

**DATE: 8/17/2020**

**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, 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 Reese moved to approve the August 03, 2020 City Commission Meeting Minutes and August 7, 2020 Special Meeting – 2021 Preliminary Budget. Commissioner Skager seconded. Motion carried.

**Consent Agenda** - June Financials, August Disconnects and Hillsboro Vets Club – Raffle Gaming Permit. Commissioner Kress moved to approve consent agenda. Commissioner Reese seconded. Motion carried.

**Presentation of Bills:**

<b>AP to be approved on 08/17/2020</b>	<b>As of 08/17/2020</b>	
AE2S	Riverwalk, Jordahl, storm sewer	\$7,015.80
Ameripride	mops & rugs	\$211.79
Auto-Owners Insurance	pool insurance premium	\$1,556.00
Bank of North Dakota	Series 2008- wastewater	\$6,125.00
Bank of North Dakota	Series 2006- water treatment	\$95,587.50
Bank of North Dakota	Series 2008- water treatment	\$17,400.00
Bank of North Dakota	Series 2009- water treatment	\$52,625.00
Bank of North Dakota	Series 2010- water treatment	\$6,960.00
Bank of North Dakota	Series 2012- water treatment	\$116,187.50
Bell State Bank	Quarterly fees	\$375.00
Belling Tree Service	6 stumps- grind and cleanup	\$500.00
Border States Electric	wire & bushings	\$7,077.02
Brite-Way Window Cleaning	city hall windows	\$45.00
CHS Ag Services- MN	oil, hydraulic, trans, brake fluid	\$1,388.80
Cole Papers	towel, soap, tp- armory & city hall	\$219.64
Core & Main	PVC fitting	\$14.68
Deere Credit	JD 6195R lease payment	\$4,977.50
Electric Pump	lift station service call- floats	\$763.89

Ewing Oil	fuel	\$270.50
Ferguson Waterworks	fittings, couplers, curb box	\$610.90
Halstad Telephone Company	phone & internet	\$925.77
Hawkins	WTP & pool- chemicals	\$3,134.13
HEDC	2018-present lodging tax cont.	\$5,845.98
Hillsboro Airport Authority	July Contribution	\$50.73
Hillsboro Banner	legals, ads & water report	\$1,058.05
Hillsboro Fire Dept.	Insurance Claim#195278-2019AC	\$3,963.50
Hillsboro Lumber	4x4's- orchard, stakes, 2x4's	\$1,294.23
Jeffers, Barry	painting curbs and intersections	\$1,075.00
Jon Myers	bes rebate- window a/c	\$25.00
KRJB-FM radio	2020 fall sports book	\$245.00
Lawson	washers, bolts, screws	\$167.00
Loffler	July copies	\$134.79
Midwest Pest Control	pest control	\$25.00
MRES	July 2020- meter count fees	\$366.00
NAPA	oil filter, pliers, hose, blowgun	\$114.76
ND DOT	Title transfer fee	\$5.00
ND One Call	July calls	\$43.20
Ohnstad Twichell- Hillsboro	legal fees	\$10,300.00
Powerplan	RDO equipment- gov't transaction	\$932.91
Premium Waters	city hall & shop- water	\$82.35
PSN	online payment fees	\$250.53
Railroad Mgmt. Company	license fees	\$258.95
RMB Enviro. Labs	Pool & WTP- water testing	\$240.00
Sandbo Plumbing	shop drains	\$1,653.60
Sorum Oil	Fuel, innertube	\$1,368.07
Swanston Equipment Corp.	2020 Larue Snowblower-D40164	\$131,850.00
Verizon	cellphone	\$391.69
Viking Insurance & Realty	Fleet Ins. Premium	\$28,878.00
Waste Management	refuse & recycling	\$23,597.13
<b>Total Accounts Payable</b>		<b>\$538,187.89</b>

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

**City Commissioners Reports:**

Commissioner Skager - The City received 9 applications for the City Auditors position. I went over them and would like to move forward to do background checks on five of them. All the Commissioners agreed to run background checks on 5 applicants. Commissioner Skager and Reese would like a hiring process to include all Commissioners, one member of HBA and one community member for other points of view. We would have a half hour meeting for each of applicants. Send out a building permit and letter to a home on 6<sup>th</sup> Ave SE that is siding house.

Commissioner Kress – nothing to report

Commissioner Sather - It has been brought to my attention that the old Police garage that is used by the Sheriff Department is being used as a personal garage. The garage was meant for only Sheriff Department business. Would like a letter drafted and sent to Sheriff Hunt this week concerning this matter.

