

Horace Park Board Meeting

Monday August 28, 2023 – 5:30 P.M.

Fire Hall Event Center – 413 Main Street

Meeting Items

- A. Call to Order
- B. Approve Order of Agenda
- C. Approve Minutes – July 24, 2023 (pages 2 – 3)

Consent Agenda (approve the following)

- a. Bills – \$8,986.49 (pages 4 – 6)
- b. Financial Report (attachment)

Regular Agenda

- 1. **Memorial Tree** – Shockman (page 7)
 - a. Discussion
- 2. **Ness Addition** – Frank (pages 8 – 9)
 - a. Discussion
- 3. **Jackson Alley Second Addition** – Jack Dwyer (pages 10 – 12)
 - a. Discussion
- 4. **West Fargo Fusion Fall Schedule** – Jamie Compton (pages 13 – 15)
 - a. Discussion
- 5. **Freed Park Improvements** – Jim Dahlman (page 16)
 - a. Review Bids
 - b. Award Bid Consideration
- 6. **Strategic Plan Update** – Frank
 - a. Discussion
- 7. **Engineering Report** – Jim Dahlman
- 8. **Board Member Reports**
- 9. **Non-Agenda Items**
- 10. **Adjourn**

HORACE PARK BOARD MINUTES

The Horace Park Board met at 5:30 p.m. on Monday, July 24, 2023 at the Fire Hall Event Center. The members present were Jason Olsen, Shannon Kist, Paige Shockman, and Alex Kjelland. President Wade Frank was absent. Vice President Shockman called the meeting to order.

Commissioner Kist made a motion, seconded by Commissioner Kjelland to approve the order of agenda. No opposition. Motion carried.

Commissioner Olsen made a motion, seconded by Commissioner Kjelland to approve minutes of the June 26, 2023 meeting as presented. No opposition. Motion carried.

Commissioner Kist made a motion, seconded by Commissioner Olsen to approve the following items on the Consent Agenda:

- a. Bills = \$17,723.82
- b. Financial Report

No opposition. Motion carried.

Kids Safety Course

Resident Annie Gabbert is coordinating a kids safety course class due to the increase of traffic and construction in the city. This program is in collaboration with other local entities such as Horace Fire Department and Cass County Sheriff. Horace Lions donated funds to operate the event, while Horace Parks will administer the funds.

Preliminary Budget 2024

Clerk Germundson presented an overview of the 2024 budget. Commissioner Olsen made a motion, seconded by Commissioner Kjelland to approve the 2024 preliminary budget as presented with total expenditures of \$805,000 and to set the 2024 levy at \$769,508 with a public hearing to be held at 6:00 pm on September 25, 2023. No opposition. Motion carried.

Freed Park Improvements

Park Engineer Dahlman discussed the final details of the design. The bid would be awarded at the August board meeting. The final completion date would be September 1, 2024. Commissioner Kist made a motion, seconded by Commissioner Kjelland to approve Plans and Specifications and to Direct the Clerk to Advertise for Bids for the Freed Park Improvements as presented. No opposition. Motion carried.

HORACE PARK BOARD MINUTES

Engineering Report

Park Engineer Dahlman presented a quote from Park & Play for a non-adjustable basketball hoop at Adelman Park. Commissioner Olsen made a motion, seconded by Commissioner Kist to approve the Park & Play quote in the amount of \$3,975 at Adelman Park. No opposition. Motion carried.

Park Engineer Dahlman presented a quote from Dakota Fence for pickleball court gates at Meadowlark Park. Commissioner Kjelland made a motion, seconded by Commissioner Olsen to approve the Dakota Fence quote in the amount of \$4,268 at Meadowlark Park. No opposition. Motion carried.

Board Member Reports

Commissioner Kist spoke on the poor conditions of the book stations in the parks. The board recommended removal of the book stations unless the Eagle Scout (builder of the book stations) can immediately repair them. Commissioner Olsen asked about the replumbing situation at Meadowlark Park for the skating rink. Clerk Germundson will contact Todd to confirm it is ready to go for this winter. Commissioner Olsen also discussed the upcoming movie night. Commissioner Shockman recapped the recent blood drive and discussed upcoming bean days events.

Non-Agenda Items

Nothing to report.

Meeting adjourned 6:28 p.m.

