



**Horace Park Board Meeting
Monday, July 28, 2025 – 5:30 P.M.
Horace Meeting House – 7951 Jack's Way #116**

Meeting Items

1. **Call to Order**
2. **Approve Order of Agenda**
3. **Approve Minutes** – June 23, 2025 (2 – 3)

Consent Agenda

1. **Bills** – \$62,879.04 (4 – 7)
2. **Financial Report** (attachment)
3. **Social Media Report** (8 – 10)

Regular Agenda

1. **Recognition of Audience / Public Comment**
2. **Recreation Report** – Hintze
3. **Park Improvement District 2025-1 (Independence Park)** – Dahlman (11 – 12)
4. **Southdale Farms Park Update** – Dahlman (13 – 14)
5. **Cub Creek Park Update** – Dahlman (15, attachment)
6. **2026 Preliminary Budget Preview** – Germundson (16 – 21)
7. **Engineering Report** – Dahlman
8. **Board Member Reports**
9. **Non-Agenda**
 - a. Additional business or items for discussion not included on the agenda.
10. **Adjourn**



The Horace Park Board met at 5:30 p.m. on Wednesday, June 23, 2025 at the Horace Meeting House. President Frank Called the meeting to Order. In attendance were Jason Olsen, Paige Shockman, Alex Kjelland, and Wade Frank. Shannon Kist was not present.

Meeting Items

Motion: Approve the Order of the Agenda.

1st Motion: Commissioner Olsen

2nd Motion: Commissioner Shockman

Action Taken: Motion carried. No opposition.

Motion: Approve May 28, 2025 Minutes.

1st Motion: Commissioner Shockman

2nd Motion: Commissioner Kjelland

Action Taken: Motion carried. No opposition.

Consent Agenda

Motion: Approve Bills (\$38,412.24) and Financial Report.

1st Motion: Commissioner Shockman

2nd Motion: Commissioner Olsen

Action Taken: Motion carried. No opposition.

1. Recognition of Audience / Public Comment

No public comment.

2. Engineering Report

Park Engineer Dahlman discussed Freed Park, Independence Park, and Terra Gardens Park.

3. Board Member Reports

Commissioner Shockman requested playground weed control and to reschedule the board retreat. President Frank discussed the Freed Park grand opening budget. Clerk Germundson requested board input for the 2026 budget.

4. Non-Agenda Items

Nothing to report.

Meeting adjourned 5:47 p.m.



President Wade Frank

Clerk Justin Germundson

07/22/25
14:55:05

HORACE PARKS
Claim Approval List
For the Accounting Period: 7/25

Page: 1 of 4
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
664		127 AJ Construction	3,000.00								
	2887	07/07/25 joint sealing	3,000.00			4030		451200	427		101000
		Total for Vendor:	3,000.00								
656		1 Cass County Electric	324.87								
	83279	07/07/25 freed	107.00			4030		451200	351		101000
	160739	07/07/25 independence	23.15			4030		451200	351		101000
	1085070	07/07/25 lions	30.00			4030		451200	351		101000
	1172715	07/07/25 meadowlark	164.72			4030		451200	351		101000
		Total for Vendor:	324.87								
672		6 Cass County Finance	1,721.33								
	04/03/25	15-1100-00020-000 p	1,622.02*			4050		470000	630		101000
	04/03/25	15-2955-00210-000 p	1.87*			4050		470000	630		101000
	15-1100-00020-000 p		97.44*			4050		470000	630		101000
		Total for Vendor:	1,721.33								
671		119 CI Sport	550.60								
	875892	05/27/25 staff	7.50			4030		451400	500		101000
	875929	05/28/25 sports sampler	230.00			4030		451400	500		101000
	876553	06/09/25 staff	37.50			4030		451400	500		101000
	877702	06/26/25 bball camp	81.60			4030		451400	500		101000
	877704	06/26/25 bball all star	102.00			4030		451400	500		101000
	878651	07/16/25 sports sampler	92.00			4030		451400	500		101000
		Total for Vendor:	550.60								
659		22 City of Horace	1,240.38								
	11096-00	06/27/25 service; freed	1,116.52			4030		451200	351		101000
	11052-00	06/30/25 service; freed	82.42			4030		451200	351		101000
	44227-00	06/30/25 service; meadowlark	41.44			4030		451200	351		101000
		Total for Vendor:	1,240.38								
654		123 FM Pickleball Club	20.00								
	07/14/25	pickleball clinic	20.00			4030		451400	500		101000
		Total for Vendor:	20.00								

