

DATE: 7/06/2020

TIME: 6:30 PM

THE BOARD OF CITY COMMISSIONERS HELD A REGULAR MEETING AT HILLSBORO COMMUNITY CENTER AT THE ABOVE-MENTIONED DATE.

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

Commissioners absent: none

Commissioner Sando opened the meeting with the Pledge of Allegiance at 6:30 PM.

Reading of the Minutes:

Commissioner Sather moved to approve the June 23, 2020 Commission Meeting Minutes and 2020 Commission Reorganization Meeting.

Commissioner Kress seconded. Motion carried.

Presentation of Bills:

AP to be approved on 07/06/2020	As of 07/06/2020	
Acme Tools	Dewalt- battery/adapter combo kit	\$99.00
Aggregate Industries	Caledonia & Main- repairs	\$411.50
Ameripride	Rugs & Mops	\$209.79
Ardo's Aquatics & Safety Training	WSI training - Pool	\$1,000.00
Border State Electric	electrical supplies	\$72.86
Cardmember Services	towels, elec. Tools, sneeze guard	\$375.27
Carr's Tree Service	Tree Trimming	\$1,194.00
ECRWD	water	\$11,872.65
Erickson Agency Inc	NDIRF- fire/tornado fund policy renewal	\$9,780.00
Global Safety	Annual Program Mgmt fee	\$154.00
Goose River Heating & Cooling	mini-split repair	\$150.00
Grainger	marking flags, paint, gloves	\$114.56
H2O Innovation	filters, lavasol, spectraguard	\$13,196.34
Halstad Telephone Company	phone & internet	\$930.32
Hawkins	Chemicals- WTP and pool	\$6,606.92
HEDC	2020 advertising 2nd payment	\$5,000.00
Kathryn Hettervig	refund of meter deposit	\$10.17
Hillsboro Banner	Legals & ads	\$1,134.25

Hillsboro Body Shop	2013 Chev Silverado repair	\$547.16
Hillsboro Drug & Gift	Pool supplies	\$18.02
Hillsboro Lumber	Misc supplies	\$61.50
Hillsboro Public School	Pool sign	\$100.00
Jet-Way	Vacuum Sand Filter - Pool	\$662.50
Mike Kress	July mowing	\$941.67
KRJB-FM	June 2020 community news	\$132.00
Lawson Products	Misc supplies	\$67.82
Loffler	June copies	\$70.14
Lovro Electric	Elec - mini-split, trench-Mau, WTP light	\$1,895.00
Magnuson Tires & Services	Service call	\$1,104.99
Millers Fresh Foods	pool- cleaning supplies	\$29.11
Missouri River Energy Services	Meter fees June	\$366.00
Dave Mueller	Fireworks shooter	\$100.00
Madison Mueller	refund of meter deposit	\$85.11
Matt Mutzenberger	June- cell phone	\$50.00
ND Dept. of Environmental Quality	Annual Dues- James Anderson	\$20.00
Nodak Electric	Wrights/BNSF- connections & trans	\$2,206.35
Ohnstad Twichell	Legal fees	\$6,950.00
Olsen Hardware	pool supplies, clock, tape, rake	\$314.81
Tom Olsen	Fireworks shooter	\$100.00
Opp Construction	misc. road patching in town	\$17,480.00
Payment Service Network	June Fees	\$312.58
Recreation Supply Company	Pool supplies- ladder tread, rake, therm	\$207.95
Levi Reese	Pool- thermo, clock, fabric, pizza, chem	\$1,278.07
RMB Environmental Lab	water testing	\$140.00
Jake Rust	Fireworks shooter	\$100.00
Sandbo Plumbing	PVC pipe	\$70.70
Sorum Oil	Fuel	\$1,481.43
Spray Advantage	2 nozzle boom, pressure sprayer	\$123.41
Traill County Treasurer	July Sheriff contract	\$13,763.24
Valley Plains Equipment	parts- couplers, pvc, screw, nut	\$64.93
Viking Insurance	Tractor Pull Insurance	\$270.00
Robert Wilson	Fireworks shooter	\$100.00
Dick Woods	refund of meter deposit	\$9.61
Wright Implement Inc	battery	\$54.95
Total Accounts Payable		\$103,590.68

