

DATE: 01/19/2021

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 Sather

Commissioners absent: Skager

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

Reading of the Minutes:

Commissioner Sather moved to approve the January 4, 2021 Regular City Commission Meeting Minutes. Commissioner Reese seconded. Motion carried.

Presentation of Bills:

AP to be approved on 01/19/2021	As of 01/19/2021	
Advanced Engineering	auditor assistance	\$611.25
Ag Spray/ Fimco	tank unit	\$628.20
Aramark	rugs & mops	\$326.50
Border States Electric	connectors, utility box, wire terminals	\$1,967.88
Breidenbach Excavating	I29 Pipeline Crossing- 10% retainer	\$14,338.62
Butler Machinery Co.	IT38G repair	\$31,012.01
Clifford Farmers Elevator	Propane- shop	\$447.00
Ewing Oil	fuel	\$75.02
Farnams Genuine Parts	filters, battery, spark plugs, sockets	\$1,034.90
Ferguson Waterworks	coupler, curb box	\$226.56
Forklifts of Minnesoata	(4) batteries	\$822.80
Hillsboro Airport Authority	Dec. Contribution	\$5,427.54
Hillsboro Banner	legals & ads	\$715.75
Hillsboro Lumber	white screws	\$15.34
Kress, Mike	January- mowing contract	\$1,041.67
Lawson Products	drill bits	\$23.78
Loffler	Dec. copies	\$135.37
MidStates Wireless	install radio in new loader	\$829.59
Midwest Pest Control	WTP & Police- all pests; Fire A/F	\$173.00
Minnesota Revenue	4th qtr income tax w/h	\$6.56
Mueller, Chris	2020 water payment	\$125.00
ND Job Service	4th qtr contribution	\$53.13
ND One Call	December tickets	\$6.00
ND Tax Commissioner	4th qtr income tax w/h	\$1,488.64
Nodak Electric Cooperative	EV charging station hook-up	\$282.00
Pegs Painting	City Hall- office painting (3)	\$1,000.00
Premium Waters	water- shop and city hall	\$31.55
PSN	service fees	\$319.00
RMB	WTP- water testing	\$150.00

RS Electric	shop, anderson elev, brewery, WTP	\$4,562.50
Simonson Lumber	City Hall- Dutch door	\$962.59
Sorum Oil	fuel	\$1,191.30
Swanston Equipment	carbide skates, cutting edge, hardware	\$2,758.52
Team Lab	super/mega bugs, lift cleaner	\$6,230.50
Traill County Treasurer	Special Assessments	\$7,542.19
Verizon Wireless	cell phone	\$388.28
Waste Management	refuse & recycling	\$11,293.03
Wright Implement	install seal	\$120.55
Total Accounts Payable		\$98,364.12

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

Disconnects:

Commissioner Reese made a motion to approve January Disconnects. Commissioner Sather seconded. Non said no. Motion Carried.

City Commissioners Reports:

Commissioner Skager – Not present

Commissioner Kress – Recognized Bambi Manthey. Bambi would like to put in a touchless water fountain at the Armory. The current water fountain had to be shut off at the beginning of COVID-19, making it hard for employees, children, and high school sports teams to fill their water bottles. Currently, Manthey fills up water pitchers for the sports players so they can fill their water bottles. The current water fountain is not ADA compliant even when it could be on. A touchless water fountain would be ADA compliant and user friendly for all. Manthey stated Mayville State, who owns the daycare ran out of the Armory, has some COVID funds left that needs to be allocated by the end of January 2021. Manthey found a touchless water fountain online for about \$11k not including installation. Manthey stated the daycare does not have enough funds to pay for a new fountain alone and asked the Commissioners if the City and the school would be able to pay for a third of the cost. President Sando stated they couldn't speak for the school, but asked Auditor Frederick to reach out to school superintendent, Paula Suda, to asked if they would pay for a third. Sando also asked Frederick to contact Tom Sandbo to get an estimate for a touchless water fountain through him and the cost of the installation.

Commissioner Reese made a motion to pay for 1/3 of the price of a new touchless water fountain for the Armory through Sandbo Plumbing. Commissioner Sather seconded. None said no. Motion carried.

-Commissioner Kress would like ideas to recognize Ed Olson. Commissioner Reese had the same thought and had a Resolution to present when it's his turn.

Commissioner Sather – Nothing to report.

Commissioner Reese – Wrote Resolution 2021-1 recognizing Ed Olson for his years of service to the City and Community of Hillsboro and read it out loud to the commissioners. Reese would like to present the resolution to the family of the late Ed Olson.

Commissioner Reese made a motion to approve Resolution 2021-1 in Honor of Ed Olson for his years of service to the City of Hillsboro. Commissioner Kress seconded. None said no. Motion carried.

- Commissioner Reese asked for quotes for the pool line inspection from two different business. Only one place responded, and it would be less than or equal to \$1500.

Commissioner Sather made a motion to approve Commissioner Reese to have the company he received a quote from do the inspection of the lines. Commissioner Kress seconded. None said no. Motion carried.