07/22/25
14:55:05

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
669		16 Insure Forward	3,584.00			4030		451000	321		101000
		448954 07/01/25 property renew	3,584.00								
		Total for Vendor:	3,584.00								
667		36 Interstate Engineering	505.00			4060		451000	631		101000
		58586 07/15/25 community needs assess	505.00								
		Total for Vendor:	505.00								
658		53 Jiffy Jon's	516.00			4030		451200	494		101000
		77581 06/30/25 ind, lions, terra	516.00								
		Total for Vendor:	516.00								
662		106 Kailen Mattern	72.10			4030		451400	500		101000
		103 mileage; june	72.10								
		Total for Vendor:	72.10								
655		126 Kelly Kukowski	40.00			4030		451400	500		101000
		07/21/25 pickleball clinic	40.00								
		Total for Vendor:	40.00								
661		24 Ohnstad Twichell, PC	1,402.50			4030		451000	380		101000
		204124 07/09/25 inflatable games waiver	1,402.50								
		Total for Vendor:	1,402.50								
665		120 Paul Hankel	1,500.00			4030		451000	109		101000
		2 07/07/25 social media management	1,500.00								
		Total for Vendor:	1,500.00								
663		117 Platinum Plus DJ	375.00			4030		451400	505		101000
		71525 07/03/25 party in park	375.00								
		Total for Vendor:	375.00								
670		128 Tawny Stinton	35.00			4030		451400	500		101000
		07/22/25 partial program refund	35.00								
		Total for Vendor:	35.00								

07/22/25
14:55:05

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
653		122 Terri Walker 07/14/25 pickleball clinic	40.00 40.00			4030		451400	500		101000
		Total for Vendor:	40.00								
668		30 US Postal Service 07/15/25 po box 161	88.00 88.00			4030		451000	380		101000
		Total for Vendor:	88.00								
666		96 Valley Landscaping 25-2147 06/26/25 weed ctrl, fertilizer 25-2394 07/14/25 trees terra gardens	12,792.00 6,672.00 6,120.00			4030 4030		451200 451200	495 494		101000 101000
		Total for Vendor:	12,792.00								
660		9 West Fargo Park District rec programming agreement	35,000.00 35,000.00			4030		451400	109		101000
		Total for Vendor:	35,000.00								
657		64 Xcel Energy 934315900 07/02/25 8873 lost river n; gas 934356875 07/02/25 8873 lost river s; gas	72.26 35.00 37.26			4030 4030		451200 451200	351 351		101000 101000
		Total for Vendor:	72.26								
		# of Claims	20	Total:				62,879.04		# of Vendors	20

Fund/Account	Amount
4030 GENERAL FUND	
101000 Cash Account	60,652.71
4050 SPECIAL ASSESSMENTS	
101000 Cash Account	1,721.33
4060 RECREATION FUND	
101000 Cash Account	505.00
Total:	62,879.04

Horace Park District Social Media Performance Report

Reporting Period: June 1 - June 30, 2025

Platform: Facebook

Key Performance Highlights:

- Total Views: 37,374 (Up 10.1% from previous 30-day period)
- 3-Second Video Views: 4,488
- 1-Minute Views: 0

Content Performance (By Type):

- Video: 32.4% of total reach
- Link Posts: 24.3% of total reach
- Photos: 21.1%
- Multi-Photo Posts: 16.7%
- Text Posts: 4.6%
- Other: 1%

Video content (short video clips of 15 to 30-seconds) continues to be our strongest driver of engagement and reach. Short-form clips of events, programs, and park features should remain a priority.

