

DATE: 08/07/2023

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: Sather, Evans, Pohlkamp, Geray

Commissioners Absent: Reese

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

Reading of the Minutes:

Commissioner Pohlkamp made the motion to approve the July 17th ,2023 Commission meeting minutes.

Commissioner Evans seconded the motion.

None voted no, Motion carried.

Presentation of Bills

Alicia's cleaning	city hall cleaning	\$600.00
Allegiant	load management	\$3,256.88
Aramark	linen services	\$341.98
BND- WASTEWATER & water TRETMT	SERIES 2008 ASSESS WARRANT	\$22,625.00
BND- WATER TRETMT	SERIES 2009 REV BOND	\$51,875.00
BND- WATER TRETMT	SERIES 2012 REV BOND	\$122,250.00
Border states	parallel clamp x3,tool rental	\$1,279.15
Brown, Paul	Special Assessment meeting	\$50.00
Business Essentials	office supplies	\$186.36
CHS	BEG BAL, LO-VOL 4 2, 4-D RIVER WALK	\$164.75
Core&main	paddle spoon	\$307.21
Deere credit	JD RCTR	\$6,000.00
ECRWD	WATER	\$13,071.92
Grainger	IDC Connector, gloves, marking flags	\$268.60
Hawkins	chem, freight charge, test tube	\$18,284.03
Hillsboro Airport Authority	July Contribution	\$254.91
Hillsboro drug	ibuprofen -pool	\$21.06
Hillsboro Economic Develop	Lodging tax- July	\$56.26
Hillsboro Economic Develop	Sales tax	\$8,796.32
Hillsboro Park Board	Rev share-July	\$2,667.00
Holcim	min load charge	\$1,670.00
HTC	phone and internet	\$982.12
JAK PRYO	4TH OF JULY FIREWORKS	\$1,139.92
Larson welding & mach Co	balance forward inv # 78186	\$130.00
Loffler	CW service, overage	\$201.93
Lowry	riverwalk	\$1,579.00
MANTHEY, WAYNE	SNOW REMOVAL	\$365.00
Mau, Simon	Aug Mowing	\$1,333.35
Midwest pest	rodent, pest, air fresh	\$197.00
Miller, Matt	Special Assessment meeting	\$50.00
Miller's elect	meter adjustment, dig wires, materials	\$618.38
Miller's fresh foods	towels, vinegar, dist water,	\$76.53

MISSOURI RIVER ENERGY	MISC SCANNING, OIL SAMPLING	\$1,664.63
MISSOURI RIVER ENERGY	AMI METER COUNT & MONTHLY FEE JULY	\$470.60
Myers, Jon	Special Assessment meeting	\$50.00
Napa	parts	\$309.77
ND one call	July Service	\$32.50
ND RURAL WATER	MEMB RENEWAL	\$360.00
Nodak	outage restore trailer park&pool	\$439.53
Ohnstad Twichell	april, may, june comm mt, pro serv	\$6,170.00
OLSEN HARDWARE	POOL AND CITY MISC	\$428.74
Payment Service Network	July Service	\$662.19
Remark Consulting	security bundle	\$964.00
RMB	pool water samp, drinking water	\$343.05
Sandbo	pvc pipe	\$37.85
T&R elect	pad mount	\$2,531.65
team lab	pop up wipes	\$200.50
Trail County Treasurer	Aug Sheriff contract	\$19,190.83
Valley plains equipment	parts	\$334.11
Verizon	june13-july12	\$432.42
	TOTAL	\$295,322.03

Commissioner Evans made the motion to pay the bills as presented. Commissioner Pohlkamp seconded.
None voted no
Motion carried.

City Commissioners Reports:

Commissioner Sather:

- o Had a preliminary meeting with the Traill County leaders about bridge going into the park in 2025 or 2026.

Commissioner Evans:

- o Nothing

Commissioner Geray:

- o Load control: will be looking at a different option to get the remaining installs done for the load controllers.
 - o Pohlkamp said a citizen had told him that the equipment did not come when they were scheduled and did not call to notify them. – Let Geray know if this continues to happen.
- o BC meeting next week.

Commissioner Pohlkamp:

- o none

Commissioner Reese:

- o absent

City Officers Reports:

Public Works Director Anderson:

- o Able to get estimates from Dakota Fence for Substation fence repairs:
 - o West substation: lowering fence and adding a gate to the west side \$5,010.
 - Electric fund
 - o South substation: lowering fabric \$1,730.
 - Electric fund
 - o North substation: Gate and post repair \$2,645
 - Split between water, sewer, garbage, street funds.