Commissioner Sando – Met with Auditor Frederick, Jim Birkemeyer from KRJB and Mark Forseth with HTC to discuss the possibilities of live streaming the City Commission meetings. Birkemeyer and Forseth offered to have a couple test runs to figure out how many microphones are needed and the best placement for the equipment. The only cost to the city would be the price of labor for their time to come over and perform the test runs. Commissioner Sando asked for a motion to approve KRJB and HTC to come and do a couple test runs at meetings once their spring sports slow down the end of February, beginning of March.

Commissioner Reese made a motion to approve KRJB and HTC to come to a couple commission meetings and perform test runs for live streaming. Commissioner Sather seconded. None said no. Motion Carried.

City Officers Reports:

Public Works Superintendent Anderson – Nothing to Report.

City Attorney Juelson – Asked the Commission to approve the payment of the Special's for 2020 on the Property Joe Johnson bid and was awarded so the transfer of property can be completed.

Commissioner Reese made a motion to approve the City to pay the 2020 special assessment bill so the title of property can be transferred over to Joe and Amanda Johnson they bid on and were awarded from the city. Commissioner Kress seconded. None said no. Motion carried.

- Juelson stated forward progress is being made on both the EV Charging Station Transfer of Property and the Riverwalk Developers agreement.

City Auditor Frederick – Received the contracts from Midwest Inspection services and GovOffice for the new City website. Both items were approved by the commission on the January 4th City Commission Meeting. Frederick requested approval for signatures on both contracts.

Commissioner Sather made a motion to approve signatures on the contracts for both Midwest Inspections and GovOffice. Commissioner Kress seconded. None said no. Motion carried.

-Brenda Stallman from Traill County Public Health contacted the Auditors Office requesting the use of the Armory or Community Center to distribute COVID-19 Vaccine's once they receive them.

Commissioner Reese made a motion to allow Brenda Stallman and the Traill County Health Department to use the Armory or the Community Center to distribute COVID Vaccine's when they have the vaccine's available for distribution. Commissioner Sather seconded. None said no. Motion carried.

-Frederick asked when the Community Center and the Armory will be available to be rented out, as they have been getting calls in her office to rent the spaces. Commissioner Sando stated it's too early to open it up to public rental. Sando also encouraged citizens to continue wearing masks after the State Mandate is lifted.

Traill County Sheriff's Department – Nothing to report.

Old Business:

Façade Grant – Commissioner Reese proposed using sales tax dollars from 2020 for the grant. Reese stated he would spearhead the grant application and approval process. Once the individual is approved to receive the grant Reese would submit to Auditor Frederick's office for payment. The Grant would work on a 50% match with the business owner up to \$5K per application. Commissioner Sando feels the Façade Grant should be expanded to new builds not just renovations of old business fronts. Reese feels there are other incentive opportunities for new builds. The commission decided the official start date of the Façade Grant would be retro activated back to January 1, 2021. Auditor Frederick will have Assistant Admin Lacher great a "Grant" page on the current website where the application will be housed.

Reese made a motion to approve the use of \$20K from the 2020 sales tax fund for the Façade Grant. Commissioner Kress seconded. None said no. Motion Carried.

New Business:

I29 Water Agreement Approval and Signatures – Steve Swanson with AE2S presented the I29 water agreement and asked to get a motion for signatures.

Commissioner Reese made a motion to approve the signature of President Sando for the I29 Water Agreement. Commissioner Sather seconded. None said no. Motion Carried.

Raises – Commissioner Reese made a motion to approve a 3% Raise for all eligible employees who did not sign up for Family Health Insurance and a \$2500 Bonus for all eligible employees that have hit the wage cap and opted out of the Family Health Insurance. Commissioner Sather seconded. None said no. Motion carried.

Restricted Event Permit Raffle Approvals – The Hillsboro Softball & baseball programs and the VFW both applied for separate restricted event permits for two different Raffles. Commissioner Kress made a motion to approve both Restricted Event Permits for the VFW and the Baseball & Softball programs to each hold their Program Raffles. Commissioner Sather seconded. None said no. Motion carried.

Community Center Door Sill Plate ADA Compliance Issue for USDA Grant – Auditor Frederick presented two quotes for and ADA compliant door for the Hillsboro Community Center. If the door does not meet ADA Compliance, it could affect the outcome of the USDA Grant the City has submitted for the I29 Water Main Project.

Quotes:

1. Hillsboro Lumber
 - a. Outswing WHT ½ LITE CLAD
 - i. \$1,028.87
 - b. Outswing WHT W/Blinds CLAD
 - i. \$1,166.75
2. Mayville Lumber
 - a. Steel Door WHT Half LITE NO Blinds
 - i. \$989.00

Commissioner Reese made a motion to approve the purchase of the Outswing WHT W/Blinds CLAD for \$1,166.75 through Hillsboro and have Jake Baumgartner put it in. Commissioner Kress seconded. None said no. Motion carried.

Citizens Addressing the Commission – none

Adjournment:

Commissioner Reese moved to adjourn the meeting at 7:45 PM. Commissioner Sather 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 February 1, 2021 at Main Street Community Center.**