Audience Breakdown:

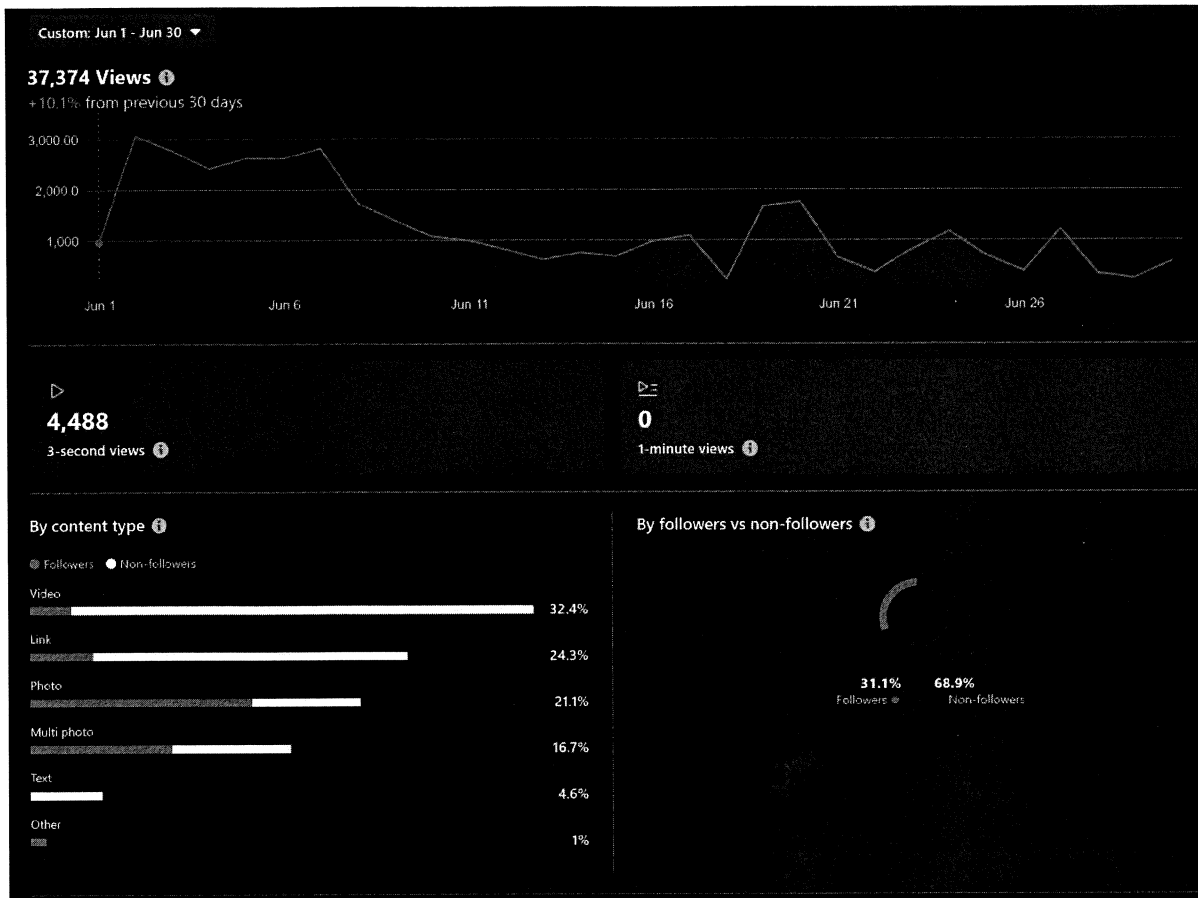
- Non-Followers: 68.9%
- Followers: 31.1%

Our content is reaching new eyes! Nearly 70% of viewers are not yet followers. This indicates strong discoverability and a prime opportunity to encourage page Likes and follower growth.

Next Steps:

1. Prioritize Video Content-Highlight Park activities, user testimonials, and behind-the-scenes footage.
2. Boost Posts to Non-Followers- With 68.9% of views coming from non-followers, targeted ads or callouts could grow our base.
3. Encourage Sharing by followers. User-generated content and contests can help increase organic reach.
4. Consider aligning high-interest posts with upcoming events like Bean Days, summer camps, or community fitness programs to take advantage of rising engagement periods.

Facebook Insights



Platform: Instagram

Reach & Views

- Total Views: 478
- Accounts Reached: 101
- Profile Visits: 37
- External Link Taps: 1

Audience Breakdown

- Followers: 80.5%
- Non-followers: 19.5%

Our content is mostly being viewed by current followers. There's room to grow visibility to new audiences.

Content Type Performance

- Posts: 81.1% of views | 93.5% of interactions
- Reels: 18.9% of views | 6.5% of interactions

Posts are performing significantly better than Reels for both views and engagement.

