

DATE: 12/21/2020

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.

Meeting Protocol – Commissioner Sando stated we need to have more order at Commission Meetings. The city is recording Commission Meetings and posting the recordings on the Meeting Minutes page on the City Website. The Commission Meeting will remain in the Community Center since there is more space and the Chambers will be used for smaller meetings. Commissioner Sando proposed to the other Commissioners that any citizens addressing the Commission will have time to do so at the end of the meeting with a 5-minute time allowance. If more time is needed the Commission will decide at that time to allow an additional 5 minutes. Commissioner Sather and Skager both feel those limits are appropriate. Commissioner Reese asked if the citizens would be allowed to talk on set topics in old and new business. Commissioner Sando said it would allow both at the end.

Commissioner Reese made a motion to approve the new meeting protocol as stated by Commissioner Sando. Commissioner Kress Seconded. On a roll call Yes – Skager, Kress, Sather, Reese, Sando. None said no. Motion Carried.

Reading of the Minutes:

Commissioner Sather moved to approve the December 7, 2020 Regular City Commission Meeting Minutes. Commissioner Skager seconded. Motion carried.

Presentation of Bills:

AP to be approved on 12/21/2020	As of 12/21/2020	
Anderson, John	refund of meter deposit	\$30.36
Aramark	rugs & mops	\$421.58
Banyon Data Systems	3.5hr training	\$350.00
Baum Bros Construction	city hall- repair wall in basement	\$1,479.56
Border States Electric	SHOP- conduit, caps, wire	\$819.61
Cannon Technologies	water meter equipment	\$6,283.20
Ewing Oil	Fuel	\$98.00
Goose River Investments LLC	Demo Grant- banner building	\$2,000.00
Grainger	rubber gloves	\$25.80
Hams, Jay	refund of meter deposit	\$24.90
Hawkins	WTP- chemicals	\$1,040.03
Hillsboro Airport Authority	november contribution	\$54.25
Hillsboro Body Shop	2003 Chev- L glass regulator	\$164.11
Hillsboro Public Schools	bright energy star rebate	\$1,417.77
Loffler	alarm monitoring fees	\$74.85
MRES	oil sampling- 10/06/2020	\$1,326.25
Naastad Brothers Inc	seeding, sewer/water conflict	\$21,807.00
ND One Call	November tickets	\$51.60
Nodak Electric	Anderson Bins- hotline clamps	\$241.90
Ohnstad Twichell- Hillsboro	Riverwalk- Oct 2019- Nov 2020	\$39,875.40

Premium Waters	water- shop & city hall	\$49.65
Prestegord, Alicia	meter deposit refund	\$50.00
RMB	water testing	\$90.00
Verizon	cellphone	\$538.18
Waste Management	refuse & recycling	\$22,455.42
Total Accounts Payable		\$100,769.42

Commissioner Reese wanted to know how and where the money is going to come from to pay for Riverwalk items. Commissioner Sando asked Auditor Frederick to look further into finances once transfers had been done for the year.

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

Consent Agenda – Disconnects

Commissioner Reese made a motion to let the disconnects pass for December due to COVID-19 and Christmas to give citizens a break. Commissioner Kress Seconded. None said no. Motion Carried.

City Commissioners Reports:

Commissioner Skager – Nothing to Report

Commissioner Kress – Nothing to Report

Commissioner Sather – Nothing to Report

Commissioner Reese – Would like to get bids to check the pipes and lines of the swimming pool in the spring.

Commissioner Kress made a motion to have Commissioner Reese get quotes to check the swimming pool lines thing Spring. Commissioner Sather seconded. None said no. Motion Carried.

-Commissioner Reese received a letter in the mail from KLJ Solutions. KLJ is putting in a high-tension line cross-over barrier along I29 between the North and South bound lanes from Grand Forks to the existing barrier just south of Harwood. KLJ is wondering if the City of Hillsboro has any projects in the right of way or adjacent property's their project would interfere in with. Commissioner Skager, Superintendent Anderson, and Steve Swanson from AE2s will investigate and respond to KLJ.

Commissioner Sando – Airport is going to remove its radar system.

City Officers Reports:

Public Works Superintendent Anderson – finishing electric on elevator.

City Attorney Juelson – Documents to approve the transfer of land from the City of Hillsboro to Joe Johnson for Lot 3, Block 1, of Sargeant's Addition are ready to be signed with approval from the Commission.

Commissioner Reese made a motion to approve the transfer of land at Lot 3 Block 1, of Sargeant's Additions from the City of Hillsboro to Joe Johnson and to authorize the papers to be signed. Commissioner Sather seconded. None said no. Motion Carried.

City Auditor Frederick – Still working on getting Century Link issues. John Juelson is looking into Franchise ordinances for the City.

Trall County Sheriff's Department – Stats were emailed to the Auditors Office.

Old Business:

Goose River Brewery Building Permit – Commissioner Kress brought the Building Permit to the Commission to get approval. The Planning and Zoning Commission Approved the Project and the Building permit for Goose River Brewing at the P & Z meeting on December 14, 2020. John Juelson added that Planning and Zoning is comfortable with the zoning of Commercial Property for the Brewery. In the future however, Mr. Juelson Stated the Commissioners may want to look at doing a zoning ordinance amendment regarding permitting uses. However, it is impossible to know what all the uses could be, he stated. There is always going to be one that gets missed.

Commissioner Sando wanted to let the Commission and the Citizens know the Abentroth's are the contractor for this project and they applied for the building permit for the Brewery.

Commissioner Sather made a motion to approve the building permit for the Goose River Brewery. Commissioner Reese seconded. Commissioner Sando recused himself due to special interest and did not vote. None said no. Motion Carried.

