



## **Horace City Council Meeting Minutes Summary**

The Horace City Council met on July 5, 2022, at 6:00 p.m. at the Horace Fire Hall Event Center.

Those present were Mayor Kory Peterson, Councilmember Stephanie Landstrom, Councilmember Sarah Veit, and Councilmember Jeffrey Trudeau. Others present included: Brenton Holper, Jace Hellman, Jim Dahlman, and Lukas Croaker. Councilmember Naomi Burkland was not present.

Mayor Peterson called the meeting to order at 6:01 p.m.

The Pledge of Allegiance was recited.

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

**Motion:** Approve the Regular Agenda

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

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

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

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

- a. Vendor Invoices
- b. Pledge Reports
- c. Water, Sewer, Storm, and Street Improvement District No. 2022-2 (Lost River Seventh Addition)
  - i. Progressive Estimate No. 1 in the amount of \$555,910.20 to Dakota Underground Co.
- d. Water, Sewer, Storm, and Street Improvement District No. 2021-2 (Lakeview Addition)
  - i. Progressive Estimate No. 6 in the amount of \$316,066.62 to Dakota Underground Co.
- e. Water, Sewer, Storm, and Street Improvement District No. 2021-1 (Southdale Farms Third Addition)
  - i. Progressive Estimate No. 9 in the amount of \$20,114.57 to Dakota Underground Co.
- f. Water Improvement District No. 2020-6 (Horace Proper Water Replacement)
  - i. Progressive Estimate No. 5 in the amount of \$360,199.38 to KPH Inc.

**Motion:** Approve the Consent Agenda

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

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

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

### **Agenda Item #5: Approval of the City Council Meeting Minutes from June 20, 2022**

**Motion:** Approve the City Council Meeting Minutes from June 6, 2022

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

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

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

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

No public comment.

### **Agenda Item #7: Sheriff's Update | Craig Keller & Jake Murray, Cass County Sheriff's Department**

No update.



**Agenda Item #8: 2022 City Chip Seal Project | Jim Dahlman, City Engineer**

Mr. Dahlman presented information regarding the 2022 City Chip Seal Project. The only quote received was from Asphalt Preservation Company Inc. of Detroit Lakes. The company will begin construction during the first part of August in the Prairieview and Rudds neighborhoods. The quote given to the City was \$107,037.80 and the project will be funded by the sales tax fund.

**Motion:** Approve the Quote Review for the 2022 City Chip Seal Project

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

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

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

**Agenda Item #9: Adelman Addition Rout and Seal | Jim Dahlman, City Engineer**

Mr. Dahlman presented information regarding the Adelman Addition Rout and Seal project. The city received quotes from two contractors: Superior Sawing and Sealing (\$23,405.50) and Roadway Services Inc. (18,276.75). The project will be awarded to Roadway Services Inc. and will be funded by the sales tax fund.

**Motion:** Approve the Quote for the Adelman Addition Rout and Seal

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

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

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

**Agenda Item #10: Water, Sewer, Storm, and Street Improvement District No. No. 2019-7 (Maple Lake Estates Addition) | Jim Dahlman, City Engineer**

Mr. Dahlman presented information regarding the Adjacent Property Restoration – 10501 72<sup>nd</sup> Street S – for the Water, Sewer, Storm, and Street Improvement District No. No. 2019-7 (Maple Lake Estates Addition) project. Manure, tree, and peat moss reimbursement will be funded through the project. A motion was made to accept the restoration with a \$3,000 cap cost.

**Motion:** Approve the Adjacent Property Restoration on for 10501 72<sup>nd</sup> Street South for the Water, Sewer, Storm, and Street Improvement District No. No. 2019-7 (Maple Lake Estates Addition) Project

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

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

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

**Agenda Item #11: Water, Sewer, Storm, and Street Improvement District No. 2018-3 (Terra Gardens First Addition) Final Pavement Lift and Miscellaneous Street Patching | Jim Dahlman, City Engineer**

a. Resolution Approving Plans and Specifications

b. Resolution Directing the City Auditor to Advertise for Bids

Mr. Dahlman presented plans and specifications for the Water, Sewer, Storm, and Street Improvement District No. 2018-3 (Terra Gardens First Addition) Final Pavement Lift and Miscellaneous Street Patching project. The engineer's estimate is \$361,000 and will be funded with district funds and sales tax.

**Motion:** Approve the Plans, Specifications, and Resolution Directing the City Auditor to Advertise for Bids for the Water, Sewer, Storm, and Street Improvement District No. 2018-3 (Terra Gardens First Addition) Final Pavement Lift and Miscellaneous Street Patching Project

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

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

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



**Agenda Item #12: Water, Sewer, Storm, and Street Improvement District No. 2021-2 (Terra Gardens 3rd Addition) | Brenton Holper, City Administrator**

Mr. Holper presented information regarding the Design Reimbursement for the Water, Sewer, Storm, and Street Improvement District No. 2021-2 (Terra Gardens 3rd Addition) Project. The reimbursement would total \$53,517.91 minus the marketing expenses submitted.