Interactions

- Total Interactions: 31
- From Followers: 90.3%
- From Non-followers: 9.7%
- Accounts Engaged: 17

Follower Activity

- Total Followers: 173
 - Most Active Times: Monday at 12 PM, 3 PM, 6 PM
- Good activity also seen around 9 AM and 6 AM.

Next Steps:

1. Double down on posts, they're driving the bulk of engagement.
2. Continue use of Reels selectively, while highlighting community events or sneak peeks.
3. Attract non-followers, using hashtags, location tags, cross-promotion, and paid ads.

Instagram Insights

Account insights

Views ⓘ

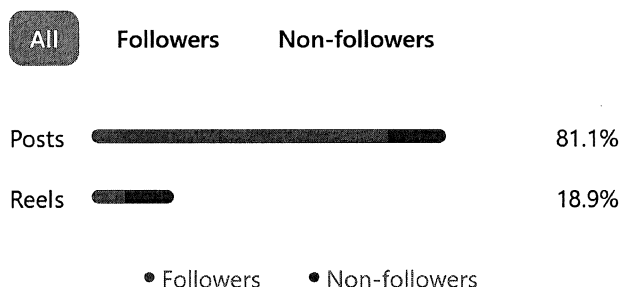
478

Views

Followers	80.5%
Non-followers	19.5%

Accounts reached 101

By content type



Justin Germundson

From: Jim Dahlman <Jim.Dahlman@interstateeng.com>
Sent: Wednesday, July 23, 2025 1:42 PM
To: Justin Germundson
Cc: wade@horaceparks.org; Eric Larson; Loren Bothun; Amy Kronbeck
Subject: Anomaly:7/28/2025 Park Distrct Agenda Items

Justin,

We would like to discuss the following items on the July 28, 2025 Park District Meeting.

Independence Park

Approve Plans and Specifications

Direct the President to advertise for bids

Review cost estimate for grading and seeding the Southdale Farms Park Lot

Cub Creek Splashpad review and discussion.

Attachments will come as they are ready.

Thank you

James Dahlman, PE

Senior Project Engineer | Office Manager
Interstate Engineering

p: (701) 532.0438 c: (701) 640.8491

a: 574 Main Street, Suite A, Horace, ND 58047

w: interstateeng.com

Licensed in North Dakota

Justin Germundson

From: Lukas W. Croaker <LCroaker@OhnstadLaw.com>
Sent: Thursday, July 24, 2025 2:57 PM
To: Justin Germundson
Cc: Andrea J. Roman
Subject: RE: Horace Park Item

Good afternoon Justin,

Thanks for the call. To create a new improvement district, the Park Board needs to discuss and act on the following resolutions:

1. Resolution Creating the District
2. Resolution Directing the Engineer to Prepare the Engineer's Report
3. Resolution Approving the Engineer's Report
4. Resolution Declaring Petition for Improvements Received (Park Board owns the property being assessed)
5. Declaration of Official Intent
6. Resolution Directing the Engineer to Prepare Plans and Specifications
7. Resolution Approving the Plans and Specifications
8. Resolution Directing the Clerk to Advertise for Bids

Andrea can prepare these resolutions for discussion and action by the Park Board. Will you please let us know if the Park Board has created any other improvement districts this year or at the end of last year. If not, this will be Park Improvement District No. 2025-1.

If you have any questions, please let me know.

Thanks,

Lukas Croaker
Attorney at Law
Ohnstad Twichell, P.C.
444 Sheyenne Street, Suite 102
P.O. Box 458
West Fargo, ND 58078-0458
TEL (701) 282-3249
FAX (701) 282-0825
lcroaker@ohnstadlaw.com
www.ohnstadlaw.com





MEMO

To: Horace Park District
(Via email: justin@horaceparks.com)

From: James Dahlman, PE *Jad*

Date: July 24, 2025

Re: Southdale Farms Park Parcel
Grading and Seeding Cost Estimate
Horace, North Dakota
ER25-03-143.02

At your request, we have prepared the attached preliminary estimate for grading and seeding the 11-acre park parcel in Southdale Farms Addition.

Please note, the estimate was prepared as if the proposed project would be special assessed, so we included soft costs.

This information is being distributed for the commission's review and discussion.

