

DATE: 09/08/2020

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 17, 2020 City Commission Meeting Minutes. Commissioner Sather seconded. Motion carried.

Presentation of Bills:

AP to be approved on 09/08/2020	As of 09/08/2020	
Acme Tools	carburetor, driver, saw	\$301.03
Ameripride	mops & rugs	\$419.58
Border States Electric	aluminum wedge clamp	\$158.13
Bowersox, Bruce	05/19-05/20 P&Z	\$600.00
Business Essentials	shredder, office supplies	\$784.71
Cannon Technologies	(16) elec. meters, Yukon fees	\$18,185.64
Cardmember Service	pool fees, fuel, cleaning prod.	\$390.97
Cole Papers	armory- foam soap	\$66.33
Core & Main	curb box, bushings, fittings	\$1,137.47
ECRWD	raw water	\$6,602.17
Engineering Unlimited	Padlocks	\$215.68
Ewing Oil	fuel	\$233.17
Farnams- Napa	filters, oil, tools, silicone	\$87.18
Halstad Telephone Co.	phone & internet	\$934.80
Hawkins	pool & wtp- chemicals	\$8,198.75
Hillsboro Banner	legals & ads	\$769.50
Hillsboro Lumber	black sharpie	\$3.99
Klemetson Lawn Mowing	07/07/20 stump grinding	\$63.00
Kress, Mike	2019, 05/20- P&Z; mowing	\$1,201.67
KRJB-FM	Sports 2020/2021	\$1,960.00
Lawson Products	Screws & Washers	\$70.81
Lessard, Mike	05/19-05/20 P&Z	\$600.00
Locators & Supplies	red marking paint	\$51.78
Loffler	August copies; Alarm monitoring	\$164.02
Microsoft Online	August 2020 services	\$272.00

Midwest Pest Control	all pests	\$103.00
MRES	AMI meter count fee	\$366.40
ND One Call	August Calls	\$34.80
Nodak Electric Co-op	M-bar-D- line torn down 8/25/20	\$751.85
NW Tire	Backhoe- rim & tire	\$417.45
Olsen Hardware	hose, pool supplies, sink supplies	\$158.91
Paulson Gravel Service	200 yd gravel	\$2,800.00
Premium Water	City Hall & Shop- water	\$57.30
PSN	August fees	\$292.36
Reese, Levi	Orchard- fencing, post hole digger	\$868.16
Riteway	utility cards	\$1,109.10
RMB Environmental Labs	WTP & pool- water testing	\$215.00
RS Electric	service work- body shop	\$2,023.00
Sandbo Plumbing	liberty ejector pump, sink	\$3,099.01
Sargent, Shelby	refund of meter deposit	\$100.00
Sheyenne Gardens	Orchard- trees	\$3,325.00
Team Lab	EZ dose it	\$2,030.00
Trails County Treasurer	September policing contract	\$13,763.24
Valley Plains Equipment	filter pliers	\$52.66
Viking Insurance	F350 & Larue Snowblower ins	\$559.00
Willison, Mike	05/19-05/20 P&Z	\$600.00
		\$76,198.62
Mootz Construction	SHOP- 2nd payment (9/1/20)	\$58,500.00
Total Accounts Payable		\$134,698.62
EOM to be approved on 09/08/2020	PAID on 08/31/2020	
James P. Baumgartner	Payroll	\$4,218.95
Kathleen A, Duval - pool	Payroll	\$7,891.14
Ella J. Forseth - pool	Payroll	\$1,275.06
John H Geray - pool	Payroll	\$207.79
Kyle S. Henningsgard - pw	Payroll	\$2,312.21
Thomas C. Keeney	Payroll	\$418.62
Tanner D. Linnell - pw	Payroll	\$2,306.27
Hannah G. Luithle - pool	Payroll	\$498.05
Gavin K. Mitzel - pool	Payroll	\$1,132.76
Kelsey M. Moore - pool	Payroll	\$2,947.63
Lydia H. Nelson - pool	Payroll	\$2,736.82
Annie R. Nielsen - pool	Payroll	\$986.51
Jay J. Alfson	Payroll	\$3,702.89
James M. Anderson	Payroll	\$5,133.81
Julie H. Bjorklund	Payroll	\$5,601.00
Jonthan E. Hams	Payroll	\$4,421.88

Gerald M. Hovet III	Payroll	\$3,655.11
Desiree K. Lacher	Payroll	\$3,115.63
Matthew J. Mutzenberger	Payroll	\$5,151.58
Taxes Federal	Payroll taxes	\$18,842.94
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$552.60
Bell State Bank & Trust	Profit Sharing Plan	\$2,964.58
Missouri River Energy Services	July Energy Charges	\$127,707.05
ND Pers	Aug Health Insurance	\$6,978.48
Total Accounts Payable		\$214,759.36

Commissioner Skager moved to pay bills as presented. Commissioner Kress seconded. None voted no. Motion carried.

City Commissioners Reports:

Commissioner Reese - Working on fence for the Orchard project. HEDC approved the ½ cent sales tax was submitted to the county to be put on ballot in November. The developers of Riverwalk applying for a grant for a splash pad and wondering who would be doing maintenance.

Commissioner Kress – Kiwanis Housing looked fine as both lots and variances goes, were built in the 70’s about same time planning and zoning were formed.

Commissioner Sather - nothing to report, requested if the culvert isn’t in by next week in the SE corner to please move as kids are playing on it. Public Work Director Anderson said it will be moved.

Commissioner Skager – Interviews for the City Auditor job are set for September 9th. Would like the lines for the turning lane at the four way stop on Hwy 81 painted and to get a no parking sign on south lane on Caledonia Avenue due to semitrucks parking.

