

DATE: 11/02/2020

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: Sando, Reese, Kress 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 October 19, 2020 Regular City Commission Meeting Minutes. Commissioner Skager seconded. Motion carried.

Presentation of Bills:

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Commissioner Kress – New Shop is insulated now, just waiting on electrical. Need to decide if we are putting Tin up before electrical goes in. Tabled for bids until next time.

Commissioner Sather – Not present

Commissioner Reese – Orchard Grant check should be in soon.

Commissioner Sando – Nothing to report

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Public Works Superintendent Anderson – Nothing to report.

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Commissioner Reese made a motion to approve the use of United Accounts, Inc for our collection needs. Skager Seconded. None voted no. Motion Carried.

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- Multi – Hazard Mitigation Plan (MHMP) needs to have a point of contact assigned to attend meetings and be able to sign appropriate documentation. Commissioner Sando suggested assigning Auditor Frederick to be that point of contact for the MHMP Grant.

Commissioner Skager made a motion to have Auditor Frederick as the point of contact for the MHMP. Commissioner Reese Seconded. None said no. Motion Carried.

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Trail County Sheriff's Department – nothing to report.

Old Business:

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Commissioner Sando Tabled until John Juelson and Pat Mueller can sit down and go over more details.

-Digitized City Ordinances – Attorney J.R. Strom has a more defined draft. However, J.R. would like to discuss fines with Commissioner Skager. Attorney Strom has it set up as 1 ordinance with 2 readings. Commissioner Sando would like to figure out how to tie in the new ordinances with a building inspector after having those discussion of possibly contracting a building inspector for the City of Hillsboro. Attorney Strom will work with Shawn and get those items in the draft. The draft will be presented to the Commission for a final review before Official Documents are signed.

-Public Works Old Equipment Auction Quotes- Auditor Frederick reached out to three different Auctioneers and got responses from two Auctioneers; Steffes Group Ince, and Pifer's Auction & Realty. Steffes Group quotes: \$1 - \$1K = 15%, \$1,001- \$3K = 10%, and \$3,001+ = 8%
Pifer Auction quote: flat 7% commission rate.
Both companies provide online Auctions. Commissioner Reese used Steffes for his father's estate and he was very satisfied. All Commissioners agree that Steffes was more well-known and have a good reputation.

*Commissioner Reese moved to use Steffes Group to Auction off Old Public Works Equipment.
Commissioner Skager seconded. None voted no. Motion Carried.*

-Superintendent Anderson asked the Commission to approve the purchase of a new 2021 Dodge Ram Regular Cab for the Public works department now that an auction has been approved for older Public Works Equipment.

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Commissioner Sando Tabled the Kiosk until the survey can be completed.

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Sando Tabled Twice a month recycling to gather more information.

Commission Skager motioned to allowed Rahr Malting to bring in their glass and plastic recycling into the City of Hillsboro bins. Commissioner Kress seconded. None said no. Motion Carried.

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Commissioner Reese made a motion to approve an ad for snow removal bid for the Armory and Helipad to run for two weeks in the Banner. Commissioner Kress seconded. None said no. Motion Carried.

Adjournment:

Commissioner Reese moved to adjourn the meeting at 7:15 PM. Commissioner Skager seconded. Motion carried.

Ashley Frederick
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**The next regular meeting of the Hillsboro Board of City Commissioners
will be at 6:30 PM on Monday November 16, 2020 at Main Street Community Center.**

DATE: 11/02/2020

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: Sando, Reese, Kress 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 October 19, 2020 Regular City Commission Meeting Minutes. Commissioner Skager seconded. Motion carried.

