



## **Horace City Council Meeting Minutes**

Due to COVID-19 and social distancing, the Horace City Council meeting took place online on May 18, 2020 @ 6:00 pm. Those present on the Zoom video conference call were Councilmember Chelsey Johnson, Councilmember Bryan Schmidt, Councilmember John Koerselman, Councilmember Dave Fenelon. Mayor Kory Peterson joined the meeting at 6:06 pm. Others present included: Jim Dahlman, Lukas Croaker, Brenton Holper, Barrett Voigt and Russ Sahr.

Councilmember Bryan Schmidt called the meeting to order.

Councilmember Bryan Schmidt forwent the pledge of allegiance.

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

**Motion:** Approve the regular agenda.

**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 #4: Approve consent agenda**

- a. Vendor Invoices
- b. Balance Sheet & Income Statement
- c. Pledge Reports
- d. FY 2020 Cass County Vector Control – Service Contract

**Motion:** Approve the consent agenda.

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

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

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

### **Agenda Item #5: Approval of City Council Meeting Minutes from May 4, 2020**

**Motion:** Approve City Council Meeting Minutes from May 4, 2020.

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

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

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

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

No comments.

### **Agenda Item #7: Sheriff's Update | Ross Krause/Thomas Behm, Cass County Sherriff's Department**

The Sheriff's update will be presented at the next City Council meeting on June 1, 2020.

### **Agenda Item #8: Horace 2045 Comprehensive Plan | Barrett Voigt, Community Development Director**

Mr. Voigt introduced the Horace 2045 Comprehensive Plan which was created by Stantec. The Planning and Zoning Commission approved the final draft last week. The Horace 2045 Comprehensive Plan will be replacing the Horace 2028 Comprehensive Plan. Stantec staff Phil Carson, Wendy Van Duyne, Peggy



Harter, and Dylan Brown were on the Zoom call. They presented the final updated plan which included land use and transportation recommendations as well as green space, park, and trail developments.

After the presentation, a resident asked if a walkway west of Sheyenne and along 76<sup>th</sup> Avenue will be created so that children will be able to walk safely to the new schools? Councilmember Fenelon answered that when streets are being improved, safe walkways and bike paths will be taken into consideration.

Councilmember Schmidt asked if the already planned street improvements were included in the Horace 2045 Comprehensive Plan? Peggy Harter responded that all plans have been taken into consideration. MetroCoG completed the long-range traffic projection to make sure that the City's roads can handle future traffic volumes.

**Motion:** Approve the Horace 2045 Comprehensive Plan.

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

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

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

#### **Agenda Item #9: Horace 2045 Comprehensive Plan Ordinance Updates | Barrett Voigt, Community Development**

Mr. Voigt presented the Horace 2045 Comprehensive Plan ordinance updates and text amendments which replaced the Horace 2028 Comprehensive Plan.

**Motion:** Approve the Horace 2045 Comprehensive Plan Ordinance Updates.

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

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

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

#### **Agenda Item #10: Water Study | Jim Dahlman, City Engineer**

Mr. Dahlman presented the preliminary engineering report and water study which was prepared by Interstate Engineering. Mr. Dahlman explained future water supply needs for the projected 5,500 residents in the City's service area and concluded that the City's water source, supply, treatment, distribution, and storage facility are not adequate. Currently, the City can produce 52.1 million gallons of water per year but in the future, the City will need a water source that can produce 200.1 million gallons of water per year.

Damon DeVillers of Interstate Engineering presented several alternatives and explained the costs and timelines for each alternative. Councilmember Schmidt asked about losing possible state funding if the City would ask for the best quality water? Kent Thorsen of Interstate Engineering responded that it would all depend on how it is worded, the feedback from the public hearing and what residents would want when it comes to water quality.

Councilmember Johnson asked if there could be a future conflict if Cass Rural would build a new water tower for Horace and the City only wants to use water from Fargo? Mr. Dahlman replied that combined use water towers already exist. Councilmember Johnson wanted to know if all residents could end up using Fargo's water. Mayor Peterson explained that the City of Fargo stated in the past that they have



the capacity to provide water for all Horace residents. Cass Rural can also provide water for all Horace residents. Councilmember Fenelon explained that Cass Rural will not let their current Horace customers switch to Fargo water.

Mayor Peterson concluded that the Councilmembers should think about the information provided and talk to the residents to find out what they would prefer. Councilmembers Koerselman and Schmidt suggested to conduct a survey either on Facebook or on the City's website using a five question SurveyMonkey. Councilmember Schmidt offered to help getting the survey posted online.

**Motion:** Approve the Water Study prepared by Interstate Engineering.

**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 #11: Parking Ordinance Amendment | Barrett Voigt, Community Development Director and Lukas Croaker, City Attorney**

Mr. Voigt presented two Parking Ordinance amendments. The first text amendment addressed the parking requirements for mini storage land use. The second text amendments addressed vehicle stacking areas.

A resident posted the question on how on-street parking at night will be enforced in the future? Mayor Peterson pointed out that this question does not relate to the Parking Ordinance amendment as it deals with off-street parking and not on-street parking.