Vice President Paige Shockman

Clerk Justin Germundson

08/23/23
11:13:43

HORACE PARKS
Claim Approval List
For the Accounting Period: 8/23

Page: 1 of 3
Report ID: API00V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
409		83 Aqua Lawn	623.38						
	62535	07/31/23 irrigation repair; tg	623.38		4030	451200	427		101000
		Total for Vendor:	623.38						
405		1 Cass County Electric	261.74						
	83279	08/07/23 freed	85.00		4030	451200	351		101000
	160739	08/07/23 independence	23.15		4030	451200	351		101000
	1085070	08/07/23 lions	30.00		4030	451200	351		101000
	1172715	08/07/23 meadowlark	123.59		4030	451200	351		101000
		Total for Vendor:	261.74						
402		52 Cass Rural Water Users District	1,423.19						
	18205	07/25/23 meadowlark	1,423.19		4030	451200	494		101000
		Total for Vendor:	1,423.19						
407		51 CHS Dakota Plains AG	330.00						
	G49BH9070	07/11/23 herbicide	330.00		4030	451200	420		101000
		Total for Vendor:	330.00						
404		22 City of Horace	112.89						
	11052-00	08/02/23 service; freed bldg	73.82		4030	451200	351		101000
	44227-00	08/02/23 service; meadowlark bldg	39.07		4030	451200	351		101000
		Total for Vendor:	112.89						
400		43 Dakota Fence	2,134.00						
	143297	08/02/23 pickleball fence 1/2	2,134.00		4060	451000	631		101000
		Total for Vendor:	2,134.00						
406		93 Fargo Apparel	685.00						
	23050	07/20/23 safe kids shirts, bags	685.00		4030	451400	505		101000
		Total for Vendor:	685.00						
408		90 Games To Go	2,466.40						
	09249	05/31/23 bean days; 2/2	2,466.40		4030	451400	505		101000
		Total for Vendor:	2,466.40						

08/23/23
11:13:43

HORACE PARKS
Claim Approval List
For the Accounting Period: 8/23

Page: 2 of 3
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org Acct	Object	Proj	Cash Account
403			53 Jiffy Jon's	525.00							
	73056	07/31/23	Lions	175.00			4030	451200	494		101000
	73057	07/31/23	independence	175.00			4030	451200	494		101000
	73058	07/31/23	terra gardens	175.00			4030	451200	494		101000
			Total for Vendor:	525.00							
411			94 Rachel Johnson	52.45							
	455335	08/22/23	safe kids reimbursement	52.45			4030	451400	505		101000
			Total for Vendor:	52.45							
410			45 UMB Bank	300.00							
	1072555	08/07/23	fees; 21 bonds	300.00*			4030	451000	380		101000
			Total for Vendor:	300.00							
401			64 Xcel Energy	72.44							
	839249946	08/03/23	8873 lost river n; gas	35.00			4030	451200	351		101000
	839277599	08/03/23	8873 lost river s; gas	37.44			4030	451200	351		101000
			Total for Vendor:	72.44							
			# of Claims	12	Total:						
					8,986.49		# of Vendors	12			

Fund/Account		Amount
<hr/>		
4030 GENERAL FUND		
101000 Cash Account		\$6,852.49
4060 RECREATION FUND		
101000 Cash Account		\$2,134.00
Total:		\$8,986.49

For 8/28 Meeting Agenda - Tree Plaque & Dedication

Paige Shockman <paige@horaceparks.org>

Tue 8/15/2023 9:00 AM

To: Justin Germundson <justin@horaceparks.org>

Hey Justin,

Some community members have proposed an idea to honor a local daycare employee who died. I told them that I would bring it up at our next meeting. Can you add it to the agenda? I don't know that anybody will be in attendance to discuss, but I don't want to forget to bring it up.

Thanks,

Paige Shockman

Justin Germundson

From: Wade Frank <wade@horaceparks.org>
Sent: Friday, July 28, 2023 11:31 AM
To: Jace Hellman
Cc: Justin Germundson; Paige Shockman
Subject: Re: one lot subdivision

We typically waive the request for dedication on these types of transactions, but we do process it at a board meeting. Justin, please add this to the August meeting agenda.

Thanks,

Wade

From: Jace Hellman <jhellman@cityofhorace.com>
Sent: Thursday, July 27, 2023 10:58:55 AM
To: Wade Frank <wade@horaceparks.org>
Subject: RE: one lot subdivision

Hello Wade,

I am just following up with the plat for you to take a look at.

