



## **Horace City Council Meeting Minutes**

Due to COVID-19 and social distancing, the Horace City Council meeting took place online on April 20, 2020 @ 6:05 pm. Those present on the Zoom video conference call were Mayor Kory Peterson, Councilmember Chelsey Johnson, Councilmember Bryan Schmidt, Councilmember John Koerselman, Councilmember Dave Fenelon. Others present included: Jim Dahlman, Lukas Croaker, Brenton Holper, Barrett Voigt and Russ Sahr.

Mayor Peterson called the meeting to order.

Mayor Peterson forwent the pledge of allegiance.

### **Agenda Item #3: Approve regular agenda**

Mr. Holper added a proposal from Midwest Inspection Services to the agenda as item #15.

**Motion:** Approve the regular agenda with the addition of a Midwest Inspection Services proposal added to the agenda item #15.

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

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

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

### **Agenda Item #4: Approve consent agenda**

- a. Vendor Invoices
- b. Balance Sheet & Income Statement
- c. Sanitary, Storm Sewer and Street Improvement District No. 2019-1 (Lakeview Drive, 79<sup>th</sup> Avenue and 63<sup>rd</sup> Street) & Storm and Street Improvement District No. 2019-3 (63<sup>rd</sup> Street)
  - i. Change Order No. 2 for \$25,205.88 to modify the Lakeview Drive and High School Entrance and 63<sup>rd</sup> Street and 82<sup>nd</sup> Street Intersection.

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

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

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

### **Agenda Item #5: Approval of City Council Meeting Minutes from April 6, 2020**

**Motion:** Approve City Council Meeting Minutes from April 6, 2020.

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

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

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

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

A question was asked if the special assessments are being financed by the City? Mr. Holper explained that the City takes a temporary bond out to complete the project. Once the project is complete, it goes through permanent financing. Individuals in the assessment district will be responsible for the cost permanently financed.



Erica and Josh Machow asked what they should do next after their house was incorrectly assessed? Mr. Holper said that all assessment questions will be addressed during the Tax Equalization Meeting during agenda item #8.

**Agenda Item #7: Sheriff's Update**

There was no update from the Sheriff's department.

**Agenda Item #8: Tax Equalization Meeting | Paul Fracassi, Cass County Director of Tax Equalization**

Mr. Fracassi summarized the Reappraisal Project and stated that a total of \$367,370,000 of residential property and a total of \$6,458,700 of agricultural property was evaluated. Commercial land was not reviewed but had been evaluated from previous years at a total of \$10,945,600. A total of \$13,604,400 of commercial improvement had also been assessed.

Mr. Ehler, president of Vanguard Appraisals Inc., explained how they evaluated each property. The City of Horace never had official property evaluations done before. The new assessments will help the Cass County Tax Equalization office monitor future sales and adjust property values accordingly.

The new property evaluation list will be posted on the County's webpage on April 21<sup>st</sup>, 2020. The list will not include the owners of the following properties: Katie Reindl, Lanette Weber, Stephen Hayton, Kayla Pederson, Rick Wetzstein, Kendra and Jared Anderson, Stephen Boutiette, Darren Feist, Richard Wolfe, Sarah Veit, Bridget M Heley, Darrin and Amy Galde, Kelly and Tracy Holwagner, Quentin and Kathy Conklin, Robert and Marilyn Bensen, Martin and Johnson Etal, Micheal and Judith Drew, Daryl and Gercie Anderson, Terry and Sharon Wieldand, Jeffrey Paul Trudeau, Mark and Shara Julik, Erica and Joshua Muchow, Joseph and Lori Pytlik, Terry Greenlund, Ronald and Constance Erickson, Micah and Kristin Frost, Dale Nielson.

Mr. Holper explained that property owners who still want to appeal their assessment can send an email to [request@cityofhorace.com](mailto:request@cityofhorace.com). The deadline for appeals to the City is on April 21<sup>st</sup>, 2020 at 12:00 pm. Anyone who wants appeal to the County will have until June 2020.

