

DATE: 02/01/2021

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, Skager and Sather

Commissioners absent: None

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

Reading of the Minutes:

Commissioner Kress moved to approve the January 19, 2021 Regular City Commission Meeting Minutes. Commissioner Skager seconded. Motion carried.

Presentation of Bills:

AP to be approved on 02/01/2021	As of 02/01/2021	
Baldwin, Tammy	meter deposit refund	\$53.23
Bank of North Dakota	Bond interest/ admin. fees	\$22,832.50
Banyon Data Systems	fund,payroll, UB, direct deposit support	\$2,975.00
Bell Bank	quarterly fees	\$375.00
Business Essentials	softsoap and pump	\$72.99
Cardmember	dues, grasshopper, plow truck repair	\$579.34
Cole Papers	lysol wipes	\$137.30
Dakota Hose & Fittings LLP	coupler & adaptor	\$48.42
ECRWD	January Water	\$6,524.33
GovOffice	website- design, compliance 1 yr hosting	\$3,883.00
Halstad Telephone Company	phone	\$1,133.67
Hawkins	chemicals	\$5,566.91
Hillsboro Park Board	Jan- Summer Rec Program	\$5,343.94
Jet-Way	clean sewer line 1st ave n- subway to caledonia	\$1,640.00
Koehn, Carissa	meter deposit refund	\$66.94
Kress, Mike	Feb. mowing contract	\$1,041.67
Lacher, Desiree	entry door lever, wallpaper	\$267.99
Lawson Products	hardware, degreaser, lens cleaner	\$125.72
Lovro Electric	City Hall- outlet & re-route around door	\$293.00
Microsoft Online	January 2021 online services	\$296.00
Millers Fresh Foods	shop supplies	\$7.99
MRES	January 2021 meter count fees	\$368.60
ND Dept of Transportation- FGO	Treated Sand	\$1,131.12
Ohnstad Twichell	EV charger, sale of lot, water/sewer project	\$7,500.00
Olsen Hardware	city hall- paint, ice melt, keys	\$441.29
Overhead Door Co. of Fargo	Sheriff Building door repair	\$719.20
Railroad Mgmt Company	license fees	\$284.85

RMB	WTP- water testing	\$70.00
Sandbo Plumbing	Jamie Reed- sewer backup	\$150.00
Steamatic	Jamie Reed- water restoration/sewer backup	\$1,961.55
Trail County Treasurer	Jan & Feb 2021 sheriff contract	\$30,062.00
USA Blue Book	pH sensor, differential ORP sensor	\$2,507.32
Valley Plains Equipment	o-rings	\$15.40
Total Accounts Payable		\$98,476.27

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

City Commissioners Reports:

Commissioner Skager – Auditor’s Office Renovation to create a safer workplace is almost complete.

Commissioner Kress – The School agreed to pay one third of the cost of a new touchless water fountain at the Armory. Tom Sandbo has it ordered and will get it installed when it comes in.

- A gentleman looking at purchasing a house in town and wants to put up a HAM Radio. The tower will be free standing and less than 50’ tall. Kress had concerns of safety issues. Per John Juelson there are no concrete black and white ordinances when it comes to HAM radios. The gentleman will need to fill out a building permit and submit to the Planning and Zoning Commission. Commissioner Sando wants the gentleman to attend the next Planning and Zoning Meeting on Monday February 8 at 5:30pm to answer any questions the P&Z Commission has.

Commissioner Sather – Nothing to report.

Commissioner Reese – Working on scheduling to get the lines of the pool looked at.

Commissioner Sando – This summer the Airport is looking at putting in 2 large 5 bay hangers. Looking to see if there is any grant money for this time of project.

City Officers Reports:

Public Works Superintendent Anderson – Nothing to Report.

City Attorney Juelson – Sale of Lot 3 Block 1 in Sergeant’s Addition to Joe and Amanda Johnson is complete.

- Still waiting on the Developers Agreement from Riverwalk Lawyers. Commissioner Reese questioned the 50% line of credit with the City being responsible for the other 50%. Reese stated he will not vote for anything less than the Developer being responsible for 100% of the line of credit. Commissioner Reese is worried about the city being stuck with a big portion of the bill like they were with Prairie View and Kingman Sewer. The city has projects in the main part of town that the City should be helping pay for. Citizens have approached Reese with concerns about Riverwalk and want the Developer to go 100%. Reese would like to see things move forward but the city should have other options in case the 50/50 Developers agreement gets voted down.

-Per Commissioner Sando 50/50 is the norm and if the city doesn’t agree to 50/50 the project will die.

-Sather Agrees with Reese and wants the developer to be 100% responsible. The city has too much to worry about on the East side of town.

-Kress feels it would be good to talk about when the developer’s agreement is ready, but he has heard the same thing from some citizens.

- Skager is okay with the Developers coming in with their pitch, but also agrees with the other commissioners. No one he has talked to wants to pay for the development on the West of I29 when there are things that need to be fix on the East of I29.

City Auditor Frederick – Glenda from Traill County Auditor’s office sent over the new payment amount for the contract with the Sheriff’s department for 2021. That total 2021 monthly payment will be \$15,031.00.