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

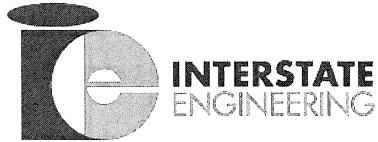
ATTACHMENTS

Southdale Farms 2nd Addition Lot 2 Blk 1
HORACE, NORTH DAKOTA
ER25-03-143.02
July 2025

OPINION OF PROBABLE PROJECT COST

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE L&M	EXTENDED PRICE L&M
GENERAL					
1	Common Excavation (P)	CY	10000	\$ 10.00	\$ 100,000.00
2	Borrow Excavation (P)	CY	7000	\$ 15.00	\$ 105,000.00
3	Topsoil Stripping (P)	CY	11702	\$ 2.00	\$ 23,404.00
4	Topsoil (P)	CY	11702	\$ 2.00	\$ 23,404.00
5	Seeding (P)	AC	10.88	\$ 1,600.00	\$ 17,408.00
6	Straw Mulch (P)	AC	10.88	\$ 1,800.00	\$ 19,584.00
7	Fiber Roll 6IN	LF	1,060	\$ 3.00	\$ 3,180.00
8	Remove Fiber Roll 6IN	LF	1,060	\$ 1.00	\$ 1,060.00

Opinion of Probable Bid Cost	\$293,040.00
Contingency (10% ±)	\$ 28,960.00
Opinion of Probable Construction Cost	\$322,000.00
Engineering, Legal, Administration (20%±)	\$ 65,000.00
Opinion of Probable Project Cost	\$387,000.00



MEMO

To: Horace Park District
(Via email: justin@horaceparks.com)

From: James Dahlman, PE *Jad*

Date: July 24, 2025

Re: Cub Creek Splashpad
Concepts
Horace, North Dakota
ER25-03-143.01

At your request, we have prepared the attached concepts for the proposed Cub Creek Park Splashpad.

We can discuss what is included in the concept and cost estimates at the meeting.

This information is being distributed for your review and discussion.

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

ATTACHMENTS



Horace Park Board Meeting
Wednesday, July 28, 2025
Agenda Item Description

Contact person:

Justin Germundson – Clerk

Agenda title:

2026 Preliminary Budget Preview

Description of request:

I will introduce the 2026 Preliminary Budget.

House Bill 1176 (HB 1176) no longer requires preliminary budgets and certified levy to the county auditor by August 10. HB 1176 requires a budget hearing notice (public hearing date, time and location of budget hearing, and where budget can be viewed). The county deadline date for certifying taxes remains October 10 of each year.

Action being requested from the Park Board:

Motion to set our public hearing notice for Monday, September 22, 2025 at 6:00 p.m. at the Horace Meeting House with budget review available at www.horaceparks.org.

HORACE PARKS BUDGET SUMMARY

	2024	2025	2026	
One Mill Value:				
	\$35,041	\$41,936	\$50,256	* est.
	32%	19%	20%	

Mills Levied:				
General Fund	6.88	6.47	5.56	
Special Assessment Fund	9.95	10.30	10.30	
Recreation Fund	5.00	5.00	5.00	
	21.83	21.77	20.86	

New Growth Allowance (HB1176)				
General Fund			30,350	

Dollars Levied:				
General Fund	242,520	271,326	309,773	14%
Special Assessment Fund	350,738	431,941	517,637	20%
Recreation Fund	176,250	209,680	251,280	20%
	769,508	912,947	1,078,690	18%

HB1176 Cap Calculation Worksheet

Taxing District

General Fund

Budget Year

2026

CALCULATION 1

Base Year Calculation

1 Total Dollars Levied on behalf of taxing district in three preceding years

Less: Levies Exempt from Caps

2 Less: Irrepeable tax to pay bonded debt (See Note 3)

3 Less: Taxes or Special Assessments levied to pay debt (See Note 4)

4 Less: Taxes to pay bonds, evidence of debt or obligations (See Note 5)

5 Less: Special improvement project paid by general taxation (See Note 6)

6 Less: City or County Emergency levy; Levies to pay claims & judgments; Water Resource Districts, Specials on School Property (See Note 7)