Mr. Holper explained that on-street parking during the night is not allowed. Deputy Sheriffs have been enforcing this rule by issuing warnings. Repeat offenders will receive citations.

Mayor Peterson opened the public hearing at 7:52 pm for the Parking Ordinance amendment. A question was posted asking how someone could request a change to the parking ordinance and where someone could find the ordinance? Councilmember Fenelon responded that all ordinances can be found on the City's website and that anyone can contact Brenton Holper or Barrett Voigt for questions, suggestions, or to request a change.

Mayor Peterson closed the public hearing at 7:54 pm as they were no further comments or questions.

**Motion:** Approve the Parking Ordinance Amendment as presented by staff.

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

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

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

**Agenda Item #12: Street Setback Ordinance Amendment | Barrett Voigt, Community Development Director and Lukas Croaker, City Attorney**

Mr. Voigt presented the Street Setback Ordinance amendment. Revisions were made to the R-6 zoning district language to make it consistent with the proposed updates. Language was added to allow for the City to increase setback distances when health, safety, and welfare are affected.



Mayor Peterson opened the public hearing at 7:58 pm. No comments or questions were posted. Mayor Peterson closed the public hearing at 7:59 pm.

**Motion:** Approve the Street Setback Ordinance amendment as presented by staff.

**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 #13: Preliminary Plat – Sahr 2<sup>nd</sup> Addition | Barrett Voigt, Community Development Director and Lukas Croaker, City Attorney**

Mr. Voigt presented the Preliminary Plat – Sahr 2<sup>nd</sup> Addition and recommended that the two lots (Lots 1-3, Block 1 of the Sahr 2<sup>nd</sup> Addition) will be rezoned. Mayor Peterson opened the public hearing at 8:02 pm. No comments or questions were posted. Mayor Peterson closed the public hearing at 8:02 pm.

**Motion:** Approve the Preliminary Plat – Sahr 2<sup>nd</sup> Addition.

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

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

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

**Agenda Item #14: Mixed Use (MU), Zoning District | Barrett Voigt, Community Development Director and Lukas Croaker, City Attorney**

The City received applications for mixed use structures. Mr. Voigt presented the Mixed Use, Zoning District text amendments which are currently used in cities all over the world. Mr. Voigt explained the proposed dimensional standards (building heights) and requirements.

Mayor Peterson opened the public hearing at 8:09 pm. Councilmember Schmidt asked if it was approved by the Planning and Zoning Commission? Mr. Voigt answered that it was approved last week by the Planning and Zoning Commission. Russ Sahr added that the Planning and Zoning Commission spent months creating the Mixed Use, Zoning District. No further comments or questions were posted. Mayor Peterson closed the public hearing at 8:10 pm.

**Motion:** Approve Mixed Use (MU), Zoning District as presented by staff.

**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 #15: Public Facilities (PF) Zoning District Ordinance | Barrett Voigt, Community Development Director and Lukas Croaker, City Attorney**

Mr. Voigt presented the Public Facilities (PF) Zoning District Ordinance. The PF Public Facilities District is primarily established to promote the development, maintenance, use, and identification of land and structures utilized for municipal or public purposes. Mayor Peterson opened the public hearing at 8:12 pm. No comments or questions were posted. Mayor Peterson closed the public hearing at 8:12 pm.

**Motion:** Approve the Public Facilities (PF) Zoning District Ordinance as presented by staff.

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

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



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

**Agenda Item #16: Strategic Planning Agreement | Brenton Holper, City Administrator**

Mr. Holper presented the Strategic Planning agreement. The Strategic Plan would outline a short-term plan on how to work with different entities (e.g. with the Park, School, Fire District, and the community) to achieve the long-term goal reflected in the Horace 2045 Comprehensive plan. To create the Strategic Plan, a neutral facilitator would help encourage participation from all parties involved.

HueLife sent a consulting service proposal which includes collecting data, creating shared visions and strategies, and developing a blueprint. The estimate for this project is not to exceed \$30,000 which would be paid for by the City's general fund.

Councilmember Schmidt asked why this service is needed now? Mayor Peterson answered that the Horace 2045 Comprehensive Plan has been completed and the Strategic Plan will create a priority list of what needs to get done first. It will help the different entities (e.g. with the Park, School, Fire District, and the community) to work together cohesively and create a plan for the next 1-2 years. It is a follow-up to the Horace 2045 Comprehensive Plan.

**Motion:** Approve the Strategic Planning project and agreement with HueLife in the amount not to exceed \$30,000.

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

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

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

**Agenda Item #17: Horace Happenings Advertising rates | Brenton Holper, City Administrator**

Mr. Holper presented the updated Horace Happenings advertising rates and formats. Past advertising rates did not reflect actual advertising space given to advertisers. The new rate structure matches advertising space that will be purchased in future issues of Horace Happenings.

Councilmember Schmidt asked if the advertising revenue offsets the costs to produce Horace Happenings. Mr. Holper answered that the advertising revenue covers approximately a third of the costs. The overall goal for Horace Happenings was never to cover the costs but to have a way to update the community on a regular basis as well as letting residents know what businesses are available in the area.

