



Horace City Council Meeting Minutes

The Horace City Council met on December 16, 2019 @ 6pm at Horace City Hall. Those present were Kory Peterson, Chelsey Johnson, Bryan Schmidt, Lukas Croaker, Jim Dahlman, Russ Sahr, Brenton Holper and Barrett Voight.

Mayor Peterson called the meeting to order.

The pledge of allegiance was recited.

Agenda Item #3: Approve regular agenda

Motion: Approve the regular agenda with the addition of 12e. resolution of necessity.

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. Pledge Reports

d. Street Improvement District No. 2017-07 (Maple Lane, Maple Circle, and 75th Street)

i. Progressive Estimate No. 7 to Earthwork Services, Inc. for \$28,127.61

e. Water, Sewer, Storm, and Street Improvement District No. 2018-03 (Terra Gardens Addition)

i. Final Progressive Estimate No. 12 to Dakota Underground Co. for \$53,159.21

ii. Final Balancing Change Order for negative \$47,614.79

f. Sanitary, Storm Sewer, and Street Improvement District No. 2019-01 (Lakeview Drive & 79th Avenue) & Storm Sewer and Street Improvement District No. 2019-03 (63rd Street)

i. Progressive Estimate No. 5 to KPH Inc. for \$240,473.59 (2019-01) and \$76,846.36 (2019-03)

g. Water, Sewer, Storm and Street Improvement District No. 2019-06 (Cub Creek)

i. Progressive Estimate No. 5 to Dakota Underground, Co. for \$28,215.00

Motion: Approve the consent agenda.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

Agenda Item #5: Approval of City Council Meeting Minutes from December 2, 2019.

Motion: Approve City Council Meeting Minutes from December 2, 2019.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

Agenda Item #6: Public Comment

No comments



Agenda Item #7: Sherriff's Update

Deputy Sheriff Ross Krause provided an update on the monthly report and a breakdown of the 159 total calls. Sheriff Jesse Jahner introduced Thomas Behm as the Deputy Sheriff replacement for Lindsey Nettetstad as deputies are typically rotated every two years. Sheriff Jahner also provided an updated on getting a designated snowmobile trail in the city in conjunction with the railroad right of way. A designated area will help with snowmobile complaints and servicing the businesses in Horace.

Agenda Item #8: Temporary Finance Director Assistance Agreement w/AE2S

a. Discussion & Action: Brenton Holper presented an agreement with AE2S for temporary Finance Director coverage while our Finance Director is on maternity leave. The agreement is up to \$20,000 but don't anticipate it being that amount, we need to have them for the full 12 weeks of maternity leave for coverage. If money is still pending, we can work the AE2S in the future for financial projects.

Motion: Approve the agreement with AE2S to provided financial services for temporary Finance Director.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Jonson

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

Agenda Item #9: FY 2020 Cass County Sheriff's Service Agreement

a. Discussion & Action: Brenton Holper presented the annual service agreement with Cass County Sheriff's Department. It provides two full time Deputy Sheriff's for the city, which is what we have budgeted as of now but could change as we grow with home building and population size for adequate coverage.

Motion: Approve the FY 2020 Cass County Sheriff's Service Agreement.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

Agenda Item #10: Southdale Farms 1st and 2nd Addition's Rezone

a. Discussion & Action

Motion: Approve the Rezone of Southdale Farms 1st and 2nd Addition.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

Agenda Item #11: FY 2020 Highway Fund & Enterprise Budgets

a. Discussion & Action: Brenton Holper presented the proposed budgets for highway and enterprise funds. From discussions at our last meeting, Brenton pointed out the areas updated and details on the changes and proposed increases.

Motion: Approve the draft of the FY 2020 Highway Fund & Enterprise Budgets.



1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

Agenda Item #12: Water, Sewer, Storm, and Street Improvement District No. 2020-02 (81st Avenue)

a. Resolution creating the district

i. Discussion & Action: 81st Avenue is south of the upcoming High School and the school has petitioned for these improvements as this road is very important to access the athletic fields and parcel. Details include a storm water pond, shared use path, street lighting and sanitary sewer. Estimated cost for this project is \$2.1 million.