Cemetery Mowing Contract Approval for Mike Kress –Commissioner Skager made a motion to extend Commissioner Kress's mowing contract for another three years. No one seconded. Per Attorney Juelson mowing went up for bids in the past. Commissioner Kress was the lowest bidder and then the only bidder. The Commission at that time decided to just give Commissioner Kress the Contract and renew it on a 3-year basis. Commissioner Sando stated Commissioner Kress has been doing it for an extended period, knows that ins and outs of mowing for the cemeteries and does a wonderful job. Some Citizens feel it should be bid to keep the playing field fair. They feel if the City is going to bid out snow removal, they need to bid out lawn care. Other citizens feel, if the City Commission is happy with the work Mr. Kress has done over the years, then what's the point for other people to take their time and submit and estimate knowing Commissioner Kress would probably get the contract. Commissioner Reese feels it gets confusing for people when the city does or does not put work out for bids. Reese feels everything should be standardized across the board.

Commissioners Tabled until January 4, 2021 meeting.

Midwest Inspections – Final Vote – Mike Blevins went to the Planning and Zoning Meeting Monday December 14, 2020 at 5:30pm. He answered the board members questions and concerns. The P&Z Commission thought it was a good idea to contract with Midwest Inspections for new builds and blighted buildings. All remodels would stay with the Planning and Zoning Commission to approve. Commissioner Kress would still be responsible to sign the remodel permits.

Commissioner Skager made a motion to approve the City of Hillsboro to contract with Midwest Inspections for New builds and Blighted Buildings. Commissioner Kress seconded. In a roll call Yes- Skager, Kress, Sather, Reese, Sando. None said no. Motion Carried.

Website – Assistant Administrator Lacher put together and presented a document showing ADA compliance stats between two websites designed by GovOffice and the HEDC Growhillsboro Website and the City of Hillsboro's Website. The sites built and monitored by GovOffice had zero ADA Compliance Violations. The Growhillsboro webpage had 74 errors and the current City of Hillsboro site had 6 errors. Lacher explained ADA compliance lawsuits have increased 300% in the last 2 years and can be very costly to settle along with the associated fines that the city could incur from the State and Federal Government. Lacher stated, if the City were to take control of the Gowhillsboro site we would have to pay someone with the expertise to fix the site and with that many errors to fix the city could potentially end up paying close to the same amount as we would pay just to get a new updated site. If the City is going to pay that kind of money, then we should spend it on a new website that will be maintained and kept up to ADA standards. A new website through GovOffice would run about \$3200/year. Lacher stated the list of websites Commissioner Reese had asked her to research were cheaper. However, they are not ADA compliant and they do not offer technical or cyber support.

Commissioner Sando asked Assistant Admin Lacher to talk about how streaming from Youtube could help with storage on the website. Lacher stated a YouTube channel is free. The city would be able to hang a link on the website that would take a person directly to the city's YouTube channel for them to listen to the recordings of the Commission Meetings or watch the live stream of the commission meetings.

Commission Sando asked to table until the January 4th, 2021 Commission Meeting.

AE2S – Engineering Agreement for Water & Sewer Replacement Project update -Steve Swanson – Keri Ihry Hodem from the USDA came to Hillsboro to do a Site review and ADA building Compliances. Mrs. Ihry

Hodem also discussed Financials with Auditor Frederick and Deputy Auditor Bjorklund concerning the USDA Grant.

Steve Swanson stated the Preliminary Engineering Report has been approved. Swanson had emailed the 69-page Engineering Agreement to all Commissioner, City Staff, and the City Attorney. Attorney Juelson will look through all documents before signatures.

Prairie Dog Funds – The City will be receiving \$125K by the end of December for New infrastructure or replacing old infrastructure.

New Business:

Citizens Addressing the Commission –

Gail M. – Thanked the Commission for taking the time to research due process and making changes to keep order at meetings. However, Gail thinks the Citizens should be allowed to speak at the time of the issues being discussed and the commission should arrive to conclusions with the citizens help or input. Gail Feels the public’s involvement is key to decision making. Gail also stated, the city can never go wrong opening items up for bid.

Chuck P. – would like to be able to have input as issues are discussed.
- Bidding is the fairest way to go for lawncare or snow removal.

Rick N. – Appreciates the efforts of the Commission try to have a more orderly meeting but would like to have some input at the time of the discussions.

Bambi – Would like more specific agendas.

Wouldn’t want to spend time putting an estimate together if the Commission already likes the Work Commissioner Kress is doing, and chances are he would be the one they would select. Either bid it out and take the lowest bidder or just sign the 3-year contract. You can’t have it both ways.

Paul G. – Wanted to know what the cut off is for getting on the Agenda. Commissioner Sando informed him all agenda items should be to City Hall the Friday before the meeting no later than 8am. Commissioner Sando also stated if a citizen see’s an item on the Agenda they wish to talk about they are able to call the office and be added as a bullet point to specific topics.

Pauls also wanted to know if he could see the bills and the packets for the meeting at the same time the commissioners got them. Auditor Frederick said she would call NDLC to find out specifics.

Paul asked when the Ordinances will be posted on the website. Attorney Strom spoke up and said he would get them emailed to the Auditors office on the 22nd. Auditor Frederick stated as soon as her office receives the Ordinances, Assistant Administrator Lacher will get them on the website.

Commissioner Sando stated the meeting protocol is a work in progress. Him and the commissioners will continue to adjust the process until they find what works best for everyone, but still maintains order.

Adjournment:

Commissioner Kress moved to adjourn the meeting at 8:00 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 January 4, 2020 at Main Street Community Center.**