

DATE: 04/19/2021

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, Skager and Sather

Commissioners absent: None

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

**Tax Equalization Meeting** – Separate Meeting minutes.

**Reading of the Minutes:**

*Commissioner Reese moved to approve the April 5, 2021 Regular City Commission Meeting Minutes.*

*Commissioner Sather seconded. Motion carried.*

**Presentation of Bills:**

<b>AP to be approved on 04/19/2021</b>	<b>As of 04/19/2021</b>		
AE2S	Watermain, Jordahl, GIS updates	\$18,247.85	24616
Aramark	rugs & mops- city hall & armory	\$92.25	24617
Border States Electric	(26) street lights	\$6,955.00	24618
Business Essentials	copy paper, laminating pouches, ink	\$367.59	24619
Cole Ppaers	TP, trash bags, paper towels	\$308.41	24620
Diversified Inspections/ITL Inc.	lift truck & digger truck- inspections/DOT	\$960.00	24621
Ewing Oil	fuel	\$165.18	24622
Farnams Genuine Parts	welding helmet, clevis hook, oil change supplies	\$195.59	24623
Ferguson Waterworks	probe	\$30.00	24624
Hawkins	chlorine	\$530.25	24625
Hillsboro Airport Authority	March 2021 contribution	\$740.30	24626
Hillsboro Banner	ads & legals	\$449.25	24627
Hillsboro Body Shop	2020 Dodge/ 2010 Chevy- accessories	\$2,348.70	24628
Hillsboro Stars & Stripes	2021 flags (10)	\$350.00	24629
IRBY	glove testing, HST, HST5 & HST7 testing charge	\$239.00	24630
Job Service of ND	1st qtr 2021 contribution	\$92.65	656e
KRJB- FM	Advertising March 2021	\$1,275.00	24631
Locator & Supplies Inc	marking paint	\$50.29	24632
MN Revenue	1st qtr 2021 income tax w/h	\$7.80	657e
MRES	electricity service	\$156,310.75	655e
ND DOT	2000 Ford F350- new title	\$5.00	24633
ND DOT	2021 Ram- title change	\$10.00	24634
ND State Tax Commissioner	1st qtr 2021 income tax w/h	\$1,526.86	658e
NDSU Extension Pesticide Program	Jim Baumgartner- pesticide training	\$100.00	24635

Nelson Auto Center	2021 Ram 1500	\$24,275.20	24636
North-holt Electric	elevator- transfer to underground, 15kv riser pole	\$11,621.00	24637
Ohnstad Twichell	century link, ev charging station, prof services	\$5,994.00	24638
Ohnstad Twichell- WF	Commission meeting	\$1,200.00	24639
Premium Waters	City Hall & Shop- water	\$60.20	24640
RMB	water testing	\$135.00	24641
RS Electric	Brewery- new elec. service	\$1,726.00	24642
T & R Electric	PCB cont. unit m102fx	\$20.00	24643
Team Lab	Fine Road Patch	\$650.00	24644
Verizon	Cellphone	\$398.86	24645
Waste Management	refuse & recycling	\$23,090.91	24646
Total Accounts Payable		\$260,528.89	

EOM to be approved on 04/19/2021	PAID on 03/31/2021		
James P. Baumgartner	Payroll	\$3,395.63	24574
Thomas C. Keeney	Payroll	\$296.21	24575
Michael G. Kress	Payroll	\$45.71	24576
Terry A. Wika	Payroll	\$115.31	24577
Jay J. Alfson	Payroll	\$3,196.59	500390
James M. Anderson	Payroll	\$4,599.49	500391
Julie H. Bjorklund	Payroll	\$3,101.23	500392
Ashley D. Frederick	Payroll	\$3,447.41	500393
Jonthan E. Hams	Payroll	\$3,630.17	500394
Gerald M. Hovet III	Payroll	\$2,904.66	500395
Desiree K. Lacher	Payroll	\$2,654.85	500396
Taxes Federal	Payroll taxes	\$9,642.38	646e
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$839.20	650e
Bell State Bank & Trust	Profit Sharing Plan	\$2,468.37	651e
Missouri River Energy Services	Feb Energy Charges	\$239,515.31	652e
ND Pers	Apr Health Ins	\$10,870.46	653e
Total Accounts Payable		\$290,722.98	

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

**Disconnects** – Commissioner Reese made a motion to approve April Disconnects. Commissioner Kress seconded. None said no. Motion carried.

**City Commissioners Reports:**

Commissioner Reese – explained the Mill Levy funds the Rec department will be getting will not be disbursed until down the road. Requested a forgiveness in the amount of \$9240.21 the Rec district is estimated to pay in wages for the 2021 Summer season.