7 Less: School District Tuition Levy (See Note 8)

8 Less: Amount levied TY24 for City Animal Shelter - TY25 only

9 Less: Amount levied TY24 for City Fire Capital Improv. - TY25 only

10 Less: Other

11 Less: Other

12 **Difference = Dollars Levied Subject to Percentage Cap Increase**

13 Base Year Levy (highest of last 3 years)

14 Plus: 3% X Base Year Levy

15 **Base Year + 3%**

TY2024	TY2023	TY2022
Previous Yr Levy	Levy 2 Years Ago	Levy 3 Yrs Ago
271,326	242,520	214,993

271,326	242,520	214,993
271,326	Section 22, 6c	
8,140	Section 22, 6b	
279,466		

CALCULATION 2

Adjusted Year Calculation

16 Previous Year Levy

17 Previous Year Taxable Value

18 Previous Year Mill Rate

19 Plus: New Property Taxable Value

20 Plus: Expired TIF Incremental Taxable Value

21 Plus: Expired Exemptions Taxable Value

22 Minus: Removed Property Taxable Value

23 Net: Line 19 plus 20 plus 21 minus 22

24 Allowance for New Growth

25 Minus: Expired Temporary Mill Levy Amount

26 Net Adjustments: line 24 minus 25

27 Adjusted Year Levy

28 Plus: 3% X Adjusted Year Levy

29 **Adjusted Year Levy + 3%**

271,326
41,910,468

Section 22, 6a

6.47

4,545,557

Section 22, 6a1

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Section 22, 6a1

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Section 22, 6a2

--

Section 22, 6a3

4,545,557

29,428

-

Section 22, 6a4

29,428

300,754

Section 22, 6a

9,023

Section 22, 6b

309,776

30 **MAX = Higher Base Year +3% or Adjusted Year +3%**

309,776

Section 22, 1a

GENERAL FUND - Horace Parks

	2024	YTD 6/25	Current Budget	2026
Revenue:				
Property Taxes	233,921	246,945	271,326	309,773
State Aid	48,358	27,332	44,000	55,000
Charges For Services	24,494	20,068	20,000	25,000
Total Revenue	306,773	294,345	335,326	389,773
Expenses:				
ADMIN				
Staff Wages	0	1,500	5,000	7,000
Board Wages	7,800	5,000	10,000	10,000
Clerk Wages	12,460	7,704	13,000	14,000
Technology	9,589	8,607	13,000	13,000
Payroll Taxes	4,752	1,673	9,000	9,000
Insurance	8,195	4,591	12,000	12,000
Audit	3,350	524	5,000	15,000
Miscellaneous	4,355	2,731	8,000	5,000
Transfer Out	20,000		20,000	20,000
	70,500	32,331	95,000	105,000
PARK				
Maint Wages	26,311	7,407	47,000	55,000
Utilities	8,796	8,396	20,000	30,000
Operations	7,430	1,173	15,000	15,000
Gas / Oil	2,004	668	4,000	4,000
Repairs	4,612	1,253	7,000	8,000
Bldgs / Grounds	21,521	3,010	27,000	29,000
Equipment	22,759	8,360	25,000	25,000
Herbicide	0		15,000	15,000
	93,433	30,267	160,000	181,000
RECREATION				
Rec Wages	15,465	1,856	50,000	67,000
Supplies	8,919	8,820	15,000	18,000
Special Events	4,663	8,263	15,000	18,000
	29,047	18,939	80,000	103,000
Total Expenses	192,980	81,538	335,000	389,000
TRANSFERS				
Budget Surplus - Out	113,793			
Net Income:				
	0	212,807	326	773

SPECIAL ASSESSMENT FUND - Horace Parks

		2024	YTD 6/25	Current Budget	2026
Revenue:					
	Property Taxes	341,332	399,633	431,941	517,637
		341,332	399,633	431,941	517,637
Expenses:					
	Cass County	84,654	132,408	106,500	175,000
PID	Freed Park	63,750	109,753	260,000	260,000
PID	Independence Park	0		65,000	80,000
		148,404	242,162	431,500	515,000
Net Income:		192,928	157,471	441	2,637

RECREATION FUND - Horace Parks

	2024	YTD 6/25	Current Budget	2026
Revenue:				
Property Taxes	167,127	189,281	209,680	251,280
	167,127	189,281	209,680	251,280
Expenses:				
Capital Improvements	69,058	87,374	209,000	251,000
	69,058	87,374	209,000	251,000
TRANSFERS				
Budget Surplus - Out	98,070			
	98,070	0		
Net Income:	0	101,907	680	280