Best,



Jace Hellman | Community Development Director
Horace, ND | JHellman@CityofHorace.com
City Hall (701) 492-2972 | Cell (701) 552-1608
215 Park Drive E, PO Box 99, Horace, ND 58047

From: Jace Hellman
Sent: Wednesday, July 26, 2023 7:52 AM
To: Horace Park District <Wade@Horaceparks.org>
Subject: one lot subdivision

Hello Wade,

I have a proposed one lot subdivision in Southwest Horace that will be going through the application process. Essentially this will be corrective plat to combine two lots and remove the auditor lot status of the property. Are you going to need to bring this to the Park District? Or do you know if dedication or cash in lieu will be required?



215 Park Drive E, PO Box 99, Horace, ND 58047

Lost River West/Jackson Alley

Jack Dwyer <Jack@dwyerlawnd.com>

Mon 8/14/2023 11:12 AM

To: Wade Frank <wade@horaceparks.org>; Justin Germundson <justin@horaceparks.org>

 1 attachments (446 KB)

23039_Plat_23-06-28.pdf;

Good morning,

First, I am meeting with the City Council tonight to discuss the difficulty we have been having with the special assessment policy.

Second, I would like to be placed on the agenda for the August Park Board meeting specific for Jackson Alley II. Proposed plat is attached. We are assuming the Park District would be open to receiving cash-in-lieu for this piece.

Thanks!

Jack Dwyer



5302 51st Ave S, Suite D

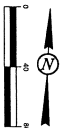
Fargo, ND 58104

P: 701.235.2040

C: 701.730.5469

jack@dwyerlawnd.com

HORACE/SHEYENNE RIVER DIVERSION SE CASS WATER RESOURCE DISTRICT	UNPLATTED NM/4 18-136-49	UNPLATTED SM/4 18-136-49	HORACE/SHEYENNE RIVER DIVERSION SE CASS WATER RESOURCE DISTRICT
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SHEET 1 OF 2

LOWRY
ENGINEERING

5306 51ST AVENUE SOUTH, SUITE A
FARGO, NORTH DAKOTA 58104

LEGEND

●	MONUMENT SET
○	MONUMENT FOUND
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
---	EX EASEMENT
- - -	EX PROPERTY LINE
- - -	EX SECTION LINE
---	PROPERTY BOUNDARY LINE
---	NEW PROPERTY LINE
---	NEW EASEMENT LINE
---	NEW NEGATIVE ACCESS EASEMENT

NOTES

JACKSON ALLEY SECOND ADDITION
PART OF THE SOUTHEAST QUARTER OF SECTION 13, TOWNSHIP 138 NORTH, RANGE 50 WEST OF THE 5TH PRINCIPAL MERIDIAN
TO THE CITY OF HORACE, CASS COUNTY, NORTH DAKOTA

SURVEYOR'S CERTIFICATE

I, COLT A. NEST, REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF NORTH DAKOTA, DO HEREBY CERTIFY ON THIS _____ DAY OF _____, 2023, THAT THE ATTACHED PLAT OF JACKSON ALLEY SECOND ADDITION, BEING A PART OF THAT PART OF THE SOUTHEAST QUARTER OF SECTION 13, TOWNSHIP 138 NORTH, RANGE 50 WEST OF THE 5TH PRINCIPAL MERIDIAN, TO THE CITY OF HORACE, CASS COUNTY, NORTH DAKOTA, IS CORRECTLY AND ACCURATELY LOCATED, BEING A PART OF THE SOUTHEAST QUARTER OF SECTION 13, TOWNSHIP 138 NORTH, RANGE 50 WEST OF THE 5TH PRINCIPAL MERIDIAN, TO THE CITY OF HORACE, CASS COUNTY, NORTH DAKOTA, AND THAT THE MONUMENTS FOR THE GUIDANCE OF FUTURE SURVEYS HAVE BEEN PLACED IN THE GROUND AS SHOWN, AND THAT SAID ADDITION IS DESCRIBED AS FOLLOWS, TO-WIT:

COMMENCING AT THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER OF SECTION 13, TOWNSHIP 138 NORTH, RANGE 50 WEST, THENCE S 89° 13' 13" W A DISTANCE OF 333.75 FEET, THENCE N 87° 34' 1" E A DISTANCE OF 773.64 FEET, THENCE S 87° 13' 13" W A DISTANCE OF 333.75 FEET, THENCE N 87° 34' 1" E A DISTANCE OF 773.64 FEET, THENCE S 89° 13' 13" W A DISTANCE OF 333.75 FEET TO THE POINT OF BEGINNING.