Motion: Approve the resolution creating the district.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

b. Resolution approving the Engineer's report

i. Discussion & Action

Motion: Approve the preliminary engineering report as prepared.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

c. Resolution directing preparation of detailed plans, specifications, & estimates

i. Discussion & Action

Motion: Approve the resolution directing the engineer to prepare plans and specifications.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

d. Engineering Services Agreement

i. Discussion & Action

Motion: Approve the motion for Engineering services agreement.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

e. Resolution of Necessity

i. Discussion & Action: Lukas Croaker stated that the school petitioned the City for this project and under ND law the resolution of necessity is not required if the city receives a petition with the majority of the property owners or if this is a primary water and sewer project. The school is not a majority property owner nor is this project primary water and sewer. The City Council then must go through with the resolution of necessity for this project.

Motion: Approve the Resolution of Necessity with letters sent to landowners within the improvement district.



1st Motion: Councilmember Johnson

2nd Motion: Councilmember Schmidt

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

Agenda Item #13: Wall Avenue (CR-17 to Diversion Rd./81st Street)

a. Resolution directing the preparation of engineer's report and cost estimates

i. Discussion & Action: Discussing options on how best to scope this project in the most effective way to residents in the city and outside the city. One option is to do improvements in phases. Brenton Holper provided comments that a public meeting on Wall Ave. is being planned for January for residential feedback. Overall the informal discussions on sizing of the road is having it be a wide two lane with a bike path on the South side. Also waiting on a report of bank stability and soil samples.

Motion: Approve the resolution directing Engineer to prepare reports and cost estimates for Wall Ave.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

b. Engineering Services Agreement

i. Discussion & Action

Motion: No motion taken

Agenda Item #14: Vector, Solid Waste, and Forestry Utility Rates

a. Discussion: Brenton Holper presented recommendation rate increases. The recommendation to Forestry is no change. The recommendation for Vector is an increase to \$2.50/per month to help mitigate the costs of our contract with the county, cover funds for aerial spray, and expand coverage area to more west of the city. The current rate is one dollar per month. The recommendation for solid waste is about a 7% increase. Trash is an increase from 2019 - 2020 for annual contracts increase and dump fees. If we kept the rate as is, we would not have the funds to cover the solid waste cost for dumpsters at the compost site and curbside pickup for Spring cleanup. We could reduce costs by eliminating dumpsters at the compost site and removing curbside pickup for Spring cleanup and having City dumpsters. Councilmember Johnson discussed that she'd rather see the minimum recommended price increase in solid waste, knowing water will increase as well. Once rate increases are voted in, we would have a two to three-month communication plan to residents regarding the most effective way to show how the rate increases came about.

Agenda Item #15: Auditor Position

a. Discussion & Action: Brenton Holper presented that as we had some position changes earlier this year, the City Council appointed Brenton Holper as the interim Auditor Position. It's recommended to remove the interim status and combine the Administrator and Auditor position into one. This consolidates the roles into one instead of two persons and is very common in other cities. This item has been tabled until all Councilmembers are present for action and can look over the Administrator contract.



Agenda Item #16: Cost of Living Adjustments (COLA)

a. Discussion & Action: Fargo and MetroCog have gone through adjustments at 2.5%; Moorhead approved a 5% increase; West Fargo approved an increase with 2%. A COLA increase allows us to remain competitive with our peers. The recommendation for Horace is 2.5%.

Motion: Approve the Cost of Living Adjustments (COLA) of 2.5%.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

Action taken: All in favor, none opposed. Motion carried (2-0).

Agenda Item #17: Engineering/Public Works

Discussion: Jim Dahlman gave an engineering & public works update including;

a. MetroCog and transportation meeting last week with grant applications. They ranked three projects and Horace tied for 2nd place with West Fargo being the highest ranked.

Agenda Item #18: City Administrator

Discussion: Brenton Holper gave the City Administrator update.

a. Looking into the 2018-1019 audit with Eide Bailey and timing.

b. We have switched our Verizon account to a Government account and completed that process.

c. BNSF is working with the school district and developers with acquiring some ROW land.

d. An ergonomic review of City Hall is happening this week with our insurance company in order to lower rates with safety reviews and workers compensation.

e. The Comprehensive Plan is back with the consultants for significant changes and improvements so could be delay's in the Comprehensive Plan review.

Agenda Item #19: Portfolio Reports

Mayor Peterson – No updates

Councilmember Koerselman – Not present

Councilmember Fenelon – Not present

Councilmember Johnson – Holiday in Horace was 12/14 and the weather cooperated and received some great feedback, was an overall success that we will do in coming years.

Councilmember Schmidt – No updates

Agenda Item #20: Adjourn

Motion: Approve meeting adjourn at 7:40pm.

1st Motion: Councilmember Schmidt

2nd Motion: Councilmember Johnson

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

Next Regular Meeting is January 6, 2020 at 6:00 pm