.

**Motion:** Approve the Engineer's Report

**1<sup>st</sup> Motion:** Councilmember Fenelon

**2<sup>nd</sup> Motion:** Councilmember Johnson

**Action taken:** All in favor, none opposed.

**Discussion:** Council review petition for improvement on Visto's Third Industrial Addition

**Motion:** Resolution to direct the city engineer to prepare plans & specifications for Special Assessment Improvement District 2019-5.

**1<sup>st</sup> Motion:** Councilmember Johnson

**2<sup>nd</sup> Motion:** Councilmember Fenelon

**Action taken:** All in favor, none opposed.

**Agenda Item #14: Lift Station #4 Improvements**

**Discussion:** Mr. Dahlman discussed excessive run times on the Chestnut/Ironwood lift station and is looking for Council's direction to look into the problem.

**Motion:** Allow the city engineer to spend up to \$2500 to study the excessive run times on Lift Station #4.

**1<sup>st</sup> Motion:** Councilmember Fenelon

**2<sup>nd</sup> Motion:** Councilmember Johnson

**Role Call Vote: 1/ Dave (Yea), 2/ Chelsea (Yea)**

**Action taken:** All in favor, none opposed.

**Agenda Item #15: Finance Director Recruiting**

**Discussion:** Mr. Holper presented two proposals for recruiting services for the new Finance Director position. He recommended Council approve Eide Bailly's proposal considering it was the lowest bid and Eide Bailly specializes in financial services.

**Motion:** Proceed with Eide Bailly's proposal.

**1<sup>st</sup> Motion:** Councilmember Johnson

**2<sup>nd</sup> Motion:** Councilmember Fenelon

**Action taken:** All in favor, none opposed.

**Agenda Item #16: Partners in Marketing Grant**

**Discussion:** Mr. Holper informed the Council that the State legislature did not renew funding for the grant and gave an update on how City will continue to use the existing funds to enhance marketing program. Staff has been working with consultants at AE2S to create a new logo and marketing materials for the City.



---

**Agenda Item #17: FY 2020 Budget Goals**

**Discussion:** Council Members discussed some of their goals to address in the upcoming budget. Councilmember Fenelon said his goals are improving communication, particularly with special assessments, bring all enterprise funds into the black, and preparing for new City Hall in the intermediate future. Mayor Pro Tem Schmidt said he concurred with Councilmember Fenelon about bringing the enterprise funds into the black. Councilmember Johnson concurred with Councilmember Fenelon about improving communication.

**Agenda Item #18: City Administrator Update**

**Discussion:** Mr. Holper updated council that the temporary employee who had filled the former Assistant Auditor role has been hired full time as Administrative Assistance/Accounts Receivable. Mr. Dahlman has some additional updates- an upcoming preconstruction meeting for the new Cass Rural Water Tower had been scheduled, the bids for the Roundabout/76<sup>th</sup> Ave Project were been awarded, and the School Groundbreaking was scheduled for April 29<sup>th</sup>.

**Agenda Item #19: Portfolio Reports**

**Discussion:** None

**Agenda Item #20: Adjournment**

**1<sup>st</sup> Motion:** Councilmember Fenelon

**2<sup>nd</sup> Motion:** Councilmember Johnson

**Action taken:** All in favor, none opposed.