

DATE: 12/07/2020

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, 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 November 16, 2020 Regular City Commission Meeting Minutes. Commissioner Sather seconded. Motion carried.

Presentation of Bills:

AP to be approved on 12/07/2020	As of 12/07/2020	
APWA	Jim A- 2021 dues	\$208.00
Aramark	city hall/armory- mops & rugs	\$209.79
Border States Electric	electrical supplies	\$3,941.73
Cardmember Service	jackets,printer, filter, keurig	\$1,954.73
Cole Papers	hand sanitizer dispensers	\$69.78
ECRWD	raw water	\$5,400.13
Erickson Agency Inc	coverage-airport	\$352.00
Farnams Genuine Parts	fuel/water pumps, parts	\$216.79
Ferguson Waterworks	bushings and crossarm	\$738.10
Grainger	latex gloves	\$25.80
Halstad Telephone Co.	Phone, internet, fobs	\$924.38
Hawkins	chlorine	\$70.00
HBA	Hillsboro Bucks- employees	\$225.00
Hillsboro Banner	ads & legals	\$1,080.15
Hillsboro Business Association	2021 membership dues	\$90.00
Hillsboro Lumber	rebar, 6ml black poly	\$156.21
JC & J Trucking Inc	gravel	\$4,680.00
Jet-Way Multiple Services	clean manhole	\$315.00
Kress, Mike	Dec. Mowing contract	\$941.67
KRJB- FM	November 2020 ads	\$553.00
Lawson Products	drill bits, screws & nuts	\$77.14
Loffler	copies	\$89.44
Microsoft Online	November 2020 services	\$296.00
Midwest Pest	All Pest Control/ Air Fresh	\$203.00
Millers Fresh Foods	Halloween candy- City Hall	\$46.08
MRES	oct 2020- URD project services	\$2,571.14
Naastad Brothers Inc.	Anchor- water; condensate line	\$7,137.08
ND Dept of Transportation	2001 Ford Plates	\$5.00
ND League of Cities	Grant Finder 2021 subscription	\$75.00
ND Planning Association	2021 membership dues	\$55.00

Nodak Electric Coop	Otteson house- replace cutout	\$475.95
Northern Fire Equipment Service	service/maintain fire equipment	\$716.75
Olsen Hardware	batteries, paint, plumbing equip	\$84.30
PSN	November charges	\$353.39
RMB	water testing	\$145.00
Sorum Oil	fuel	\$499.39
Structural Materials Inc.	adhesive	\$22.26
Team Lab	super & mega bugs	\$3,582.50
Trail County Highway Dept	install sign 10/05/2020	\$85.47
Trail County Treasurer	Dec. sheriff contract	\$13,763.24
USA Blue Book	chemicals	\$545.52
Valley Plains Equipment	Mower- wheel/kit	\$28.69
Valley Plains Equipment	2020 JD 1575 mower & attachments	\$39,118.65
Wright Implement	diesel additive	\$141.90
Total Accounts Payable		\$92,270.15

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

Citizens Addressing the Council:

-Dave Nelson would like to use the Armory for some of the Junior High basketball practices. *Commissioner Sather made a motion to approve the school the use of the Armory for the JH basketball practices with access only to the East Door. Commissioner Kress seconded. None said no. Motion Carried.*

-Some concerned citizens questioned the approval process of the building permit for Goose River Investment's Brewery being built. Construction is being placed on hold for the Building Permit to go back to the Planning and Zoning Commission on December 14th at 5:30pm for proper re-approval and a possible special use permit. Commissioner Sando is going to reach out to Attorney Juelson again for clarification if a special use permit is required.

City Commissioners Reports:

Commissioner Skager – Nothing to Report

Commissioner Kress – Nothing to Report

Commissioner Sather – Nothing to Report

Commissioner Reese – Nothing to Report

Commissioner Sando – Nothing to Report

City Officers Reports:

Public Works Superintendent Anderson – Nothing to report.

City Attorney Juelson – Nothing to Report

City Auditor Frederick – Nothing to Report

Trail County Sheriff's Department – Per Commissioner Skager, Sheriff Hunt forgot to email the stats, but he will email to Auditor Frederick in the morning.

Old Business:

BID Opening – Lot 3, Block 1, Of Sargeant’s Addition – Two Bids were submitted. Auditor Frederick opened the bids and read them allowed.

