

DATE: 08/15/2022

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: Reese, Sather, Kress, Geray, Evans

Commissioners Absent: None

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

**Reading of the Minutes:**

*Commissioner Sather moved to approve the August 1, 2022, Regular City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.*

**Presentation of Bills**

<u>AP to be approved on 8/15/2022</u>	<u>8/15/2022</u>	<u>Amount</u>	<u>Check #</u>
<u>3R Floral</u>	<u>Funeral Flowers</u>	<u>\$120.00</u>	<u>25834</u>
<u>AE2S</u>	<u>July Professional Services</u>	<u>\$1,477.83</u>	<u>25835</u>
<u>Aramark</u>	<u>Supplies</u>	<u>\$136.39</u>	<u>25836</u>
<u>Ardo's Aquatics &amp; Safety Training</u>	<u>WSI &amp; Lifeguard cert</u>	<u>\$1,315.00</u>	<u>25837</u>
<u>Beltrami Electric</u>	<u>500 MCM Wire</u>	<u>\$42,500.00</u>	<u>25838</u>
<u>Border States</u>	<u>Supplies</u>	<u>\$2,123.30</u>	<u>25839</u>
<u>Brite-Way Window Cleaning</u>	<u>Window Cleaning</u>	<u>\$51.00</u>	<u>25840</u>
<u>Business Essentials</u>	<u>Office supplies</u>	<u>\$88.21</u>	<u>25841</u>
<u>CHS - Warren MN</u>	<u>Chemicals</u>	<u>\$813.75</u>	<u>25842</u>
<u>Core &amp; Main</u>	<u>Valve box riser, tops</u>	<u>\$2,969.46</u>	<u>25843</u>
<u>Crown Trophy</u>	<u>Plaque for Terry</u>	<u>\$110.46</u>	<u>25844</u>
<u>Dakota Natural Gas</u>	<u>Gas shop</u>	<u>\$17.05</u>	<u>25845</u>
<u>Ewing Oil</u>	<u>Fuel</u>	<u>\$149.87</u>	<u>25846</u>
<u>F &amp; S Concrete</u>	<u>RW concrete fix</u>	<u>\$2,719.69</u>	<u>25847</u>
<u>Grainger</u>	<u>Backflow Preventer Kit</u>	<u>\$136.44</u>	<u>25848</u>
<u>Green earth Landscaping</u>	<u>Riverwalk</u>	<u>\$25,901.25</u>	<u>25849</u>
<u>Hawkins</u>	<u>Chemicals</u>	<u>\$3,466.92</u>	<u>25850</u>
<u>Hillsboro Airport Authority</u>	<u>July Contributions</u>	<u>\$177.41</u>	<u>25851</u>
<u>Hillsboro Banner</u>	<u>Legal/ads</u>	<u>\$1,188.90</u>	<u>25852</u>
<u>Hillsboro Lumber</u>	<u>Parts/Supplies</u>	<u>\$1,550.96</u>	<u>25853</u>
<u>JP Morgan Chase Bank</u>	<u>July Charges</u>	<u>\$1,118.45</u>	<u>25854</u>
<u>KJRB-FM Radio</u>	<u>Power Ads/SB, BB Tourn</u>	<u>\$705.00</u>	<u>25855</u>
<u>Lawson Products</u>	<u>Parts/Supplies</u>	<u>\$99.38</u>	<u>25856</u>
<u>Loffler Companies</u>	<u>July Copies</u>	<u>\$43.46</u>	<u>25857</u>
<u>Midwest Inspection</u>	<u>Building Permit</u>	<u>\$359.06</u>	<u>25858</u>
<u>Midwest Pest</u>	<u>Pest Control</u>	<u>\$152.00</u>	<u>25859</u>
<u>Missouri River Energy Services</u>	<u>MISC Services July</u>	<u>\$1,893.42</u>	<u>25860</u>
<u>Missouri River Energy Services</u>	<u>Energy Charge July</u>	<u>\$133,111.30</u>	<u>798e</u>
<u>Naastad Bros</u>	<u>Dozer Rental</u>	<u>\$5,465.00</u>	<u>25861</u>
<u>NAPA Central</u>	<u>Parts/Supplies</u>	<u>\$97.59</u>	<u>25862</u>
<u>ND Department of Environmental Quality</u>	<u>Registration Fee Tank</u>	<u>\$101.00</u>	<u>799e</u>