*Commissioner Skager made a motion to forgive the bill of \$9240.21 the Rec District owes the City for employee wages. Commissioner Kress seconded. None said no. Motion carried.*

Commissioner Skager – Nothing to report.

Commissioner Kress – Nothing to report.

Commissioner Sather – Nothing to report.

Commissioner Sando – Paper Recons for Audit have been completed. The auditors are now asking for more information for our Banyon system.

-Nicole Evans is finishing up with her purchase of a building for Sundae Brew. She got a building permit over a year ago but had some snags along the way. Commissioner Sando would like the commission to consider waving her new building permit fee. Back in May of 2020 Nicole requested a community match of \$14K from the city to help with the interest buy down on the interest. The commissioners would like to refund Nicole Evans the permit fee she originally paid last year and then re-submit a new building permit for the new Sundae Brew Location. Commissioner Sando with touch base with Nicole Evans and have her resubmit her business plan to the Commissioners before reapproving the \$14K Match.

#### **City Officers Reports:**

Public Works Superintendent Anderson – lifts stations were inspected the prior week and some of them need some work. The lift station on the West side of I29 needs a new pump. The new pump will be \$18,793 to replace. Lift station on the East side of the interstate needs maintenance. This maintenance will be about \$1500. Anderson guesses the lift station repairs will be between \$20K and \$22K total. The sewer lines in town need to be jetted. The DNG (Dakota Natural Gas) people are having issues getting their cameras all the way down some of the pipes they need to when boring to put their line in. Anderson will ask DNG if they would do a cost share with jetting the sewer lines.

*Commissioner Reese made a motion to allocate up to \$30K from the sewer reserve fund to start jetting out the sewer lines on if DNG will do a cost share. Commissioner Sather seconded. None said no. Motion carried.*

-Anderson would like an approval to purchase a Milwaukee Gate Valve turning tool for flushing hydrants. Got an estimate of \$4500.

*Commissioner Reese made a motion to approve the purchase of the Milwaukee Gate Valve at the estimated cost of \$4500. Commissioner Kress seconded. None said no. Motion carried.*

-EV Charging Station is up and running. Superintendent Anderson suggested to offer the EV Charging Station free of charge for 6 months to a year so the city can get an idea of how much the station will be used.

*Commissioner Reese made a motion to allow free EV charging for one year from the time of initial operation and re-evaluate in a year. Commissioner Kress seconded. None said no. Motion carried.*

-Superintendent Anderson would like to get approval to hire temp workers for the summer.

*Commissioner Reese made a motion to allow Superintendent Anderson to hire two temp workers for the summer of 2021. Commissioner Skager seconded. None said no. Motion carried.*

City Attorney Juelson – Got an email from Danielle at from Lowery, and John will get the final plats recorded in the next copy weeks.

Deputy Auditor Bjorklund – The State Auditors have requested more information and financial records from the Banyon system They would like our office to provide them with a reason as to why Banyon is so far off. There was a miscommunication between the State Auditors and the Auditor's office as to the reasoning behind getting all the paper recons to reconcile properly.

Auditor Frederick - Someone requested to walk in the armory.  
*-commissioners are not ready to let walkers in until the baseball equipment is cleared out of the gym.*

Trail County Sheriff's Department – Nothing to report.

**Old Business:**

Second reading of the Amended Ordinance Section 6.00642 -

*Commissioner Reese made motion to accept the second reading of the Amended Ordinance Section 6.00642 of the Zoning Ordinance as read by Attorney Juelson. Commissioner Sather seconded. In a roll call vote; Yes – Skager, Kress, Sather, Reese, Sando. Motion Carried.*

Mutzenberger Unemployment claim Appeal – Attorney Juelson submitted a letter of appeal to Job Service. The City of Hillsboro will be required to pay Mutzenberger unemployment benefits through the appeal process. If the City is successful in the appeals process Mutzenberger will be required to pay back any funds he receives from his unemployment. The next steps are to wait for an appeal hearing.  
*Commissioner Reese made a motion for Commissioner Skager, who holds the personnel portfolio, to attend the Appeal hearing with City Attorney Juelson. Commissioner Skager seconded. None said no. Motion carried.*

**New Business:**

**Citizens/Businesses Addressing the Commission** – None

**Adjournment:**

*Commissioner Sather moved to adjourn the meeting at 7:50 PM. Commissioner Skager seconded. Motion carried.*

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Ashley Frederick  
City Auditor

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Terry Sando  
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners  
will be at 6:30 PM on Monday May 3, 2021 at Main Street Community Center.**