**Motion:** Approve the Design Reimbursement for the Water, Sewer, Storm, and Street Improvement District No. 2021-2 (Terra Gardens 3rd Addition) Project

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

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

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

**Agenda Item #13: Water, Sewer, and Street Improvement District No. 2022-1 (Visto Industrial Pavement) | Jim Dahlman, City Engineer**

a. Bid Review and Consider Award

b. Resolution Awarding Project to the Lowest Responsible Bidder

Mr. Dahlman presented the Bid Review for the Water, Sewer, and Street Improvement District No. 2022-1 (Visto Industrial Pavement) project. The City received bids from two contractors: All-Finish Concrete, Inc. (\$3,161,933.00) and Dakota Underground Co. (\$3,485,923.60). The engineer's estimate, with contingencies, is \$3,875,000.00. Mr. Dahlman recommended awarding the project to All-Finish Concrete, Inc., who has previously worked on projects for the City.

**Motion:** Approve the Bid Review and Resolution Awarding Project to the Lowest Bidder (All Finish Concrete, Inc.) for the Water, Sewer, and Street Improvement District No. 2022-1 (Visto Industrial Pavement) Project

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

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

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

**Agenda Item #14: Water, Sewer, Storm, and Street Improvement District No. 2021- (Arrowwood Third Addition) | Jim Dahlman, City Engineer**

a. Resolution Approving the Amended Engineer's Report

b. Resolution Approving Plans and Specifications

c. Resolution Directing the Auditor to Advertise for Bids

Mr. Dahlman presented the resolutions for the Amended Engineer's Report, Plans and Specifications, and Directing the Auditor to Advertise for Bids for the Water, Sewer, Storm, and Street Improvement District No. 2021- (Arrowwood Third Addition) project.

**Motion:** Approve the Resolutions for the Amended Engineer's Report, Plans and Specifications, and Directing the Auditor to Advertise for Bids for the Water, Sewer, Storm, and Street Improvement District No. 2021- (Arrowwood Third Addition) Project.

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

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

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

**Agenda Item #15: Finance Assistance Contract (AE2S) | Brenton Holper, City Administrator**

Mr. Holper presented a Finance Assistance Contract with AE2S for support services that will allow a separation of duties among City staff. The agreement was corrected to show \$35,000 and not \$40,000 for these services.

**Motion:** Approve the Finance Assistance Contract (AE2S) and Correction of Agreement from \$40,000 to \$35,000 for Support Services



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

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

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

**Agenda Item #16: Domestic Fowl, Farm Animals, and Vicious Animals Ordinance Amendment | Jace Hellman, Community Development Director & Lukas Croaker, City Attorney**

Mr. Hellman and Mr. Croaker presented the 1<sup>st</sup> reading of the Domestic Fowl, Farm Animals, and Vicious Animals Ordinance Amendment. The ordinance change removes redundancy and that farm animals are only permitted in certain districts, stating that it is unlawful to keep domestic fowl and farm animals anywhere in city limits. Mr. Croaker will review how bees are addressed.

**Motion:** Approve the 1<sup>st</sup> Reading of the Domestic Fowl, Farm Animals, and Vicious Animals Ordinance Amendment

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

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

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

**Agenda Item #17: Dairy Queen – Sign Variance | Jace Hellman, Community Development Director**

Mr. Hellman inquired about reviewing the sign ordinance regarding sign sizes. Staff will develop an amendment to the sign ordinance at a future meeting.

**Agenda Item #18: Parking Ordinance | Lukas Croaker, City Attorney**

Mr. Croaker presented the 2<sup>nd</sup> Reading of the Parking Ordinance.

**Motion:** Approve the 2<sup>nd</sup> Reading of the Parking Ordinance

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

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

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

**Agenda Item #19: Public Works Staffing | Brenton Holper, City Administrator**

Mr. Holper requested the addition of two Public Works operator positions. He stated that the need is high, but the positions are very difficult to fill.

**Motion:** Approve Two Additional Public Works Staff

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

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

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

**Agenda Item #20: Engineering/Public Works | Jim Dahlman, City Engineer**

a. Construction Project Status Report:

b. Southdale Farms

c. Lakeview Addition: St. Benedict Extension was discussed.

d. Lost River 7<sup>th</sup>: The project has just started and is 21% complete with one crew onsite.

e. Water Replacement Project: The project is not on schedule for an August 18<sup>th</sup> completion, but Willow Court driveways are being completed and Park Drive construction is about to begin.

f. Connection to Cass Rural: The pumps have been delayed again with a new date of September.

**Agenda Item #21: City Administrator | Brenton Holper, City Administrator**

Mr. Holper gave updates on the following items:

- The Finance Director position is now open.



- WM now contracts a private company for new garbage and recycling cans, along with repairs.
- The Stormwater MS4 Audit is now complete, with staff working on annual report and growing program that will have five years with four more to prepare.
- The mosquito count is still not at a level to require spraying, but the numbers are being monitored.
- The staff pulled weeds at the CR-17/76<sup>th</sup> Ave. roundabout.

**Agenda Item #22: Portfolio Reports**

- a. Mayor Peterson stated that he attended NDLC Strategic Planning and Policy Committee Board meetings, also stating that there are many new legislators in Bismarck.
- b. Councilmember Veit stated that she has been working with the Planning and Zoning Commission on ordinance updates; she also talked about Moody's rating, signage, and not wanting the tree ordinance to be overlooked.
- c. Councilmember Burkland: Not present
- d. Councilmember Landstrom: No update
- e. Councilmember Trudeau: No update

**Agenda Item #23: Adjourn**

**Motion:** Adjournment at 7:40 p.m.

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

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

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

The next City Council Meeting is scheduled for **Monday, July 18, 2022, at 6:00 pm**