- 1.) Steve Haffely - \$501. Wants to build a garage with no digging involved.
- 2.) Joe Johnson - \$3250 – Would like to keep the lot as green space or a potential Community Garden.

Commissioner Kress made a motion to accept the bid of \$3250 from Joe Johnson. Commissioner Sather seconded. None said no. Motion Carried.

Second Reading of City Ordinances – Attorney Strom presented the Second Reading of the City Ordinances.

Commissioner Reese made a motion to approve the Second Reading of the City Ordinances. Commissioner Skager seconded. In a roll call: Yes-Skager, Kress, Sather, Reese, Sando. None said no. Motion Carried.

USDA Grant – Steve Swanson (AE2S) – AE2S got the Preliminary Engineering Report back for the I29 Water Main Project for the USDA Grant. The State engineer wanted to know why we didn’t extend the sewer line over to the other side of the river to the lift stations. Swanson stated adding two pipes to the project would add another \$130K, bringing the grand total of the project to about \$1.08 Million. Revisions to the PER have been made and resent. Another PER will be needed after the other 2 pipes have been added to the plan. Swanson is requesting a motion to add the two pipes to the plan so we can send to the USDA for grant to get additional funding. If the two old pipes do not get replace with this project and one breaks, they will have to go into emergency mode and could cost the City of Hillsboro more money in the long run.

Commissioner Reese made a motion to approved adding 2 more pipes to the project and getting them approved with the current USDA Grant. Commissioner Sather seconded. None said no. Motion Carried.

I29 Bridge Sidewalk Project & TA Program – Steve Swanson (AE2S) – Steve Swanson reached out to the ND DOT about the 2022-2024 Bridge Project and recommended applying for financial assistance through the Transportation Alternatives (TA) Program. Steve stated the DOT is looking at putting a pedestrian bridge on the North side of the I29 Bridge. The DOT would cover the cost of the sidewalk that would extend to the East side of the on ramp, and to the West side of the Off Ramp. They are requesting the City pay for the sidewalks on both sides leading up to those points. Steve Swanson requests applying for the TA Program since the deadline is December 31, 2020. If the City gets approved, they can always deny the Grant if they chose to not build the sidewalks.

Commissioner Sather made a motion to approved Steve Swanson and Auditor Frederick to work together to Apply for the Transportation Alternatives program for a possible sidewalk by the I29 Bridge. Commissioner Kress seconded. None said no. Motion Carried.

HEDC 2021 Advertising Budget Revision –

The City will no longer be giving HEDC \$10K for Advertising. No motion needed, as it was a mutual decision at the last HEDC Meeting. Commissioner Reese just asked that Auditor Frederick keep in contacted with Jim Murphy from the HEDC so city advertising doesn’t get doubled up.

City Website – Commissioners decided to investigate cheaper options.

Tabled for further discussion and the ability to research more affordable websites.

New Office Door – Commissioners Skager and Kress have been working with the City Office Staff getting quotes for a new office door. All quotes and documentation have been provided to all Commissioners over the past few meetings. Estimated total cost about \$3,800.

Commissioner Skager made a motion to approve City Hall to purchase a new Dutch Door through Simonson’s Lumber and have Jake Baumgartner install. Commissioner Sather seconded. None opposed. Motion Carried.

Midwest Inspections – permitting process –

Auditor Frederick gave an update that Mike Blevins, Owner and Operator of Midwest Inspections, was okay with the City keeping remodel inspections with the City of Hillsboro, Mike Kress and the Planning and Zoning. Midwest Inspections would be responsible for all new or Blighted buildings. All Permits would continue go through city Hall and the office staff will separate them out and send the new building permits to Midwest Inspections. The commissioners would like to have Mike Blevins come to the next

Planning and Zoning Meeting on December 14th at 5:30pm and present what Midwest inspections can offer the City of Hillsboro.

New Business:

Safety Jackets, vests, work attire and Emblems for City Vehicles – Commissioner Sather made a motion it be a requirement for all public works employees to wear safety gear (neon jackets, vests, etc.) and have the city logo on all city vehicles except for one travel vehicle, no later than, January 1, 2021. Commissioner Reese Seconded. None said no. Motion Carried.

Adjournment:

Commissioner Sather moved to adjourn the meeting at 9:30 PM. Commissioner Reese 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 December 21, 2020 at Main Street Community Center.**