Commissioner Sando – will have more information on airport runway after 15th meeting.

City Officers Reports:

Public Works Director Anderson – Would like to see if we could do work on 2nd St NE Storm Sewer to dead end North. Public Works building construction going well.

City Attorney Juelson – nothing to report

Deputy Auditor Bjorklund – Recreational Trails Program Grant for 2021 was not approved for Riverwalk Trail System. Sent out the Liquor License renewals to be approved at next meeting on September 21st.

Traill County Sheriff’s Department – nothing personal in city owned garage now.

Old Business: none

New Business:

Charlie Vein, AE2S – Water Service Contract - we received a version on August 10th, 2020, this has basic points to go into a contract that Attorney Juelson will be working on. I am coming up with points that will be good for both City of Hillsboro and ECRWD. It is found that ECRWD has the franchise rights to provide water to the Development, which is located within the City limits of Hillsboro. . The new water main will be owned and operated by ECRWD. As the City is requiring fire protection, the developer of the Riverwalk Development is responsible for providing fire protection and will need to meet the City standards. The hydrants, hydrants leads and gate valves will be owned and maintained by the City. The City will read all water meters and will bill ECRWD monthly. ECRWD will be charged a rate for water based on the current rate of supply/treatment/high service pumping as determined by the Joint Powers Agreement and any costs need for connections to Riverwalk Development.

Commissioner Sando would like to thank Charlie Vein, AE2S, for the review of the Water Service Contract details. Attorney Juelson will be writing the document if ECRWD doesn't produce one in the next few weeks. ECRWD has not been in compliance with true-up costs for the last 2 years with City so this is a big concern, our costs right now are 60% City and 40% ECRWD.

Charlie Vein, AE2S, the Joint Power agreement is clear that City owns the water treatment plant and the capacity is split 60% City and 40% ECRWD. The ECRWD can't go over the 40% capacity in one day. Whoever needs the upgrades due to growth they will be responsible for paying for all costs associated with the upgrades. For use of the water line from plant to development the calculated rate based on the 2020 budget is \$0.19 per thousand gallons.

Commissioner Reese moved to approve the Water Service Agreement Contract between ECRWD, and City of Hillsboro be approved by Commissioner Sando and Acting Auditor Bjorklund, only if minor changes needed after the Commissioners have a day to approve first. Commissioner Kress seconded. On a roll call vote, the following Commissioners voted 'Yes' – Skager, Kress, Sather, Reese and Sando. Motion carried.

Steve Swanson, AE2S – Project Updates

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

Riverwalk Development – Requested updated files from Lowry Engineering for a list of items we need to review before final plat is approved. Commissioner Reese asked if in the developer agreement they a letter of credit for up to 75% to 100% until lots are sold if possible. Commissioner Sando we are trying to go in parallel with the water agreement, developer's agreement and final plat with the guarantee that no contracts would be let until we get the developer's agreement and bonding done.

Jordahl Subdivision – Task order no. 3 - construction has begun so AE2S is going to do periodic site observation during pipe installation, compaction and paving. Commissioner Reese moved to pay hourly for inspection of Jordahl property. Commissioner Sather seconded. None voted no. Motion carried.

Eastside Drain – Nothing is been done yet due to wet conditions, waiting for Naastad.

EV Charging Station - Presented two drawing for the EV Charging stations three stalls to put the station on and the second with the adjacent property, there is some discrepancy in the deed that would need to be fixed, this would take some doing to get changed. The deed read parallel to east property line and should have been west property line. Will also need more overhead lighting for the station. Commissioner Sando said there are two different electrical sources to provide power to stations. Commissioner Reese moved to approve the agreement when done by Attorney Juelson, can be approved by Commissioner Sando and Acting Auditor Bjorklund, but will be first sent out for Commissioners to approve within a day. Commissioner Kress seconded. On a roll call vote, the following Commissioners voted 'Yes' – Skager, Kress, Sather, Reese and Sando. Motion carried.

Task order No. 5 EV Charging Station, will cover surveying map of two different properties, providing engineering service when laying it out this will be set up on hourly. Commissioner Reese make a motion to approve the task order no. 5. Commissioner Kress seconded. None voted no. Motion carried.

Auditor Assistance – Provided budget review, task order in place if more help is needed in auditor assistance. Commissioner Reese make a motion to approve the task order no. 6. Commissioner Sather seconded. None voted no. Motion carried.

Sanitary Forcemain Replacement & I-29 Watermain Crossing – Working on getting USDA grant application finished to be submitted. Currently sizing pipe and pricing options to get the costs for sewer and watermain to give a more accurate budget for the I-29 project around one million. Will need a new letter agreement as it is going through USDA needs to use an EJCDC agreement. We are waiting to apply for the grant in October.

Public Works Director Anderson on 2nd Avenue to dead end on 2nd Street NE, the water stands in the valley gutter and freezes. We could put pipe underground to the north, fix the asphalt, curb and gutter. Tabled until the meeting of September 21st, to see if we have funding for this.

Kiwanis Drive – Housing Authority's Project

Housing Authority of Cass County is requesting City of Hillsboro to relinquish our "Responsible Entity" status to Traill County to conduct Environmental Review to be more efficient in paperwork. Commissioner Skager made a motion to relinquish our "Responsible Entity" to Traill County Commissioners. Commissioner Kress seconded. None voted no. Motion carried.

Commissioner Sather moved to adjourn the meeting at 7:55 PM. Commissioner Skager seconded. Motion carried.

Julie Bjorklund
Acting 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 September 21, 2020 at Main Street Community Center.**