

DATE: 8/03/2020

TIME: 6:30 PM

THE HILLSBORO BOARD OF CITY COMMISSIONERS HELD A REGULAR MEETING AT MAIN COMMUNITY CENTER AT THE ABOVE DATE AND TIME.

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

Commissioners absent Sather.

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

Reading of the Minutes:

Commissioner Reese moved to approve the July 20, 2020 City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.

Presentation of Bills:

AP to be approved on 08/03/2020	As of 08/03/2020	
Ameripride	mops & rugs	\$209.79
Border States Electric	wire, locknut, pliers	\$316.73
Cardmember Service	pool sand, recorder, pool defib- battery	\$2,021.04
Core & Main	PVC spigot bushing, fittings, pipe	\$2,039.39
ECRWD	water	\$11,321.28
Hawkins	chemicals- WTP and pool	\$5,318.10
Hillsboro Day of Service	2020 Contribution	\$200.00
Hillsboro Park Board	July Summer Rec. Program	\$4,972.91
Levi Reese	Indelco- 250 gal. tank & mileage	\$636.91
Lisa Toenies	mailbox- damaged during winter	\$48.36
Microsoft Online	July 2020 services	\$272.00
Mike Kress	August- Mowing contract	\$941.67
Millers Fresh Foods	pool supplies	\$11.14
Olsen Hardware	sump pump, cleaners, hose	\$552.00
Paulson Gravel	cemetery- 240 yd gravel	\$3,360.00
RMB	pool & wtp- water testing	\$140.00
Rodriguez, Caleb	Meter deposit refund	\$18.11
Sandbo Plumbing	2 glue brushes, pipe	\$164.24
Shambaugh, Tyler	refund of credit balance	\$71.00
Team Lab	fine road patch, super bugs, cleaner	\$5,989.00
Traill County Treasurer	August- Sheriff Contract	\$13,763.24
Triage	Meter deposit refund	\$55.40

USPS	Permit postage	\$2,105.00
Valley Plains Equipment	parts & 72" blade	\$294.47
Total Accounts Payable		\$54,821.78

EOM to be approved on 08/03/2020	PAID on 07/31/2020	
Jackson C. Anderson - rec	Payroll	\$690.05
James P. Baumgartner	Payroll	\$3,578.41
Kathleen A. Duval - pool	Payroll	\$6,428.04
Cory E. Erickson - rec	Payroll	\$931.10
Ella J. Forseth - pool	Payroll	\$64.64
John H. Geray - pool	Payroll	\$263.20
Sydney M. Hennings - pool	Payroll	\$1,053.72
Kyle S. Henningsgard - pw	Payroll	\$1,541.50
Mackenzie K. Iverson - rec	Payroll	\$340.48
Thomas C. Keeney	Payroll	\$249.28
Molly M. Knutsvig - rec	Payroll	\$340.48
Tanner D. Linnell - pw	Payroll	\$1,791.14
Hannah G. Luithle - pool	Payroll	\$90.50
Gavin K. Mitzel - pool	Payroll	\$1,165.02
Kelsey M. Moore - pool	Payroll	\$2,019.50
Lydia H. Nelson - pool	Payroll	\$1,976.49
Annie R. Nielsen - pool	Payroll	\$847.46
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	\$259.45
Jay J. Alfson	Payroll	\$3,168.03
James M. Anderson	Payroll	\$5,093.94
Julie H. Bjorklund	Payroll	\$3,953.24
Kyla R. Goodwin - pool	Payroll	\$1,636.59
Jonthan E. Hams	Payroll	\$4,046.18
Gerald M. Hovet III	Payroll	\$2,914.14
Desiree K. Lacher	Payroll	\$2,525.58
Matthew J. Mutzenberger	Payroll	\$3,724.35
Taxes Federal	Payroll taxes	\$15,807.43
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$448.20
Bell State Bank & Trust	Profit Sharing Plan	\$2,534.40
Missouri River Energy Services	June Energy Charges	\$155,659.99
ND Pers	July Health Ins	\$5,928.16
Total Accounts Payable		\$235,028.76

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

City Commissioners Reports:

Commissioner Reese – Rec District proposed 2021 Budget will be approved at next meeting we are looking at asking for \$19,000 on the mill levy. Pool is going fine.

Esteban Garza sent a letter requesting to purchase lot next to 508 3rd Ave NE that the City owns. He understands that nothing can be built on it with easement and a storm sewer runs under it.

Commissioner Reese moved to put parcel number 2600030623100 up for bids to be turned in by September 8th meeting. Commissioner Kress seconded. Motion carried.

Commissioner's Reese and Skager are pricing a speaker system for the meetings at community center or armory. The system is wireless, everyone would have a microphone and one out in the middle for anyone to speak into. Cost would be about \$1,400, information will be sent out by next meeting.

HEDC at their last meeting are looking at new sign and going to rewrap the one on the interstate.

At the last HEDC meeting they talked about a Sales and Use Tax proposal of ½ cent City sales tax that would be directed to HEDC under section 18.03-09, Dedication of Tax Proceeds, this would be the only change on the two ordinances we have in effect now. Gary Nysveen of the HEDC is asking to go thru the City with ordinance for getting on ballot the ½ cent sales tax dedicated to HEDC for business retention. The City Commission can put on the ballot for residents to vote, but it needs to be into Trail County Auditor by August 31st.

