

DATE: 6/1/2020
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 6:31 PM.

Reading of the Minutes:

Commissioner Sather moved to approve the May 18, 2020 Regular City Commission Meeting Minutes. Commissioner Tibert seconds. Motion carried.

Consent Agenda: City Auditor's Bond

Whereas the City of Hillsboro shall continue to operate and provide services to the community;

Whereas authority to contract with funding sources shall be needed in other for the City of Hillsboro to continue its operation;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the City of Hillsboro hereby sets the City Auditor's Bond at \$2,000.000.

Commissioner Reese moved to approve the resolution. Commissioner Kress seconded. On a roll call vote, the following Commissioners voted 'Yes' – Kress, Reese, Sando, Sather, and Tibert. Resolution carried.

Presentation of Bills:

AP to be approved on 06/01/2020	As of 05/28/2020	
Ameripride	Mats & Rugs	\$209.79
Banyon Data Systems	PM Cemetery Support	\$295.00
Brite-Way Window Cleaning	City Hall windows	\$45.00
Cardmember Service	plants, flags, grasshopper	\$551.30
Dawn Paulsrud	MSCC rental refund- COVID 19	\$50.00
Ferguson Waterworks	s80 unions	\$79.80
Grainger	Gloves, Broom, Flags, Battery	\$484.18
Hawkins	chemicals	\$4,590.62
Hillsboro Lumber	2x4's	\$12.71
Jamison Marchand	refund of meter	\$82.55
Jet-Way Multiple Services	Camera- wastewater line at WTP	\$460.00

Lawson Products	Aerosol Rack x2	\$89.66
Lovro Electric LLC	Owens- off peak controller	\$125.00
Matt Mutzenberger	May Phone	\$50.00
Microsoft Online	May online services	\$272.00
Mike Kress	Mowing Contract- June	\$941.67
Miller's Fresh Food	Supplies	\$33.72
O'Day Equipment	Uehling Tank Guage	\$286.50
Ohnstad Twichell- Hillsboro	Professional Services	\$15,100.52
SENDCAA	Lisa Sewill- refund of meter	\$81.25
Sky Tractor	Pro Seal	\$68.09
Team Lab	Fine Road Patch	\$700.00
Trail County Treasurer	Trail County Sheriff- June	\$13,763.24
Valley Plains Equipment	V-BELT, FLAG, PVC	\$185.78
Van Diest Supply Company	Altosid Briquets	\$6,019.20
Total Accounts Payable		\$44,577.58

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

City Commissioners Reports:

Commissioner Tibert – inquired about the timeframe for gravel at the cemetery, Public Works would like to spray for weeds before laying gravel. Pool is filled, and planning to reopen with a phased approach and special Covid protocol. Would like to hire a couple of younger part-time summer helpers to clean and disinfect at the pool this summer.

Commissioner Tibert moved to hire two girls at \$10.00 per hour for cleaning at the pool. Seconded by Commissioner Kress. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Commissioner Sather – nothing to report.

Commissioner Reese – nothing to report from HEDC’s last meeting; Rec Dist. Summer activities have begun; the owners of the wooded lot by the baseball diamond discussed building an apartment on the lot, and possibly applying for a Payment in Lieu of Taxes (PILOT).

Commissioner Kress – flowers are in; P and Z has so far only received one bid for the shop expansion project.

Commissioner Sando – busy with construction at the airport.

City Officers Reports:

Public Works Director Anderson – street repairs are in progress; Steve Swanson, AE2S reported that final estimates and drawings for the 2nd Street Storm Water Project, the I-29

Water Main Project, the River Walk Plat Review, and the Sanitary Sewer Line Replacement are close to complete. City Auditor Mutzenberger noted that a Rural Development loan could be sought, with 45% loan forgiveness if approved.

City Attorney Juelson – nothing to report. Attorney Strom informed the Commission that he and others at Ohnstad Twitchell have completed a final draft of digitized City Ordinances, and that tomorrow morning he would be emailing a pdf for review.

City Auditor Mutzenberger – written report submitted. Additionally, Mutzenberger mentioned that the next meeting of the Commission will also be the reorganizational meeting, and suggested that the Commission meet on the fourth Tuesday, which is the day the Commissioners-Elect take office, instead of the regular meeting on the third Monday. Mutzenberger also raised the question of how the Commissioners felt about meeting at the Main Street Community Center where it would be possible to meet in person and practice social distancing.

Commissioner Tibert moved to hold the second meeting in June on Tuesday, June 23 for the purpose of reorganization. Seconded by Commissioner Reese. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried

Commissioner Reese moved to hold the Reorganizational Meeting on Tuesday, June 23 at the Main Street Community Center. Seconded by Commissioner Tibert. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried

Trail County Sheriff’s Department – unclear if the Sheriff was present; May Calls for Service submitted.

Commissioner Reese moved to send a Resolution of Support to the mayors of Fargo, West Fargo, Moorhead, the Governor, and the North Dakota National Guard for the actions taken during the unrest on Saturday, May 30. Seconded by Commissioner Tibert. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried

Old Business:

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

Commissioner Reese moved to have the Second 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

Commissioner Sather moved to purchase and utilize the Code Red Alert System. The motion died for lack of a second. Will revisit when financial conditions improve.

Foreclosed Lot- 329 2nd Street NW

Commissioner Reese moved to purchase the N ½ of Lot 1 Block 1 Sorlies Addition Parcel #26-0030-0001-000 from Traill County for \$21.00. Seconded by Commissioner Tibert. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

New Business:

City Hall Reopening Protocol

Beginning on June 2, the regular full-time City Hall staff will resume working together in the City Auditor’s Office by practicing social distancing – masks are available for situation where it may be necessary to work closer together. For the week of June 1- 5, City Hall will remain closed to the public. We will open to the public, one person in the office at a time, the following week, June 8 – 12, depending on the installation of the sneeze guard and that the walk-around counter question being answered (the Public Works Department will be working on these issues with the Auditor’s Office).

Letters to Residents – Long Grass

Letters to residents with long grass will be mailed on June 2.

Street Crew PPE

Commissioner Tibert moved to give the Pool Manager a \$1.00 per hour raise. Seconded by Commissioner Reese. The raise would make the manager’s new wage above the current range of \$15.00 - \$20.00 per hour. The motion on the floor would also require changing the wage range of the Pool Manager. The Commission would like to review the current policy and revisit the raise at the next Commission Meeting. Commissioner Tibert withdrew her motion. No action taken.

Commissioner Reese moved to purchase five hi-vis t-shirts for all full-time, and three for part-time PW employees, one light hi-vis jacket for all PW employees, and reimburse lifeguards up to \$80.00 if they work at the pool for the entire season. Seconded by Commissioner Sather. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Commissioner Sather moved to adjourn the meeting at 8:17 PM. Commissioner Kress seconded. 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 Tuesday, June 23, 2020 at the Main Street Community Center. The meeting will be open to the public, however, social distancing measure must be observed. If you have a cough, fever, or have traveled to a highly infected area, please do not attend to protect the safety of others.