

DATE: 4/1/2024

TIME: 6:30PM

THE HILLSBORO BOARD OF CITY COMMISSIONERS HELD A REGULAR MEETING AT MAIN COMMUNITY CENTER AT THE ABOVE DATE AND TIME.

Commissioners present: Geray, Pohlkamp, Sather, Evans, Reese

Commissioners Absent: None

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

Reading of the Minutes:

Commissioner Sather made the motion to approve the March 18th, 2024, regular Commission minutes as presented. Commissioner Geray seconded the motion.

None voted no

Motion carried.

A P to be approved on 4/1/2024	PAID on 4/1/2024	FUND	Amount
AE2S	GIS WORKSHOP AND UPDATES	GIS	\$194.00
ARAMARK	LINEN SERVICE	GEN, ARMORY	\$175.71
CANON FINANCIAL	MONTHLY MARCH	GEN	\$120.00
CORE AND MAIN	SUPPLIES	WATER	\$685.09
EAST CENTRAL WATER	WATER	WATER	\$4,585.59
FARMERS UNION SERVICE	AUTO-COMM ADDITIONAL PREMIUM		\$197.00
GRAINGER	PARTS	WATER	\$33.59
HALSTAD	PHONE/INTERNET	W,S,E,ST,GEN, POLICE, FIRE, AROMRY	\$987.19
HAWKINS	STACKABLE POLY TOTE	WATER	\$1,473.85
HILLSBORO AIRPORT	1 TIME PAYMENT- CONSTRUCTION	AIR PORT	\$50,000.00
HILLSBORO BANNER	AD'S	GEN, LEGAL, SALES TAX	\$1,491.39
HILLSBORO ECONOMIC DEV	CONTRIBUTION	SALES TAX	\$11,658.49
HILLSBORO ECONOMIC DEV	LODGING TAX	SALES TAX	\$17.60
HILLSBORO PARK BOARD	REV SHARE- MARCH	PARK	\$2,213.48
LOFFLER	COPIES	GEN	\$159.00
MENARDS	MOSQUITO	MOSQUITO	\$275.82
MILLER'S ELECT	MSCC COFFEE MAKER	MSCC	\$1,775.81
MILLER'S FRESH FOODS	CLEANING SUPPLIES, WTP	WTP, W,S,E,ST	\$45.03
MISSOURI RIVER	MISC SERV, 8 REG 32 ON CALL FEB	ELECT	\$4,455.18
MISSOURI RIVER	AMI METER COUNT MARCH	ELECT	\$475.60
MMUA	ELECT	ELECT	\$676.00
NAASTAD	CURB STOP REPLACEMENT	WATER	\$2,826.00
OLSEN HARDWARE	MISC SERV	W,S,E,ST	\$82.71
RMB	WTP	WTP	\$109.73
TRAILL COUNTY TREASURER	Trailer Court Utility Bill Payment-Block	W,S,E,St, MCP	\$24,630.55
VERIZON	PHONE	GEN, W,S,E,ST	\$517.38
	TOTAL		\$109,861.79

Presentation of Bills

Commissioner Evans made the motion to pay the bills as presented. Commissioner Pohlkamp seconded.

None voted no

Motion carried.

City Commissioners Reports:

Commissioner Sather:

- Public works are trying to patch roads as they can

Commissioner Evans:

- Lead and Copper survey
 - Business included
 - Log into the survey- the pipe that connects to the water meter

Commissioner Geray:

- Nothing to report

Commissioner Pohlkamp:

- Nothing to report

Commissioner Reese:

- Beautification and P&Z are still working on their projects. Will have more info next meeting

City Officers Reports:

Public Works Director Anderson:

- Absent

City Attorney Strom:

- *Nothing to report*

City Auditor Eggermont:

- Working on inventory and showed commission the spreadsheet
- Dissolving the payment plan after current payment plans are completed will discuss next meeting

Sheriff's Office:

- Nothing to report

City Engineer Swanson:

- Meeting 4/4/24 with contract team for park bridge

BC Tickets:

- 2023001- 322 1st Ave NW
- 2023002- 218 2nd St SW
- 2023003- 109 3rd St NE
- No changes
- Court dates are coming up will update when new info occurs

Old Business:

Mowing bid contract

- Manthey \$25,500 per year
- Mau 12,000 per year

Commissioner Sather made the motion to accept the 2 year bid for 12,000 per year and work with their request .

