

**DATE: 10/05/2020**

**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.

**USDA Grant/Loan/Public Hearing**

Steve Swanson, from AE2S, presented two projects for the USDA Grant which will be submitted sometime in October of this year. It is used for existing older structures and rebuilding them. The two projects the grant is being submitted for is as follows:

- 1.) Water Main: Crosses I29
  - a. Run a bore north on the frontage road and across under the interstate to the East of the interstate.
- 2.) Sanitary Sewer out by the pool out to the lagoons
  - a. Replace pipe with new PVC pipes.
  - b. Flush old line for a back up
  - c. Environmental walk needs to be done before Spring
    - i. Tabled until November 2<sup>nd</sup> Commission Meeting.

Commissioner Reese moved to submit application for the grant. Commissioner Sather seconded. On a roll call vote, the following Commissioners voted 'Yes' – Skager, Kress, Sather, Reese and Sando. Motion carried. USDA public Hearing Closed at 6:41pm

**Reading of the Minutes:**

Commissioner Skager moved to approve the September 21, 2020 Regular City Commission Meeting Minutes, and September 9, Special Commission Meeting minutes. Commissioner Sather seconded. Motion carried.

**Presentation of Bills:**

<b>AP to be approved on 10/05/2020</b>	<b>As of 10/05/2020</b>	
Ameripride	Mops & Rugs	\$209.79
Boeddeker Septic Pumping	Gate Valves - 16 pumped	\$175.00
Border States Electric	cutter unit & parts	\$1,687.18
Business Essentials	Office Supplies	\$32.91
Derheim, Inc.	Pool- leak detection/repair	\$857.25
ECRWD	September water	\$6,914.07
Farnams Genuine Parts	Shop misc parts	\$67.73
H2O Innovation	Spectraguard	\$527.90
Halstad Telephone Co	Phone & Internet	\$927.39
Hawkins	WTP fix pro pump & chemicals	\$8,786.53

HEDC	Lodging tax Sept	\$857.56
Hillsboro Lumber	Rebar shop	\$77.60
Kress, Mike	mowing contract Oct	\$941.67
KRJB – FM	Winter Sports Book	\$245.00
Lawson Products	Washers & screws	\$91.22
Loffler	September Contract	\$96.90
Microsoft Online	September 2020 services	\$276.51
Miller's Fresh Foods	cleaning supplies, bowls & plates	\$26.19
Missouri River Energy Services	Meter Fee - Sept & Misc Services	\$2,844.95
Moen, Craig	Meter Deposit refund	\$74.28
Naastad Brothers	SE Ditch Cleaning & Culvert	\$30,616.25
Nodak Electric	Outage by Puntons	\$338.10
Ohnstad Twichell	Legal Fees	\$3,175.00
Olsen Hardware	Paint, Misc supplies	\$377.43
Payment Service Network	September fees	\$274.52
RMB	water testing	\$85.00
Traill County Treasurer	October Sheriff contract	\$13,763.24
USA Bluebook	WTP supplies	\$32.86
Valley Plains	clutch disc, pool fittings	\$73.99
Waste Management	Rolloffs	\$2,192.82
<b>Total Accounts Payable</b>		<b>\$76,646.84</b>

<b>EOM to be approved on 10/05/2020</b>	<b>PAID on 09/30/2020</b>	
James P. Baumgartner	Payroll	\$3,627.21
Kathleen A, Duval - pool	Payroll	\$785.14
Thomas C. Keeney	Payroll	\$232.65
Tanner D. Linnell - pw	Payroll	\$76.18
Terry Wika	Payroll	\$57.65
Jay J. Alfson	Payroll	\$3,156.95
James M. Anderson	Payroll	\$4,735.32
Julie H. Bjorklund	Payroll	\$3,800.05
Ashley D. Frederick	Payroll	\$1,115.02
Jonthan E. Hams	Payroll	\$3,778.07
Gerald M. Hovet III	Payroll	\$2,915.14
Desiree K. Lacher	Payroll	\$2,705.93
Matthew J. Mutzenberger	Payroll	\$3,726.35
Taxes Federal	Payroll taxes	\$10,079.72
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$778.80
Bell State Bank & Trust	Profit Sharing Plan	\$2,663.45
Missouri River Energy Services	Aug Energy Charges	\$122,738.20
ND Pers	Sept Health Insurance	\$8,769.82
<b>Total Accounts Payable</b>		<b>\$175,741.65</b>

Commissioner Reese moved to pay bills as presented. Commissioner Sather seconded. None voted no. Motion carried.

