

DATE: 5/18/2020
TIME: 6:30 PM

THE HILLSBORO BOARD OF CITY COMMISSIONERS HELD A REGULAR MEETING ON MICROSOFT TEAMS AT THE ABOVE DATE AND TIME.

Commissioners present: Kress, Reese, Sando, Sather, and Tibert.

Commissioners absent: None.

Commissioner Sando opened the meeting at 6:30 PM.

Reading of the Minutes:

Commissioner Kress moved to approve the May 1, 2020 Special City Commission Meeting Minutes; May 4, 2020 Regular City Commission Meeting Minutes. Commissioner Tibert seconds. Motion carried.

Consent Agenda: May 2020 Disconnects; April 2020 Financials; HEDC Gaming Site Authorizations.

Commissioner Sather moved to approve the May 18, 2020 Consent Agenda. Commissioner Tibert seconds. Motion carried.

Presentation of Bills:

AP to be approved on 05/18/2020	As of 05/14/2020	
AE2S	I & C system services- SCADA update	\$2,074.25
Ameripride	rugs & mops	\$211.79
Bell Bank Wealth Mgmt	quarterly fee	\$375.00
Border States Electric	1000 ft wire	\$1,870.00
Ewing Oil	Fuel	\$271.46
Frontier Precision	Laser Ace Warranty extension	\$134.00
H2O Innovation USA	membrane & lavasol	\$12,369.80
Halstad Telephone Company	phone & internet	\$930.27
Hawkins	Chemicals	\$1,702.70
Hillsboro Banner	legals & ads	\$697.40
Hillsboro Body Shop	JD Backhoe- door hinge	\$80.00
Hillsboro Lumber	anchor, toggle bolts	\$48.68
Hillsboro Public School	Summer Library Program	\$3,997.50
Lawson Products	drill bits, lens towlettes	\$60.19
Locators & Supplies Inc	Marking Paint	\$51.80
Loffler	April Copies	\$23.58
Midwest Pets Control	exterminator services	\$158.30
MRES	April 2020 meter count fees	\$365.80
NAPA Auto Parts	sta-bil, hoses, oil filters	\$91.42

ND One Call	April tickets	\$21.60
Olsen Hardware	batteries, sump pump, hose	\$567.21
Paulson Gravel Service	20 yd gravel- city shop	\$280.00
Premium Waters Inc	water- city shop and city hall	\$65.45
PSN	April Fees	\$314.82
RMB Environmental Laboratories	water testing	\$334.00
RS Electric	Shop light- photo eye	\$107.00
Sandbo Plumbing	WTP- plugged drain	\$190.00
Sanitation Products Inc	Water Pump- sweeper	\$787.18
Team Lab	super bugs, lift station cleaner	\$5,289.00
Valley Plains Equipment	oil filter, pvc, coupler, adaptors	\$102.93
Verizon	cell phone	\$406.14
Waste Management	refuse and recycling	\$24,301.61
Wright Implement	Street Sweeper service	\$230.13
Total Accounts Payable		\$58,511.01

Commissioner Sather moved to pay bills as presented. Commissioner Reese seconded. Motion carried.

City Commissioners Reports:

Commissioner Tibert – too wet for gravel at the Cemetery; no information on the pool.

Commissioner Kress – received an estimate of \$103,500 for a 40' x 60' tin shop with bats for Public Works – add \$8,500 for foam insulation.

Commissioner Sather – planning to install spinners on stop signs.

Commissioner Reese – Rec District is planning on a June 1 'Return to Play' start date with four phases. HEDC meets next week.

Commissioner Sando – construction started at the airport; taxiway bids came in higher than expected.

City Officers Reports:

Public Works Director Anderson – nothing to report.

City Attorney Juelson – nothing to report.

City Auditor Mutzenberger – written report submitted, along with an estimate for a front counter with a half-door for the Auditor's office. Will also look into a second option of adding a door in the back, and possibly converting the counter in the front to a wall to improve security and limit unauthorized access.

Trail County Sheriff's Department – present; nothing to report.

Old Business:

Century Link Franchise Agreement (Ordinance 519) – update US West Ordinance 417.

Commissioner Reese moved to have the First Reading of Ordinance 529. Seconded by Commissioner Kress. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Code Red alert system – tabled until next meeting.

New Business:

Title VI Plan and Certification

Commissioner Kress moved to adopt a Title VI Plan and Certification. Seconded by Commissioner Sather. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Community Center Protocol

The Board of City Commissioners unanimously agreed with City Auditor that the Armory and Community Center should remain closed to the public until mid-June at the earliest.

Commissioner Tibert moved to allow two Rec Board members, and an employee from KRJB radio, to use the Commission room to host an online informational public forum on the upcoming ballot measure on a Rec District Mil Levy. Commissioner Kress seconded. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Sando, Sather, and Tibert. Commissioner Reese abstained from the vote. Motion carried.

Trall County Economic Development Annual Report – Jim Murphy, Director TCED, presented the 2019 Annual Report to the Hillsboro Commission.

Foreclosed Lot for Sale– tabled until next meeting.

Hillsboro Flag Project

Commissioner Tibert moved to sponsor six flags for the project. Seconded by Commissioner Kress. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Orchard Grant

Commissioner Tibert moved to place the orchard by the bus shed (with the consent of the Public Works Superintendent). Seconded by Commissioner Kress. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Riverwalk Addition – (Executive Session)

At 7:51 PM, Commissioner Reese moved that the Hillsboro Board of City Commissioners enter an Executive Session to discuss the Riverwalk Addition. Seconded by Commissioner Sather. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

It was announced that the Commission would reconvene the regular meeting at 8:25 PM. Commissioners Kress, Sando, Sather, Reese, and Tibert were present, along with City Attorney John Juelson, City Auditor Matt Mutzenberger, and Public Works Superintendent Jim Anderson.

At 8:25 PM, Commissioner Reese moved to close the Executive Session. Seconded by Commissioner Kress. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

The Hillsboro Board of City Commissioner reconvened the regular Commission at 8:25 PM.

Commissioner Reese moved that the City of Hillsboro not pursue an offer to buy-out water service form East Central Regional Water in the Riverwalk Addition. Seconded by Commissioner Kress. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Commissioner Reese moved that the City of Hillsboro collaborate with East Central Regional Water to negotiate a water service agreement for the Riverwalk Addition. Seconded by Commissioner Kress. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Commissioner Tibert moved to adjourn the meeting at 8:28 PM. Motion carried.

Matt Mutzenberger
City Auditor

Terry Sando
Commission President

The next regular meeting of the Hillsboro Board of City Commissioners will be at 6:30 PM on Monday, June 1, 2020. Meeting Location TBD.