



## **Horace City Council Meeting Minutes**

The Horace City Council met on December 2, 2019 @ 6pm at Horace City Hall. Those present were Kory Peterson, David Fenelon, 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 meeting agenda with removal of agenda #7 Sheriff's update.

**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 #4: Approve consent agenda**

a. Vendor Invoices

b. Income Statement

c. Storm Sewer and Street Improvement District No. 2019-02 (76th Ave. & Roundabout)

i. Progressive Estimate No. 7 to Northern Improvement Co. for \$680,938.17

d. 3rd & 4th Street Drainage Improvements

i. Progressive Estimate No. 1 to Northern Improvement Co. for \$38,749.46

e. Water, Sewer, Storm and Street Improvement District No. 2019-06 (Cub Creek 1st Addition)

i. Progressive Estimate No. 4 to Dakota Underground Co. for \$303,445.25

f. Water, Sanitary Sewer, Street and Drainage Improvement District No. 2019-05 (Visto Industrial Additions)

i. Progressive Estimate No. 2 to Dakota Underground Co. for \$782,864.73

g. Water, Sanitary Sewer, Storm Sewer and Street Improvement District No. 2015-02 (Prairie View Addition – Final HBP Lift)

i. Progressive Estimate No. 2 Final to Northern Improvement Co. for \$7,500.00

**Motion:** Approve the consent agenda with correction on item c. Estimate No.7 to amount of \$121,954.59.

**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 #5: Approval of City Council Meeting Minutes from November 18, 2019.**

**Motion:** Approve City Council Meeting Minutes from November 18, 2019.

**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 #6:** Public Comment

No comments

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

Removed from agenda

**Agenda Item #8: Hesse Subdivision Final Plat**

a. Public Hearing opened and closed at 6:08pm

b. Discussion & Action

**Motion:** Approve the final plat contingent on Southeast Cass approval.

**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 #9: Greeley Addition PUD & Preliminary Plat**

a. Public Hearing opened at 6:13pm and closed at 6:14pm with no comment.

b. Discussion & Action

**Motion:** Approve the preliminary plat.

**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 #10: Horace High School Design Review**

Presentation from the West Fargo School District and architect, no action required of council.

**Agenda Item #11: Special Event Liquor License Request – Rookery Rock Winery**

Proposing a special event liquor license for selling wine by the glass and the bottle at the holiday event on December 14, 2019. Councilmember Johnson asked about the ability to have a beer vendor and Mr. Croaker mentioned that beer and wine vendors are separate under North Dakota Law and require specific licenses.

**Motion:** Approve the special event liquor license for Rookery Rock Winery.

**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 #12: FY 2019 Budget Amendment #1**

Mr. Holper presented the proposed FY 2019 Budget Amendment #1. This provides a more detailed representation on the revenue and expenditures. The increase in some revenues have been due to



funds being placed in the appropriate budget and eliminating some funds being transferred internally. Utility rates will be brought to council at a future meeting, as they impact the FY 2020 Budget.

**Motion:** Approve the Fiscal Year 2019 Budget Amendment #1 as presented.

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

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

**Action taken:** All in favor, none opposed. Motion carried. (3-0)

### **Agenda Item #13: FY 2020 Highway Fund & Enterprise Budgets**

The additions of more residential developments and roads have increased the demand on the public works department. Found in the utility and highway funds is a proposed FT public works position.

Councilmember Schmidt asked about prairie dog funds being budgeted. Mr. Holper noted that at this time, the prairie dog funds are not accessible to the City, so they are not reflected within the budget. The most appropriate reflection of these funds in the future will be in the capital improvements program (CIP).

Discussion was tabled to give the council more time to review the proposed budgets.

### **Agenda Item #14: Water, Sewer, Storm and Street Improvement district No. 2020-01 (Southdale Farms 1<sup>st</sup> Addition)**

a. Resolution creating the district

**Motion:** Approve the resolution creating the district for No. 2020-01 bounded by 64<sup>th</sup> Ave. to 76<sup>th</sup> and Horace city limits.

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

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

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

b. Approve Preliminary Engineering Report

**Motion:** Approve the resolution to approve the Preliminary Engineering Report for No. 2020-01.

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

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

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

c. Engineering Services Agreement

**Motion:** Approve the Engineering Services Agreement for No. 2020-01.

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

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

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

d. Resolution for Engineering to prepare plans and specs.

**Motion:** Approve the resolution for Engineering to prepare plans and specs.



**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 #15: Clean Water State Revolving Fund (CWSRF) Projects**

The CWSRF is a program that provides funding for clean water. Mr. Dahlman provided an overview of projects that are being submitted for inclusion in the intended use plan. The council had no objection to the projects included in the proposal.

#### **Agenda Item #16: Resolution of Good Standing for Permits**

Mr. Holper facilitated discussion regarding a policy instead of resolution from the City Council stating that any applicant for permits from the City must be in good financial standing to any debt owed to the City prior to a permit being granted.

**Motion:** Approve the policy that no permit shall be granted to an applicant if they are in not in good standing with debt owed to the city.

**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 #17: Engineering/Public Works**

**Discussion:** Mr. Dahlman gave an engineering & public works update including;

- a. Introduced Mike Firtch a new municipal lead for Interstate Engineering based out of Wahpeton.
- b. Reviewed updates on the list of Engineering Project Status report.
- c. Received a consensus from the council on giving Jim Dahlman authority to be in meetings where the City Engineer can be part of the planning design with developments that have a regional component.

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

**Discussion:** Brenton Holper gave the City Administrator update.

- a. As part of the partners in marketing grant, the City will have some advertising and marketing materials come through late winter, early spring.
- b. MetroCog reached out informing the City that the Horace representative will have the Vice-Chair role for their policy board in 2020 and the Chair in 2021.

#### **Agenda Item #19: Portfolio Reports**

**Mayor Peterson** – NDDOT meeting was held and while not able to attend received the PDF of materials presented.

**Councilmember Koerselman** – Not present.

**Councilmember Fenelon** – Introduced Barrett Voight as the Community Development Director and welcomed him in his first couple weeks with the City.

**Councilmember Johnson** – Holiday in Horace event 12/14/19.



**Councilmember Schmidt** – Still working on the CIP. Looking to schedule some time for rate analysis on utilities.

**Agenda Item #20: Adjourn**

**Motion:** Approve meeting adjourn at 8:23 pm.

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

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

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

**Next Regular Meeting is December 16, 2019 at 6:00 pm**