The new billboard looks great but why does it only have the Riverwalk Development on it. It represents the whole city not just one development.

Commissioner Reese – Compared local sales tax collection the City has received from remote sellers in 2<sup>nd</sup> quarter 2019 - \$3,840.60 to 2<sup>nd</sup> quarter 2020 - \$10,300.45. Working on getting the orchard staked out, putting up an 8 ft fence to keep deer out. Received a quote from Sheyenne Gardens in Harwood for \$3,550 for trees some for this year and some next year must be paid by end of September. Wondering if we want to move forward with sound system for meetings. Commissioner Sando said we should reach out to KRJB or Halstad Telephone about streaming our meetings.

Commissioner Sando – Construction delayed due to rain.

### **City Officers Reports:**

Public Works Director Anderson – nothing to report

City Attorney Juelson – Talked to Deputy Auditor and is going to help with real estate ad for bids on 510 3<sup>rd</sup> Ave NE property the city owns.

Suggesting that Planning and Zoning check the housing units along Kiwanis Drive that the lots complies with city zoning ordinances and if any variances will be needed when sold.

Deputy Auditor Bjorklund – Jim Anderson and I have sent in the information requested for the USDA Grant/Loan to AE2S.

We had some complaints on the tornado sirens not working, Public Works Director Anderson said the problem has been found and fixed.

Traill County Sheriff's Department – nothing to report

### **Old Business:**

Sales and Use Tax – HEDC - Commissioner Reese made a motion to place on the ballot the ½ cent sales tax for the HEDC on the proposed ordinance that was submitted last meeting. Commissioner Sando this is considered the 1<sup>st</sup> reading and publish the ballot with Hillsboro Banner. Commissioner Sather seconded. On a roll call vote, the following Commissioners voted 'Yes' – Skager, Kress, Sather, Reese and Sando. Motion carried.

## **New Business:**

Dave Nelson – Armory use for Hillsboro School Sports – Will be used for volleyball practice, using east door to enter, must have masks if you go in hallways, limit bathroom 1 to 2 girls at a time. If the school can use the armory floor scrubber once a week on gym floor. Commissioner Kress made motion to allow school to use armory gym. Commissioner Skager seconded. Motion carried.

### Rally Sunday OSLC Road Closure -

Commissioner Sather made motion to close 2<sup>nd</sup> St NE by OSLC on September 13<sup>th</sup> . Commissioner Reese seconded. Motion carried.

### Steve Swanson, AE2S – Project Updates -

2<sup>nd</sup> Street Storm Sewer – 100 % of plans are done and signed, shop drawings have been approved ready for Naastads to start.

Riverwalk Development – Received the water agreement on Tuesday, 08/11/20. John Juelson and Charlie Vein are reviewing it. Would like to meet with John Juelson and Jim Anderson to go over the water agreement and the agreement between City and the developer to make sure we are covering everything. Commissioner Sando was called that the developers are frustrated and ready to pull out, we need to push to get these agreements done.

Jordahl Subdivision – Construction has begun so we are going to do construction observation.

Eastside Drain – Nothing is been done yet due to wet conditions

EV Charging Station - The land by the interstate isn't an option after checking the history of the platting as the City doesn't own. Commissioner Sando would still like to put it the lot next to the old Hillsboro Banner building. We have power nearby and have the 90-degree angle needed. Commissioner Skager is looking at east end of Subway east the parking lot for the EV charging station. If Dave Windom would donate the land to the City as we need to own land for the grant. Commissioner Reese suggested that an agreement be made with Dave Windom if he donates land to City if we pulled the EV charging station out the land would go back to Windom.

Commissioner Reese moved to have a land agreement drawn up with donation of land with it returning to ownership if we move it out with an easement that he can use as needed. Commissioner Skager seconded. Motion carried.

Sanitary Forcemain Replacement & I-29 Watermain Crossing – Rural Development funding update – USDA grant requires a preliminary engineering and environmental study for this we can apply for a USDA planning grant for \$30,000. USDA grant is best to way to go 1% and up to 45 percent less the \$30,000 planning grant. The earliest the City's application would be approved is the beginning of October 2020. We are still moving ahead with the engineering for project which will give the City a better cost estimate for project. Should be able to start construction in 2021.

Auditor Assistance – Provided budget review

USDA Grant/Loan Public Form Date - Steve Swanson, AE2S suggested to wait until final report is out which will be in October or November to set date.

Commissioner Skager moved to adjourn the meeting at 7:40 PM. Commissioner Kress seconded. Motion carried.

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Julie Bjorklund  
Acting City Auditor

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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.**