Commissioner Geray made the motion to approve fence repairs as presented. Commissioner Evans seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

City Attorney Strom:

- Nothing to report.

City Auditor Frederick:

- Would like to thank the community for its support over the last 3 years.

Sheriff's Office:

- Nothing to report.

City Engineer Swanson:

- TA- sidewalk project documents,
 - Finishing with Sidewalk designs and Engineer Swanson would suggest going with concrete for the bike path over asphalt.

Commissioner Geray made the motion to approve going forward with bids for concrete for the sidewalk.

Commissioner Pohlkamp seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

- Planning to bid this project this fall.
- Need 5 documents signed to continue project.

Commissioner Geray made the motion to approve documents for signatures needed to continue the project.

Commissioner Evans seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

- I-29 Pedestrian overpass update
 - Scheduled for 2025 construction.
- I-29 Watermain & Sanitary sewer update- up and connected and running all the way to the lagoons, just have a couple other connections to hook up before the project is finished.
 - Need a change order to change the completion date for this project to November 30th.

Commissioner Pohlkamp made the motion to approve the change of completion date to November 30th. Commissioner Evans seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

- Documents will be brought to the next meeting for signatures.
 - Final title opinion
 - Deposit agreement
- Engineer Swanson gave update on the storm water master plan. He presented 5yr, 10yr, 25yr, and 100yr flood maps.
 - Next porting is to start studying to see what the next steps will be.

**Listen to the recoding on YouTube for City Engineer Swanson's full presentation*

BC Tickets:

- Oster Property
 - Has not changed.
 - Will hold off until the next meeting to decide on additional charges.

Old Business:

Policy Handbook:

- Tabled until next meeting.

Liability insurance renewal approval

- Ryan presented last meeting and would like approval of previously presented liability insurance renewal.

Commissioner Geray made the motion to approve the liability insurance renewal. Commissioner Evans seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

Copier Quotes

- City hall received quotes from Loffler and Advanced business for copier contracts.

Commissioner Geray made the motion to approve the contract with Loffler for a new copier contract.

Commissioner Evans seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

New Business:

Senior center local permit approval for bingo

Commissioner Geray made the motion to approve the permit for bingo. Commissioner Evans seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

Sanford hospital auxiliary raffle permit application approval

Commissioner Geray made the motion to approve the permit for auxiliary raffle. Commissioner Pohlkamp seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

Airport Authority Grant match request

- Asking \$50K from the city
 - Could com for sales tax dollars from Retention and Retraction.

Commissioner Geray made the motion to approve the \$50k one-time subsidy payment for the apron project.

Commissioner Evans seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

**Listen to the recoding on YouTube for the Airport Authority's full presentation*

Approval of delinquent accounts to be assessed for tax roll – 3

Commissioner Geray made the motion to approve the. Commissioner Evans seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

Cemetery lot- citizen transfer request

- Would like to transfer 4 lots from Riverside to Hjelmstad
- Bought 8 lots for \$25 back in 1912.
- Price today is \$250/lot 1 casket.
- Price today is \$325/lot 2 cremains.
 - **Tabled**

Pool manager \$5 raise

- Full discussion on YouTube post

Commissioner Geray made the motion to approve the \$5 raise to the pool manager. Commissioner Evans seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

Armory lighting project Estimate & Grant opportunity

- Replacing fixtures in armory gym to LED.
- Contacted local electricians.
- Lights are getting hard to find when needing to replace.
- 20 lights and one fan

Commissioner Evans made the motion to approve application for the grant and accept the bid and quote if grant is awarded. Commissioner Pohlkamp seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

- If grant is not approved will look at options to move forward

2024 preliminary budget

- A full discussion of the budget is on the city YouTube channel.

Commissioner Geray made the motion to approve the preliminary budget. Commissioner Pohlkamp seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

- Set budget hearing date between September 7th and October 7th.
 - Final budget due to county by October 10th
 - Public hearing October 2nd at 6:30pm

Commissioner Geray made the motion to approve the public budget hearing on October 2nd, 2023 at 6:30pm.

Commissioner Evans seconded.

Roll call vote

Yes: Pohlkamp, Evans, Geray, Sather

None voted no

Motion carried.

Citizens Addressing the Commission:

none

Adjournment:

Commissioner Geray made a motion to adjourn the meeting at 9:01PM. Commissioner Evans seconded the motion.

None vote no

Motion carried.

Ashley Frederick
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, August 21st, 2023, at Main Street Community Center.**