**Motion:** Approve the updated Horace Happening advertising rates and formats effective immediately.

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

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

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

**Agenda Item #18: Post Office Services – City Partnership | Brenton Holper, City Administrator**

Mr. Holper presented the post office's request to install P.O. boxes in the hallway of City Hall. As the old post office closes, this will help residents getting their mail and not having to drive to West Fargo to



collect their mail. The City has offered space in the Council chambers for a postal worker to sell stamps and other services. No decision has been made yet.

Councilmember Schmidt asked if temporary mailboxes will be installed? Mr. Holper replied that mail drop boxes would be either installed outside of City Hall or another location that the post office chooses.

Councilmember Fenelon asked if the front door of City Hall will be open all the time and if security will be improved. Mr. Holper responded that most likely the front door will be open to the public but that new locks will be installed on the door to the office and the bathrooms. Additionally, the office door will be reinforced to make sure City Hall is secure. Councilmember Koerselman suggested that the post office should provide a mobile unit that could be parked outside City Hall.

**Agenda Item #19: Engineering / Public Works | Jim Dahlman, City Engineer**

- a. The first phase of the shared bike path was funded by the Recreational Trails Program. The planned second phase of the shared use path (along Country Road and Sheyenne Road) will either be funded by the Recreational Trails Program or by the Transportation Alternative fund. The deadline for the Recreational Trails Program grant application is on May 29, 2020.
- b. The Maple Grove contractor is finishing up the landscaping. The conditions were finally favorable, and the job is getting done.
- c. 63<sup>rd</sup> Street (north of the middle and high school) will start paving on May 20, 2020.
- d. Cub Creek paving was completed. Streetlights are being installed right now.
- e. Streetlight installation continues at 76<sup>th</sup> Street and the Adelman Addition (at the roundabout).
- f. In the last two weeks, there were preconstruction conferences for the Lost River 5<sup>th</sup> Addition, Maple Lakes Estates Addition, and 81<sup>st</sup> Avenue south of the high school.
- g. Maple Lakes Estates Addition will start earthwork this week.
- h. Lost River 5<sup>th</sup> Addition will start earthwork after Memorial Day.
- i. The shared use path along Country Road 17 has been paved. The extended completion date for this project should be met.
- j. Work on the drainage area between Northwood and Southwood Drive continues. It is listed as a wetland which means that modifications will need to be made to protect the wetland.

Councilmember Schmidt asked if there will be an update about Wall Avenue. Mr. Dahlman replied that he will give an update about Wall Avenue on June 1, 2020.

**Agenda Item #20: City Administrator | Brenton Holper, City Administrator**

Mr. Holper gave an update on the Wilds 20<sup>th</sup> Addition and explained that with this development, the Greyhawk subdivision in the City of Horace faces a significant increase in traffic going south to 64<sup>th</sup> Avenue. The roads within the Greyhawk subdivision are not structurally adequate to handle that level of increased traffic.

The City of Horace has met on multiple occasions with the City of West Fargo's staff and once with the developer to find a solution addressing the increased traffic by having 9<sup>th</sup> Street continue south into the City of Horace to 64<sup>th</sup> Avenue. The City of West Fargo Commission voted to put \$50,000 from the



developer into escrow for Horace to improve 9<sup>th</sup> Street. This amount will not be sufficient to improve the road for future traffic.

Horace City Council discussed this issue in the past. The Councilmembers were interested in blocking off the Greyhawk subdivision if there were not adequate accommodations made to get the traffic to 64<sup>th</sup> Avenue. The gate would block the road and ensure that roads will not be destroyed.

#### **Agenda Item #21: Portfolio Reports**

a. Mayor Peterson thanked the Lions Club for the wonderful graduation banners that were hung alongside Main Street. He thanked Public Works for doing a great job hanging the banners and the flags for Memorial Day.

Mayor Peterson reminded the Councilmembers of a planned parade on May 29, 2020 along Main Street for the 2020 graduates. Announcements about upcoming Memorial Day Service will be posted on May 19, 2020.

b. Councilmember Koerselman – no updates.

c. Councilmember Fenelon – Interviews were done last week and offers for the Building Inspector position, the Public Works position, and the Communication Specialist position will be extended this week.

d. Councilmember Johnson – no updates.

e. Councilmember Schmidt – City Hall's wireless network was updated last week which includes a stronger firewall and a bigger wireless network for more user capability. Councilmember Schmidt asked if Council Meetings will be in person now that the COVID-19 restrictions were updated. Mayor Peterson would like to wait for more updates from the state before deciding.

Lastly, Mayor Peterson asked residents who have not completed their census form to complete it. Everyone in the state needs to be counted because the results of the census determine how much federal money will be allocated.

#### **Agenda Item #22: Adjourn**

**Motion:** Approve meeting adjourn at 9:00 pm.

**1st Motion:** Councilmember Schmidt

**2nd Motion:** Councilmember Fenelon

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

**The Next City Council Meeting is June 15, 2020 at 6:00 pm**