Presentation of Bills:

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Ameripride	mops & rugs- City Hall, Armory	\$209.79
Banyon Data Systems	PSN support, certification module	\$790.00
Border States Electric	poly pipe & wire, LED, heat shrink	\$1,017.40
Cardmember Services	radiator, shop supplies, online mtg	\$1,238.42
Core & Main	sewer pipe	\$434.18
ECRWD	October raw water	\$6,218.26
Electric Pump	park- eco float	\$525.96
Halstad Telephone Company	phone & internet	\$923.68
Hawkins	chlorine	\$70.00
Hillsboro Park Board	October- summer Rec. program	\$5,653.43
Jeff's Electric	321 1st Ave SE- underground elec	\$900.00
Kress, Mike	November- mowing contract	\$941.67
Lawson	nuts, washers, screws	\$164.27
Lunseth Plumbing & Heating Co.	WTP- PVC pipe	\$14.58
Microsoft Online	October 2020 online services	\$316.00
Millers Fresh Foods	plates, TP, cleaners, coffee filters	\$31.27
Missouri River Energy	October 2020- meter count fee	\$366.60
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Ohnstad Twichell- Hillsboro	professional services	\$3,325.00
Ohnstad Twichell- West Fargo	July-Sept commission meetings	\$600.00
Olsen Hardware	thermometer, batteries, hose	\$375.16
Opp Construction	asphalt patching- 6 locations	\$18,860.00
RMB	sulfate/conductivity testing	\$65.00
Schuh, Lori	Bright Energy Rebate- refrigerator	\$25.00
Traill County Treasurer	November- policing contract	\$13,763.24
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Total Accounts Payable		\$432,267.94

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Taxes Federal	Payroll taxes	\$12,254.89
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$685.70
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Commissioner Skager – Desiree provided options and quotes for a Dutch Door to be put in for the City Hall office for an added protection for the office staff. Would like to use current door for a new Back Door in the back office.

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DATE: 11/02/2020

TIME: 6:30 PM

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Commissioners present: Sando, Reese, Kress and Skager.

Commissioners absent: Sather

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

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Total Accounts Payable		\$432,267.94

EOM to be approved on 11/02/2020	PAID on 10/30/2020	
James P. Baumgartner	Payroll	\$4,166.86
Thomas C. Keeney	Payroll	\$352.79
Terry Wika	Payroll	\$1,040.48
ND Tax Commissioner	Gross Sales Tax Pool	\$714.80
Jay J. Alfson	Payroll	\$3,482.47
James M. Anderson	Payroll	\$5,453.80
Julie H. Bjorklund	Payroll	\$4,723.60
Ashley D. Frederick	Payroll	\$3,380.08
Jonthan E. Hams	Payroll	\$4,433.85
Gerald M. Hovet III	Payroll	\$3,559.53
Desiree K. Lacher	Payroll	\$3,236.96
Matthew J. Mutzenberger	Payroll	\$1,968.44
Taxes Federal	Payroll taxes	\$12,254.89
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$685.70
Bell State Bank & Trust	Profit Sharing Plan	\$3,116.15
Missouri River Energy Services	Sept Energy Charges	\$70,999.77
ND Pers	Oct Health Insurance	\$11,611.48
Total Accounts Payable		\$135,181.65

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

Citizens Addressing the Council: Bambi – No water issues at the Armory.

City Commissioners Reports:

Commissioner Skager – Desiree provided options and quotes for a Dutch Door to be put in for the City Hall office for an added protection for the office staff. Would like to use current door for a new Back Door in the back office.

Commissioner Kress – New Shop is insulated now, just waiting on electrical. Need to decide if we are putting Tin up before electrical goes in. Tabled for bids until next time.

Commissioner Sather – Not present

Commissioner Reese – Orchard Grant check should be in soon.

Commissioner Sando – Nothing to report

City Officers Reports:

Public Works Superintendent Anderson – Nothing to report.

City Attorney Juelson – Lot being advertised for sale is a work in progress. It is not ready to put in the paper for bids yet.

EV Charging station is currently in the works but Dave needs to take care of a few items before that's ready to go.

No update yet for the Developers Agreement. Still working on part of the rezoning items.