**City Commissioners Reports:**

Commissioner Skager – Auditor Frederick finished her NDLC Auditor courses and the certificate of completion is in her personal file. \$3k pay increase will be implemented immediately as promised with the job offer.

Commissioner Kress – The new shop is coming along. Tin is going up soon.

Commissioner Sather - nothing to report

Commissioner Reese – The orchard on Post Road is going in.

Commissioner Sando – progress on paving at airport runway. Dry weather has been helping.

**City Officers Reports:**

Public Works Director Anderson – nothing to report

City Attorney Juelson – nothing to report

City Auditor Frederick – Nicole Evans, Sundae Brew, submitted a new Renaissance Zone application for a new location of 7 N Main. Commissioner Reese moved to approve the application for the new location of Sundae Brew. Commissioner Sather second. None voted no.

-Paul from WM called regarding what we would like done with the 2-6yd cardboard dumpsters and the 1-4yd garbage dumpster out at the old Schwan's building. Bambi, from the Mayville State Daycare in the Armory, would like to have the 2-6yd cardboard dumpsters moved over to the Armory. Deputy Auditor Bjorklund will look at the billing for commercial properties to see if there is any need for overflow garbage in town. Auditor Frederick will email Paul at WM and find out if there will be any extra cost for keeping them. Tabled until October 19<sup>th</sup> meeting for more research.

Traill County Sheriff's Department – nothing to report.

**Old Business:**

Nothing to report.

**New Business:**

Purchase Agreement-Nelson: Commissioner Reese got the purchase agreement from Jeff Nelson for the property he is selling at \$28K. Commissioner Reese would like the city to look at purchasing this property for possible low-income housing through the

Trails County Housing Authority. The Commission reviewed it and would like to see that \$28K be used for business or housing already in place here in Hillsboro. The commissioners all agree we need affordable housing, they are just not sure this land is the place to do it because of the location of the land. Community members at the meeting expressed their feelings of concern on how much it would cost beyond the initial purchase price of \$28k just to get that property "shovel ready". They also raised the question, why the city would want to buy property for the Trails County Housing Authority instead of using that money to help the community members in the Hillsboro Housing Authority and low-income housing purchase their own homes? Commissioner Reese just wants the commission to take a serious look at ways to keep affordable housing options available, so people continue to live and work in Hillsboro. At this time the commission feels they have had the discussion and they do not feel it is in the best interest of the City of Hillsboro to purchase this land. Commissioner Reese will get a hold of Jeff Nelson and decline the offer.

*Riverwalk Developer Agreement:* Per Attorney Juelson there is no Developer agreement currently ready. Attorney Juelson will get a hold of the Riverwalk lawyers to see where things are at on their end for the Developers Agreement. Steve Swanson with AE2S, sent Jon Lowry some minor engineering changes. Swanson said we can't approve the final plat until the Developer's Agreement and the Water Agreements are finished and signed. Commissioner Sando said Jon Lowry had firm offers for 6 residential and 2 Commercial once the final plats are done.

*Riverwalk Water Agreement:* Per John Juelson the water agreement with East Central needs to be signed at the same time at the Developer Agreement. The East Central Regional Water District agreement is close to ready.

Auditor Frederick and Deputy Auditor Bjorklund will work with Attorney Juelson to get the Developer's Agreement and the Water Agreement back on the Agenda once Attorney Juelson has the final agreements ready to present to the commission.

*Project Update – Steve Swanson, AE2S:* 2nd Street Storm Sewer finished putting pipe in and set the casting. Curb and Gutter is all staked out. Opp should be showing up this week to put curb and gutter in. Jordahl sub-division moving along. They want to get the project complete this fall to get people into those developments this Winter, so they are switching the roads from Asphalt to Concrete.

The electric Vehicle Charging Station is still in the works.

Commissioner Skager asked if Schill's Sewer is going to benefit from the 2<sup>nd</sup> Street storm sewer project. Per Public Works Director Jim Anderson responded that their sewer line is in the middle of the street and is a private sewer. It would be a separate trench. He will have Naastad's give them an estimate. Per Steve Swanson the utility pipes were shallow and had to be lowered so there will be an additional cost coming from Opp Construction.

Commissioner Reese moved to adjourn the meeting at 7:42 PM. Commissioner Skager seconded. Motion carried.

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Ashley Frederick  
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 Monday October 19th, 2020 at Main Street Community Center.**