For the Commission to vote to put on ballot, Attorney Juelson, is when the ordinance process comes in, the first reading would be that City wants to proceed with this issue and the dedication of tax proceeds tells the residents how the money would be used. We have done this several ways, the ordinance is passed subject to implementation if the voters adopt the sales tax or had a first reading, so that residents know what we are proposing what uses would be. And have waited for the second reading to see if voters approve sales tax.

If we have a motion and second approving the 1st reading at the next meeting of ½ cent sales tax and use of the proceeds ordinance we will have time to advertise and would have the 60-day notice to go on ballot.

Commissioner Kress – Request of a variance on lot at 322 2nd St NW, 75 ft lot facing north, we require 25 ft front and rear, would like it down to 14 ft in front and rear. Looking at most newer houses in area would be about the same.

Commissioner Kress moved to approve variance. Commissioner Skager seconded. Motion carried.

Commissioner Skager - nothing

Commissioner Sando – Construction starts this week on taxiway. Grant for simulator gets proposed this week.

City Officers Reports:

Public Works Director Anderson – Would like to replace our 70's truck we use for steamer and jetter, with a 2000 Ford F250 flatbed with about 80,000 miles for \$4,500. Commissioner Reese moved to purchase the 2000 Ford 250 flatbed for \$4,500. Commissioner Skager seconded. Motion carried.

Talked to Naastad's to get crew to work on the culvert on SE corner of town maybe next week.

Jordahl has started dozing and we had requests for central locates for three buildings. Talked to Houston Engineering if they are starting with the infrastructure, they are starting with the buildings first. We approved the building permits on the basis that infrastructure was going to be first.

Met with AE2S, Steve Swanson and Charlie Vein on looping of dead ends, hydrants cost installs and maintenance, the monitoring of project as it goes forward and billing for the East Central Regional Water District agreement for Riverwalk.

City Attorney Juelson – nothing

Deputy Auditor Bjorklund – City received the County Deed for parcel #2600300000100 on July 31st. Going to be start the application process for the USDA Grant/Loan for water and sewer with AE2S on August 5th. Working on the 2021 Budget, will be reviewing it on August 5th with Lesley Connelly.

Traill County Sheriff's Department – Presented the proposed 2021 Budget - \$3,000 a month more than last year, with 3% wage increases plus \$1,200 across the board. Also added in was riot gear as it has been needed a couple of times in the last years. Commissioner Skager suggested that we should look at new vehicle for \$53,000 in 2021 instead of 2023 as the old pickup will be going to the Fire Department.

Old Business:

New City Ordinances- It was brought up to look at having chickens in town, it didn't go any further.

Commissioner Skager would like to simplify penalty fees for ordinances, at one set fee across the board.

Would like enforcement for open containers outside of businesses to \$50 open container fee same as in vehicle.

Public Works Building Finance - Loan with Goose River Bank is at 2.95% for 6 years, down payment of \$50,000 with payments of \$63,000 per year with balloon payment, this is for Snowblower, End loader, Blade and Public Works Building.

Jordahl Variance- Received by email from Jordahl the request for variance of 5 ft on the back of twin homes as we are unable to meet the 25 ft set back and allow to be 20 ft.

New Business:

Starting of HLB Downtown Storefront Revitalization Grant- Façade Grant program which would be between City of Hillsboro and HEDC if approved by both, this is for any business in the City of Hillsboro. It is for exterior only renovations, with 300 days to complete the project. All grants would require a 50% match and with the max per grant of \$5,000. HEDC committee will prioritize the applications. Commissioner Reese moved to start a Façade Grant in 2021. Commissioner Kress seconded. Motion carried.

City of Hillsboro Website - Commissioner Sando just wanted to make sure that the website is coordinated thru City Auditor's office. Commissioner Reese had a request from Park Board to have a page on our website to put minutes for Park Board, hours for skating and such.

2021 Budget – Insurance for Employees & Commissioners - Commissioner Sando reported the North Dakota League of Cities is providing revenue projections from the state for 2020 (second half) and 2021 to decrease of 20% in state aid and highway tax. ND Pers Health Insurance is projecting the increase is 15.55% for 2021 premiums. For 2021 Budget will figure in family health insurance for half of the fulltime employees and commissioners. Commissioner Sando believes having family health insurance for employee benefit package going forward. We will need a special meeting before August 10th, 2020 to approve 2021 Preliminary Budget after review with Lesley Connelly and AE2S Auditor.

EV Charging Station Invoice – Commissioner Sando I am checking to see if we move it to the Caledonia corner that it wouldn't reduce the amount of grant fund. Jim Anderson will contact AE2S to have the land south of substation by interstate staked out. Commissioner Sando would like to have the site for EV charging station resolved by our next commission meeting.

Commissioner Skager moved to adjourn the meeting at 8:26 PM. Commissioner Kress seconded. Motion carried.

Julie Bjorklund
Deputy 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, September 08, 2020 at Main Street Community Center.