**Motion:** Accept the Property Assessments excluding the appeals submitted by noon on April 21<sup>st</sup>, 2020.

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

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

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

**Agenda Item #9: Lakeview Heights 3<sup>rd</sup> Addition Easement Purchase Agreement | Brenton Holper, City Administrator**

Mr. Holper explained that there is one permanent easement and one temporary easement for Lakeview Heights 3<sup>rd</sup> Addition. The permanent easement is a sewer easement to access the lots north of Lakeview and 76<sup>th</sup>. The temporary easement is for the construction of a sewer line.



Mr. Dahlman gave an update on both easements. The permanent easement is in the total amount of \$28,749.60. The temporary easement is in the total amount of \$2,299.22 which brings the combined total to \$31,048.82.

**Motion:** Approve Lakeview Heights 3<sup>rd</sup> Addition Easement Purchase Agreement.

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

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

**Action taken:** Three in favor, one opposed (Councilmember Fenelon). Motion carried (3-1).

**Agenda Item #10: Sanitary Sewer Improvement District No. 2018-01 (Service to 100<sup>th</sup> Ave.) | Jim Dahlman, City Engineer & Lukas Croaker, City Attorney**

Mr. Dahlman summarized Sanitary Sewer Improvement District No. 2018-01 and provided the following schedule:

April 20<sup>th</sup>, 2020 the Sanitary Sewer Improvement District No. 2018-01 (Service to 100<sup>th</sup> Ave.) plans and specification will be approved. April 27<sup>th</sup>, 2020 the advertisement will run in the paper. Open bids are scheduled for May 14<sup>th</sup>, 2020. On May 18<sup>th</sup>, 2020, the project will be awarded. The project is estimated to be completed on November 2<sup>nd</sup>, 2020. The total cost is estimated at \$829,000.00.

**Motion:** Approve the resolution for the Sanitary Sewer Improvement District No. 2018-01 (Service to 100<sup>th</sup> Ave.) Plans and Specification.

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

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

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

**Motion:** Authorize the resolution for the Sanitary Sewer Improvement District No. 2018-01 (Service to 100<sup>th</sup> Ave.) Auditor to Advertise for Bids.

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

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

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

**Motion:** Approve the Sanitary Sewer Improvement District No. 2018-01 (Service to 100<sup>th</sup> Ave.) Official Intent.

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

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

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

**Agenda Item #11: Water, Sewer, Storm and Street Improvement District No. 2020-1 (Southdale Farms First Addition) | Jim Dahlman, City Engineer & Lukas Croaker, City Attorney**

Mr. Dahlman explained the Water, Sewer, Storm and Street Improvement District No. 2020-1 (Southdale Farms First Addition). On April 20<sup>th</sup>, 2020, the plans and specification will be approved. On April 27<sup>th</sup>, 2020, the advertisement will run in the paper. Open bids are scheduled for May 14<sup>th</sup>, 2020. On May 18<sup>th</sup>, 2020, the project will be awarded.



**Motion:** Approve the Water, Sewer, Storm and Street Improvement District No. 2020-1 (Southdale Farms First Addition) Plans and Specifications.

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

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

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

**Motion:** Authorize the Water, Sewer, Storm and Street Improvement District No. 2020-1 (Southdale Farms First Addition) Auditor to Advertise for Bids.

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

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

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

**Motion:** Approve the Water, Sewer, Storm and Street Improvement District No. 2020-1 (Southdale Farms First Addition) Official Intent.

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

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

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

**Agenda Item #12: Sanitary Sewer Lift Station No. 4 (Chestnut – Ironwood) Updates | Jim Dahlman, City Engineer and Brenton Holper, City Administrator**

Mr. Dahlman presented an operational review that was conducted by the City of the Sanitary Sewer Lift Station No. 4 (Chestnut – Ironwood). The lift station was constructed in 1998 for a 66-home subdivision of Chestnut and Ironwood. The pumps were updated in 2005. The review conducted from August 15<sup>th</sup>, 2019 to March 31<sup>st</sup>, 2020 indicates that Lift Station No. 4 is experiencing greater flows than the system was designed for. These flows have caused the lift station and 3-inch force main to fall behind the inflow rate resulting in extended periods of pumping. Ruds Addition added 18 additional units to the system for a total of 84 units.