SAID JACKSON ALLEY SECOND ADDITION, CONSISTS OF 1 LOTS AND 1 BLOCK, AND CONTAINS 8.24 ACRES, MORE OR LESS, TOGETHER WITH UTILITY, DRAINAGE, SANITARY SEWER, ACCESS EASEMENTS AND OTHER RIGHT OF WAY OF RECORD.



COLT A. NEST,
REGISTERED LAND SURVEYOR
LS - 7553

STATE OF NORTH DAKOTA }
COUNTY OF CASS } SS

ON THIS _____ DAY OF _____, 2023, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED COLT A. NEST, REGISTERED LAND SURVEYOR, TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.

NOTARY PUBLIC COUNTY: _____ CASS _____ STATE: NORTH DAKOTA

OWNERS' CERTIFICATE

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF JACKSON ALLEY SECOND ADDITION, BEING A PART OF THAT PART OF THE SOUTHEAST QUARTER OF SECTION 13, TOWNSHIP 138 NORTH, RANGE 50 WEST OF THE 5TH PRINCIPAL MERIDIAN, TO THE CITY OF HORACE, CASS COUNTY, NORTH DAKOTA, AND THAT THE DESCRIPTION AS SHOWN IN THE CERTIFICATE OF THE REGISTERED LAND SURVEYOR IS CORRECT. WE HEREBY AGREE TO SIGN AND SUBSCRIBE TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THAT WE EXECUTED THE SAME AS OUR FREE ACT AND DEED.

THOMAS GREGORY, INC.
BY: THOMAS L. SAMUELSON
ITS: PRESIDENT

STATE OF NORTH DAKOTA }
COUNTY OF CASS } SS

ON THIS _____ DAY OF _____, 2023, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED THOMAS GREGORY, INC., TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.

NOTARY PUBLIC COUNTY: _____ CASS _____ STATE: NORTH DAKOTA

CITY ENGINEER'S APPROVAL

THIS PLAT IN THE CITY OF HORACE, NORTH DAKOTA, IS HEREBY APPROVED THIS _____ DAY OF _____, 2023.

JAMES DALLMAN
CITY ENGINEER

STATE OF NORTH DAKOTA }
COUNTY OF CASS } SS

ON THIS _____ DAY OF _____, 2023, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JAMES DALLMAN, TO ME KNOWN TO BE THE CITY ENGINEER DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME AS CITY ENGINEER.

NOTARY PUBLIC COUNTY: _____ CASS _____ STATE: NORTH DAKOTA

CITY COUNCIL APPROVAL

THIS PLAT IN THE CITY OF HORACE, NORTH DAKOTA, IS HEREBY APPROVED THIS _____ DAY OF _____, 2023.

BRETTON HOFFER
CITY CLERK

STATE OF NORTH DAKOTA }
COUNTY OF CASS } SS

ON THIS _____ DAY OF _____, 2023, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BRETTON HOFFER, TO ME KNOWN TO BE THE CLERK OF THE CITY OF HORACE, THAT IS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME ON BEHALF OF THE CITY OF HORACE.

NOTARY PUBLIC COUNTY: _____ CASS _____ STATE: NORTH DAKOTA

STATE OF NORTH DAKOTA }
COUNTY OF CASS } SS

ON THIS _____ DAY OF _____, 2023, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BRETTON HOFFER, TO ME KNOWN TO BE THE CLERK OF THE CITY OF HORACE, THAT IS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME ON BEHALF OF THE CITY OF HORACE.

NOTARY PUBLIC COUNTY: _____ CASS _____ STATE: NORTH DAKOTA

CITY PLANNING AND ZONING COMMISSION APPROVAL

THIS PLAT IN THE CITY OF HORACE, NORTH DAKOTA, IS HEREBY APPROVED THIS _____ DAY OF _____, 2023.

CHRIS
CHAIR

STATE OF NORTH DAKOTA }
COUNTY OF CASS } SS

ON THIS _____ DAY OF _____, 2023, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED CHRIS, TO ME KNOWN TO BE THE CHAIRMAN OF THE HORACE PLANNING AND ZONING COMMISSION THAT IS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME ON BEHALF OF THE HORACE PLANNING AND ZONING COMMISSION.

NOTARY PUBLIC COUNTY: _____ CASS _____ STATE: NORTH DAKOTA

CITY ATTORNEY'S APPROVAL

HEREBY CERTIFY THAT PROPER EVIDENCE OF TITLE HAS BEEN EXAMINED BY ME AND I APPROVE THE PLAT AS TO FORM AND EXECUTION THIS _____ DAY OF _____, 2023.