City Auditor Frederick – Century Link has still not come out to assess their cables issues people have been complaining about. Frederick told Chuck, her contact from Century Link, Due to COVID issues he was not able to make it out on Friday. Chuck will get a hold of Auditor Frederick by Wednesday November 4, 2020 with a new appointment date to assess the issues. Frederick told him she would be calling him Thursday if she did not hear anything by then. Per John Juelson if no contacted made then we need to start looking at revoking their franchise.

-Special Assessments got sent to the County Auditor's office by the deadline of November 1, 2020.

-On October 19th Commission meeting the Commission had tabled Collection Items requesting more info. Auditor Frederick reached out to the firm we have used in the past, United Accounts, Inc. Mark from UAI provided the following rates to Auditor Frederick: 10% for the first 15 business days, 30% for 16+ Business days, and 50% if legal action needs to be taken.

Commissioner Reese made a motion to approve the use of United Accounts, Inc for our collection needs. Skager Seconded. None voted no. Motion Carried.

-Auditor Frederick email Gail from Mayville about sharing an inspector and she still needs talk to Admin. Gail also said it depends on what the charge per inspection would be.

-Auditor Frederick reached out to the Building Codes inspector from Moorhead and he gave her a name for a gentleman, Mike Blevins from Midwest Inspections Services. Mike was unable to attend, but he emailed Auditor Frederick a packet of his company's services with his credentials and his references. Auditor Frederick feels going with Midwest Inspections would be the most cost effective. Frederick's understanding, from conversations with Mike Blevins, is the City would set up a contract with Midwest Inspection Services for an as needed basis much like their contract with AE2S. Commissioner Reese would like to know the price per building. Frederick stated Mike never got into those items. Auditor Frederick feels in the long run it would be cheaper contracting the business out on an as needed basis vs hiring a fulltime or part time person and not have enough work for them to justify paying that position. Commissioner Sando asked to Table the discussion. The Commissioner's agree he has impressive credentials and references; however, they would like to have Mr. Blevins come to the next Commission meeting if possible so they can ask more questions and get more information about his services. Auditor Frederick is going to reach out to Mike Blevins with Midwest Inspections to set up a date and time Mike can come to a Commission meeting.

- Multi – Hazard Mitigation Plan (MHMP) needs to have a point of contact assigned to attend meetings and be able to sign appropriate documentation. Commissioner Sando suggested assigning Auditor Frederick to be that point of contact for the MHMP Grant.

Commissioner Skager made a motion to have Auditor Frederick as the point of contact for the MHMP. Commissioner Reese Seconded. None said no. Motion Carried.

-Nikki Kupser, a representative for the Natural Gas Line reached out to Deputy Auditor Bjorklund for permission to get addresses for residents of Hillsboro. Due to COVID there will not be a Public Hearing for the Natural Gas Line. Instead they are sending out correspondence through the mail to inform the residents of Hillsboro of the project and what is going to be done and when. Resident information will not be sold.

Commissioner Reese made a motion to allow City Hall employees to provide names and addresses of Hillsboro residents to North Dakota Gas Line for information purposes. Commissioner Kress seconded. None said no. Motion Carried.

Trail County Sheriff's Department – nothing to report.

Old Business:

-Pat Mueller 1881 Tax Exemption – Would like to have a 5-year extension on the tax exemption for the new addition. Pat was working with Matt Mutzenberger, but things have been at a standstill since Auditor Mutzenberger's departure from the City. John Juelson needs to see the lease before the city can go forward with updating the application to get the 5-year extension. John also needs the new square footage with the addition.

Commissioner Sando Tabled until John Juelson and Pat Mueller can sit down and go over more details.