- Frederick would like a motion to approve the signature from Commissioner Sando for a semi-annual progress report from Lake Agassiz for the 1881 Extraction Company’s CDLF Loan which is sponsored by the City of Hillsboro.

Commissioner Reese made a motion to approve Commission President Sando to sign the semi-annual progress report completed by Lake Agassiz for the 1881 Extraction Company’s CDLF Loan. Commissioner Sather seconded. None said no. Motion Carried.

-William Lamb applied for an abatement on his trailer house. Kayla from the Traill County Equalization Office sent the application over to the City for approval. They are doing an abatement on his trailer like they do for a normal home. They are not doing it for the lot because he rents the lot.

Commissioner Reese made a motion to approve an Abatement for William Lamb on his trailer house. Commissioner Skager seconded. None said no. Motion Carried.

-2020 Transfers were completed Friday January 29th with the help of Harwood City Auditor Casey Eggermont.

-Auditor Frederick asked for the commission to make a motion to approve the City to sponsor the Highschool Boys and Girls Basketball Regionals February 18th through the first week of March. The radio advertisement cost are as follows:

- Girls Regionals - \$440
- Boys Regionals - \$440
- Total: \$880

Commissioner Skager made a motion for the City to Sponsor the boy’s and girls’ basketball regional tournaments on KRJB Radio for the combined total of \$880. Commissioner Sather seconded. None said no. motion carried.

-Auditor Frederick clarified the City has money in the bank and it’s their Fund Accounting system, Banyon, that is a mess. Reconciliation’s from July 2018 to March 2019 were never completed and when reconciliations did start in 2019 there were a couple forced reconciliations. Auditors were asking questions Deputy Auditor Bjorklund and Auditor Frederick could not find the answers for. Commissioner Sando set up a meeting with Auditor Frederick, Assistant Admin Lacher, John Juelson, Mark Forseth, Matt Mutzenberger, and himself in the Community Center on Thursday January 4th. They used this time to go over some of the questions the State Auditors were asking. Mutzenberger stated he had notes and without those notes he couldn’t remember why he did some of the transactions he did from two years ago. Frederick also stated in the meeting they came up with a solution to get Banyon organized and cleaned up. Mark Forseth offered to help get all the financials back into spreadsheet form and teach Auditor Frederick how him and former Auditor Connelly utilized the spreadsheets.

-Per Commissioner Sando, the Auditors would like to have our team in Hillsboro go through and get all the reconciliation completed from 2018 going forward. Sando explain some of the issues we are finding are stemming from our online payment service provider, PSN, and how their system is communicating with our Banyon software.

-Steve Swanson from AE2S was unable to make it to the meeting, but asked Auditor Frederic to relay the following information:

- AE2S is working on the plans and specs for the water and sewer replacement project. Swanson is hoping to have something to present to the Commission at the Feb 16th meeting.
- USDA underwriting is complete and submitted to the national office for review.

Traill County Sheriff’s Department – Per Steve Hunt the Spring outlook meeting for flooding went well and things look good.

- A spring on the garage door of the shop the Sheriff’s use broke, but they got it fixed.

-Commissioner Sando would like Sheriff Hunt to research if the CARES Act funds would available for the new sheriff’s vehicle the city needs to buy.

Old Business:

New Business:

Tap That Liquor License Transfer to the Hillsboro Café for Valentine's Day –

Commissioner Reese made a motion to approve the transfer of the Tap That Liquor License to the Hillsboro Café on February 14th for Valentine's Day. Commissioner Skager seconded. None said no. Motion Carried.

Citizens Addressing the Commission –

Dave Windom- Thanked everyone for getting the EV Charging Station installed. Stated they are just waiting on one more thing from the SBA to transfer that portion of land over to the city.

- Asked if he qualified for \$5K of Hillsboro Bucks for help on his house being built. The commission told him the deadline had passed.

- Asked if the commission would consider giving the Citizens of Hillsboro a 6-month break on their utility bills like Fargo did. Commissioner's informed Windom, the county has all the CARES Act funds and are not releasing them currently. The city cannot afford to give that kind of a break to Citizens unless the County were to release funds to the City. Frederick explained at this time the County is requesting the cities to submit bills to them that they feel are COVID related. They will decide if they will reimburse the cities for those expenses or not.

Charlie Stock – Offered a \$2k proposal to purchase a 15ft chunk of City Property on the North Side of his current property, which is already mowing and taking care of since 2006. According to the County Tax records the 15ft chunk of property was valued at \$485. Commissioner Reese felt the property should go up for bids like the previous lot just sold to Joe and Amanda Johnson. Attorney Juelson stated due to the price being less than \$2500, the City legally doesn't need to bid out the 15ft of property. Other Commissioners argued, the property the Johnson's purchased was a full official lot. What Mr. Stock would like to purchase is just a 15ft strip of land.

Commissioner Skager made a motion to sell the 15ft chunk of city property on the north side of Charlie Stock's land to Mr. Stock for the Valued Price of \$485 with the right of easement documented in the paperwork. Commissioner Sather seconded. In a roll call vote. Yes-Skager, Kress, Sather, Sando. No- Reese. Motion carried.

Adjournment:

Commissioner Sather moved to adjourn the meeting at 7:30 PM. Commissioner Kress 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 16, 2021 at Main Street Community Center.**