TERESA
CITY ATTORNEY

STATE OF NORTH DAKOTA }
COUNTY OF CASS } SS

ON THIS _____ DAY OF _____, 2023, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED TERESA, TO ME KNOWN TO BE THE CITY ATTORNEY, THAT IS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME AS THE CITY ATTORNEY.

NOTARY PUBLIC COUNTY: _____ CASS _____ STATE: NORTH DAKOTA

August Agenda Item

Jamie Compton <jamie.comptonmt@yahoo.com>

Wed 8/2/2023 2:03 AM

To: Justin Germundson <justin@horaceparks.org>; Wade Frank <wade@horaceparks.org>

 2 attachments (39 KB)

Summer_Invoice_2023.docx; Practice_Schedule_2023_Fall.xlsx;

Justin,

West Fargo Fusion would like to discuss the fall rental proposal at the next meeting. We will also bring the summer rental payment. An update on Freed Park and the construction schedule would also help us plan our spring and summer season calendar.

I have attached the appropriate documents. See you on August 28th.

Jamie Compton, Board Member/President/Coach
West Fargo Area Youth Fastpitch/Fusion

HORACE PARK SUMMER INVOICE

FIELD RENTAL FEE

Week of May 22nd (Meadowlark & Freed)	\$250
Week of May 29 th (Meadowlark & Freed)	\$250
Week of June 5 th (Meadowlark & Freed)	\$250
Week of June 12 th (Meadowlark & Freed)	\$250
Week of June 19 th (Meadowlark & Freed)	\$250
Week of June 26 th (Meadowlark & Freed)	\$250
Week of July 3 rd (Meadowlark & Freed)	\$250
Week of July 10 th (Meadowlark & Freed)	\$250
Week of July 17 th (Meadowlark & Freed)	\$250
Week of July 24 th (Meadowlark & Freed)	\$250
Week of July 31 st (Meadowlark & Freed)	\$250

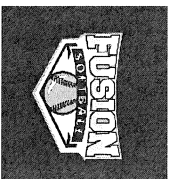
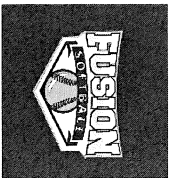
CHALKED FIELDS @ \$35 EACH NIGHT

May 31 st	\$35
June 27 th (WF Baseball)	\$35
July 13 th (WF Baseball)	\$35
July 18 th (WF Baseball)	\$35
July 25 th	\$35
July 27 th (WF Baseball)	\$35

TOTAL DUE \$2960

MAIL PAYMENT TO:

HORACE PARKS
PO BOX 161
HORACE ND 58047



2023 Proposed Field Schedule

Season	Dates	Field	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FALL	August 21st - September 24th	Freed	5 - 6:30 pm							
			6:30 - 8 pm							
			8 - 9:30 pm							
		Meadowlark								
			5 - 6:30 pm	8U Games	10U/12U/14 U Clinics		10U/12U/14U Clinics	8U Clinics		12 & 2 pm Games
			6:30 - 8 pm	8U Games	10U/12U/14 U Clinics		10U/12U/14U Clinics			4 & 6 pm Games
			8 - 9:30 pm							

Monday game dates: August 28th, September 11th, September 18th, September 25th
 Sunday game dates: August 27th, September 10th, September 17th, September 24th



MEMO

To: Horace Park District
(Via email: info@horaceparks.org)

From: James Dahlman, PE *Jad*

Date: August 24th, 2023

Re: Park Improvement District No. 2023-1
Freed Park Improvements
Horace, North Dakota
ER23-00-055

The bid opening for the above referenced project was Thursday August 28th, 2023. The park district received bids from two Contractors: LinnCo, Inc. and Northern Improvement Company.

The apparent low bidder was Northern Improvement Company with a Base Bid + Alternate 1 Option B of \$2,549,277.30.

Summary of the bids received:

Alternate 1 Option A: Protective Netting Backstop System

Alternate 2 Option B: Chain Link Backstop and Protective Netting System

	BASE BID	BASE + ALTERNATE 1 OPTION A	BASE + ALTERNATE 1 OPTION B
LinnCo, Inc.	\$2,523,486.37	\$2,680,558.07	\$2,677,265.57
Northern Improvement Co.	\$2,395,877.30	\$2,551,527.30	\$2,549,277.30
Engineer's Estimate*	\$2,040,291.00	\$2,110,000.00	\$2,090,000.00

*(With Contingencies)

If you have any questions, please feel free to contact me at (701) 532-0438.

Thank You

ATTACHMENTS