-Digitized City Ordinances – Attorney J.R. Strom has a more defined draft. However, J.R. would like to discuss fines with Commissioner Skager. Attorney Strom has it set up as 1 ordinance with 2 readings. Commissioner Sando would like to figure out how to tie in the new ordinances with a building inspector after having those discussion of possibly contracting a building inspector for the City of Hillsboro. Attorney Strom will work with Shawn and get those items in the draft. The draft will be presented to the Commission for a final review before Official Documents are signed.

-Public Works Old Equipment Auction Quotes- Auditor Frederick reached out to three different Auctioneers and got responses from two Auctioneers; Steffes Group Ince, and Pifer's Auction & Realty. Steffes Group quotes: \$1 - \$1K = 15%, \$1,001- \$3K = 10%, and \$3,001+ = 8%
Pifer Auction quote: flat 7% commission rate.
Both companies provide online Auctions. Commissioner Reese used Steffes for his father's estate and he was very satisfied. All Commissioners agree that Steffes was more well-known and have a good reputation.

*Commissioner Reese moved to use Steffes Group to Auction off Old Public Works Equipment.
Commissioner Skager seconded. None voted no. Motion Carried.*

-Superintendent Anderson asked the Commission to approve the purchase of a new 2021 Dodge Ram Regular Cab for the Public works department now that an auction has been approved for older Public Works Equipment.

*Commissioner Reese made a motion to approve a new 2021 Dodge Ram pickup through State bid.
Commissioner Skager seconded. None said no. Motion Carried.*

New Business:

- Auditor Frederick has been in contacted with Keenan Fuller with Intellectual Technology, Inc. regarding a DOT Kiosk for the City of Hillsboro. The DOT Kiosk would allow residents to renew vehicle registration and tabs. Commissioner Sando believes the Kiosk would be a big benefit for the City of Hillsoboro. Frederick informed the Commission, she is waiting for a call from the field survey team at Intellectual Technology to set up a time to come into City Hall and assess the entry way to make sure there is enough space for the Kiosk to operate. Mr. Fuller also asked Auditor Frederick for secondary options for the Kiosk in the case City Hall will not work. Frederick referred Fuller to the Post Office, Casey's General Store, and Cenex for secondary options.

Commissioner Sando Tabled the Kiosk until the survey can be completed.

-Frederick asked Jay Kleven from AE2S to come speak to the Commission and City of Hillsboro about the type of inspection services AE2S provides as well as give an educational overview of the different types of inspections. AE2S is currently contracted with the City of Hillsboro working on the Horizontal level of construction. Mr. Klevins explained the different types of Vertical and Civil Engineering Inspections AE2S does as far as making sure abandon buildings are vertically sound structurally. Any inspections through AE2S would already be worked into the current contract the city has with AE2S. Klevins stressed that building Codes is not something they have the experience or credentials in and it would be in the City's best interest to contract a building codes inspector such as Mike Blevins, the inspector Auditor Frederick has been in contact with already.

- Commissioner Reese was approached by Jim Murphy from HEDC regarding Rahr Malting needing recycling for plastic and glass. Murphy was wondering if the city would be able to help Rahr and allow them to bring in their recycling to the City of Hillsboro. This brought up the subject of getting recycling twice a month versus once a month for the City of Hillsboro.

Sando Tabled Twice a month recycling to gather more information.

Commission Skager motioned to allowed Rahr Malting to bring in their glass and plastic recycling into the City of Hillsboro bins. Commissioner Kress seconded. None said no. Motion Carried.

-Snow Removal Bids for the Armory & Helipad. – Bambi from the daycare at the Armory informed the Commission the company that did snow removal last year had already come and removed the ice from the first snow fall so the City will be getting a bill for that.

Commissioner Reese made a motion to approve an ad for snow removal bid for the Armory and Helipad to run for two weeks in the Banner. Commissioner Kress seconded. None said no. Motion Carried.

Adjournment:

Commissioner Reese moved to adjourn the meeting at 7:15 PM. Commissioner Skager seconded. Motion carried.

Ashley Frederick
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 November 16, 2020 at Main Street Community Center.**