Commissioner Geray seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

RFP on garbage services

Commissioner Sather made the motion to accept the RFP for the garbage services. Commissioner Pohlkamp seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

\$2 charge on utility billing for a street light fund

- Setting up a fund to replace and maintenance as needed
- Would generate about 21,000 per year
- Get inventory of what needs to be replaced/repared

Adding public works laborer to the city

- Had one applicant previously – reach out to them if still interested

- *Commissioner Sather made the motion to have Jim Anderson interview applicant for the public works position. Commissioner Evans seconded.*
- *Roll Call*
- *Yes: Sather, Evans, Pohlkamp, Reese , Geray*
- *None voted no*
- *Motion carried*

Recruiter info

- 2 recruiter reached out to Levi
 - 25% on yearly salary and additional fees
 - Commission agreed to hold off on the use of a recruiter

Referral program to find an employee

- Community members and employee- commissioners excluded
- Any position that has been open for 1month with no applicants when commission approves to instate the referral program
- List referral on application if multiple referrals they will split it
- Utility Bill credit
- Divided out into 3 payments if employee stays 3 \$250, 6 \$250, 12 \$500 months
- \$1000

Pool Grant

- Need to use money by 2025
- Matching grant up to \$150,000
- piping, inlets, outlets, ballast tank, valves
- need to bid project

Commissioner Geray made the motion to open bids for pool project. Commissioner Sather seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

Policy in place for vacation time

- currently says employee can carry over 120hr
 - overage can be paid out if employee requests by April 1st
- enforcement of policy
 - reminders of balance to be used
- comp time clarification
 - to accumulate comp time – it must be submitted to the commission for approval or it will be paid out as overtime
- will review and make changes as needed when policy manual is reviewed

Brian and Alison Whisney email

- tax lean against the trailer community due to delinquent utility bills.
- current owners would like to have the tax lean taken off and city to pursue the William Block

Commissioner Geray made the motion release the 7 parcels of the property lean against Burro Manufacture Community LLC. Commissioner Sather seconded.

Roll Call

Yes: Sather, Geray

No: Pohlkamp, Evans, Reese

Motion Failed

- *Commission had more discussion*

Commissioner Sather made the motion to offer a release of half of the property lean of the 7 parcels associated with Burro Manufacturing community LLC. Commissioner Geray seconded. Commissioner Evans moved to amend the above motion, release half of the tax lean of the 7 parcels associated with burro manufacturing community LLC and release the late fees for Burro Manufacturing Community LLC. Commissioner Geray seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Geray, Reese

None voted no

Motion carried

Commissioner Sather made the motion to pursue William Block for the full amount and if recovered the funds will be split proportionately between the City of Hillsboro and Burro Manufacturing Community LLC. Commissioner Evans seconded. Commissioner Pohlkamp moved to amend the above motion, pursue William Block for the full amount by sending Mr. Block to Collections and anything recovered would be split between the city of Hillsboro and Burro Manufacturing Community LLC until the amount paid by Burro Manufacturing LLC is reached and anything over will go to the City of Hillsboro. Commissioner Geray seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Geray, Reese

*None voted no
Motion carried*

New Business:

Green Way

- Would like to know if they would like RR park and Cemetery for spraying
- Commission would like to put the spraying out for Bid for all city properties
- Bid will be due 4pm May 3rd

Commissioner Geray made the motion to open bids for city property spraying. Commissioner Nicole seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

City Clean up week

- First weeks in May
- Check with Public works for a date week of May 6 or May 13th

Commissioner Evans made the motion to set city clean up week May 6th, or May 13th after checking with public works.

Commissioner Pohlkamp seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

Citizen addressing commission

- Sound system background noise

Adjournment:

Commissioner Sather made a motion to adjourn the meeting at 7:45pm. Commissioner Evans seconded the motion.

All voted Yes

None vote no

Motion carried.

Casey Eggermont
City Auditor

Levi Reese
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners
will be at 6:30 PM on Monday, April 15th, 2024 at Main Street Community Center.**