EOM to be approved on 07/06/2020	PAID on 06/30/2020	
James P. Baumgartner	Payroll	\$4,255.53
Kathleen A. Duval - pool	Payroll	\$3,985.75
Cory E. Erickson - rec	Payroll	\$931.10
Ella J. Forseth - pool	Payroll	\$120.05
John H Geray - pool	Payroll	\$57.71
Sydney M. Hennings - pool	Payroll	\$1,334.92
Kyle S. Henningsgard - pw	Payroll	\$2,513.31
Mackenzie K. Iverson - rec	Payroll	\$340.48
Thomas C. Keeney	Payroll	\$290.42
Molly M. Knutsvig - rec	Payroll	\$340.48
Tanner D. Linnell - pw	Payroll	\$2,525.19
Hannah G. Luithle - pool	Payroll	\$193.93
Gavin K. Mitzel - pool	Payroll	\$358.78
Kelsey M. Moore - pool	Payroll	\$545.43
Lydia H. Nelson - pool	Payroll	\$1,347.05
Annie R. Nielsen - pool	Payroll	\$445.58
Ryan R. Nielsen - rec	Payroll	\$692.62
Amy J. Redland - rec	Payroll	\$692.62
Christopher R. Redland - rec	Payroll	\$1,380.12
Adam V. Smelden - rec	Payroll	\$1,015.12
Benjamin L. Strand - rec	Payroll	\$1,938.66
Nathan A. Walsh - rec	Payroll	\$1,004.29
Terry A. Wika	Payroll	\$355.54
Jay J. Alfson	Payroll	\$3,809.41
James M. Anderson	Payroll	\$5,081.47
Julie H. Bjorklund	Payroll	\$4,075.68
Kyla R. Goodwin - pool	Payroll	\$416.96
Jonthan E. Hams	Payroll	\$4,473.12
Gerald M. Hovet III	Payroll	\$3,748.88
Desiree K. Lacher	Payroll	\$3,135.74
Matthew J. Mutzenberger	Payroll	\$3,724.35
Taxes Federal	Payroll taxes	\$16,367.45
Blue Cross Blue Shield of ND	Dental & Vision Insurance	\$552.60
Bell State Bank & Trust	Profit Sharing Plan	\$2,896.98
Missouri River Energy Services	May Energy Charges	\$92,939.84
ND Pers	June Health Insurance	\$5,928.16
Total Accounts Payable		\$173,815.32

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

City Commissioners Reports:

Commissioner Sather– nothing to report

Commissioner Skager – waiting until end of meeting.

Commissioner Sando –The 2 million-dollar grant was released coming from the Federal government. Will get the electric contacts to Commissioner Skager.

Commissioner Kress– We have some yards that look bad due to junk. Can we just send letters out on this? Commission said yes to have Auditor send letters and to follow our Junk Ordinance.

Commissioner Reese – Pool is up and running again, Jet-Way cleaned out old filter sand and we filled with new sand. Also put a sump pump and water tubes to help keep road washout from rain out of the pool

City Officers Reports:

Public Works Director Anderson – nothing to report

City Attorney Juelson – Steve Swanson from AE2S will talk on Riverwalk.

Auditor – City’s preliminary 2021 budget is due at Traill County Auditor’s office by August 10th

Traill County Sheriff’s Department – Commissioner Skager reported that Sheriff Hunt is working on the 2021 budget for City.

New Business:

Jordahl Addition – Storm Sewer Construction – Steve Swanson, AE2S reported this is the last part to go in for new construction but Naastad Brothers is ready to go, it would take about two weeks or more to finish this fall. The sanitary sewer and water are first to go in.

Commissioner Sando reported we have permits for three buildings in the Jordahl Addition going to Planning & Zoning.

Commissioner Reese moved to approve the quote from Naastad Brothers for \$229,880 on the 2nd St NW Storm Sewer Extension project so they can start when Jordahl is ready. Commissioner Kress seconded. Motion carried.

Miranda Kleven, AE2S presented the Water Rate for Service to Riverwalk Development analysis as the properties within the Riverwalk Development will be customers of East Central Regional Water District but will be served through the City’s distribution system. This analysis will be used for negotiations between City of Hillsboro and ECRWD.

Steve Swanson, AE2S noted the I-29 Watermain replacement cost of \$350,000 and the sanitary force main to the city lagoons cost of \$650,000 to combine projects to possibly bring costs down. Commissioners agreed to table until July 20th meeting to research further.

New City Ordinances update from J.R. Strom was moved to August 3rd meeting.

Bid on Public Works Building was tabled until August 3rd meeting to get some exact prices.

Old Business:

Motion made by Commissioner Sather on Agenda - 7.1 City Auditor Proceedings for Executive session at 7:12 PM for Attorney and Client consultation according to NDCC 44-04-19.1.

Commissioner Kress seconded. On roll call vote the following Commissioners voted 'Yes' – Kress, Sather, Skager and Sando. Commissioner Reese voted 'No'.

Executive session closed at 7:59 PM. Regular session was reconvened, and people were invited back.

Attorney Juelson explained no final decision was made at this time as this is a process.

Negotiation on a settlement with Mutzenberger' Attorney. If Mutzenberger accepts the terms all litigation claims are done.

Commissioner Sando said a special meeting is an option depending on what is resolved with negotiations.

Commissioner Reese made a motion to hire an outside company to audit books for 2018, 2019 and up to date 2020. Commissioner Sather seconded. On roll call vote the following Commissioners voted 'Yes' – Kress, Sather, Skager, Reese and Sando. Motion carried.

Commissioner Sather moved to adjourn the meeting at 8:35 PM.

Commissioner Skager seconded. Motion carried.

Julie Bjorklund
City Deputy Auditor

Terry Sando
Commission President

The next regular meeting of the Hillsboro Board of City Commissioners will be at 6:30 PM on Monday, July 20, 2020 at the Hillsboro Armory.

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.