Mr. Dahlman concluded that the review will be used in the future when the system will be rehabilitated. A simple upsizing of the pumps and force main will not be sufficient.

**Agenda Item #13: Title V City Ordinance Text Amendment | Barrett Voigt, Community Development Director**

Mr. Voigt presented the Title V City Ordinance Text Amendment request. One of the codes used in the current Title V City Ordinance that regulates the City's building code is obsolete. The Title V City Ordinance Text Amendment request is to update the language to reference the North Dakota State Building Code.

**Motion:** Approve the proposed Title V City Ordinance Text Amendment.

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

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

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



**Agenda Item #14: Introduction to Shoppes @ Brookstone Concept | Brenton Holper, City Administrator Barrett Voigt, Community Development Director**

Mr. Holper introduced the Shoppes @ Brookstone concept which would take up two parcels in the Visto Industrial Addition. The proposed buildings would be rental properties for industrial businesses. Mr. Voigt added that it would be the Council's decision if the property would be subdivided or if Council would prefer single lots for each individual building.

Councilmember Koerselman asked how different businesses would intermix and would still abide to the Zoning Code? Mr. Smith, who was on the phone, responded that it would depend on the City's exclusion of certain businesses. The environment of each building is controllable and customizable, it therefore should not pose a problem in general. The rental properties would promote a lot of new businesses to the area and an additional income stream for the City.

**Agenda Item #15: Engineering / Public Works | Jim Dahlman, City Engineer**

Construction at Cub Creek and Visto's 3<sup>rd</sup> Addition is starting up. On Wednesday, April 29<sup>th</sup>, 2020, the Sanitary Sewer Line to Fargo will start operating and sending wastewater to Fargo. Construction at Maple Lane will start in the first week of May 2020. Contractors for the Middle and High School are looking into increasing staff.

**Agenda Item #16: Midwest Inspection Services | Brenton Holper, City Administrator**

Mr. Holper presented the Midwest Inspection Services proposal and estimate. Midwest Inspection Services would finish the inspections for the Middle and High School. The proposal includes the inspection and plan review for both athletic complexes.

The Middle School's inspections (building, mechanical, and project correspondence) are not to exceed \$19,750.00. The plan review of the West Fargo Public School Horace Athletic Complex is not to exceed \$3,500.00. The West Fargo Public School Horace Athletic Complex inspections (building, mechanical, and project correspondence) are not to exceed \$14,000.00. The total amount (\$37,250.00) of the Midwest Inspection Services proposal is approximately half of what the City of West Fargo More Engineering inspections would have charged.

**Motion:** Approve the proposal for the remaining inspections for the Middle school, inspections for the school athletic complex and plan review for the school athletic complex from Midwest Inspection Services.

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

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

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

**Agenda Item #17: City Administrator | Brenton Holper, City Administrator**

Mr. Holper explained that the City's Waste Yard Site is now open. Dumpsters were delivered and residents can use them going forward. He reminded everyone to follow the guidelines.



**Agenda Item #18: Portfolio Reports**

- a. Mayor Peterson reported that Boy Scouts are making 300-500 masks as an Eagle Scout Service Project. Mayor Peterson listed food takeout options available in Horace.
- b. Councilmember Koerselman – no updates.
- c. Councilmember Fenelon – no updates.
- d. Councilmember Johnson – no updates.
- e. Councilmember Schmidt – no updates

**Agenda Item #19: Adjourn**

**Motion:** Approve meeting adjourn at 7:40 pm.

**1st Motion:** Councilmember Fenelon

**2nd Motion:** Councilmember Schmidt

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

**The Next City Council Meeting is May 4th, 2020 at 6:00 pm**