<u>ND League of Cities</u>	<u>Webinars</u>	<u>\$90.00</u>	<u>25863</u>
<u>ND One Call</u>	<u>Locates</u>	<u>\$80.05</u>	<u>25864</u>
<u>Nodak Electric</u>	<u>Terminating cable RW Dev</u>	<u>\$3,629.05</u>	<u>25865</u>
<u>Northern Lights</u>	<u>Christmas Lights</u>	<u>\$9,355.00</u>	<u>25866</u>
<u>Paulson Gravel</u>	<u>Sand</u>	<u>\$480.00</u>	<u>25867</u>
<u>Payment Service Network</u>	<u>July Fees</u>	<u>\$378.08</u>	<u>800e</u>
<u>Premium Waters</u>	<u>Water</u>	<u>\$92.42</u>	<u>25868</u>
<u>Recreation Supply</u>	<u>O-ring</u>	<u>\$29.89</u>	<u>25869</u>
<u>Remark Technology</u>	<u>Wireless access point</u>	<u>\$320.00</u>	<u>25870</u>
<u>RMB Environmental Lab</u>	<u>Water Testing</u>	<u>\$261.37</u>	<u>25871</u>
<u>Sanitation Products</u>	<u>Broom Strip sweeper</u>	<u>\$455.00</u>	<u>25872</u>
<u>Sorum Oil</u>	<u>Fuel</u>	<u>\$3,347.81</u>	<u>25873</u>
<u>Stuart C. Irby</u>	<u>Parts Electric</u>	<u>\$2,902.75</u>	<u>25874</u>
<u>T &amp; R Electric</u>	<u>Pad Mount</u>	<u>\$2,526.48</u>	<u>25875</u>
<u>Team Lab</u>	<u>Fine Road Patch/ Chemical</u>	<u>\$4,478.00</u>	<u>25876</u>
<u>US Post Office</u>	<u>Utility billing postage</u>	<u>\$3,416.00</u>	<u>25877</u>
<u>USA Blue Book</u>	<u>Water Testing Supplies</u>	<u>\$508.13</u>	<u>25878</u>
<u>Waste Management</u>	<u>Roll off &amp; trash</u>	<u>\$3,811.66</u>	<u>25879</u>
<u>Wright Brothers Partnership</u>	<u>60 " blade set</u>	<u>\$92.99</u>	<u>25880</u>
		<u>\$266,414.23</u>	

- Pulled Green Earth bill for Riverwalk out, to go over with Lowery Engineering.

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

#### **Disconnects- August 2022**

Commissioner Kress made the motion to approve the August disconnects. Commissioner Geray seconded. In a roll call vote

Yes- Kress, Geray, Evans, Sather, and Reese.

**Motion Carried.**

#### **City Commissioners Reports:**

Commissioner Sather: Nothing to report

Commissioner Kress: Nothing to report

Commissioner Geray-

- HEDC, Meeting on Monday
- Beautification- Getting caught up on everything.
- Electrical- Work in Progress.

Commissioner Evans-

- Larry Mueller put in his notice to step down from the Airport Authority. Will be attending the next meeting.

Commissioner Reese:

- Pool is going as well as we can.
- Still working on the budget.
- Municipal contract has been approved.

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

Public Works Superintendent Anderson- Gone

City attorney Strom:

- Beautification ticket items are going to court.

City Auditor Frederick:

- Pick a hearing date for the budget meeting.
- September 19- 2022, at 6:30pm will be the public budget hearing.

- Will have to miss 3 commission meetings due to coaching JH volleyball. September 6, 19, and October 17. Deputy Auditor Bjorklund will be at those meetings and if she is not available, Administrator Assistant Myers will be available to sit in and take notes.
- MRES Conference in Sioux Falls South Dakota on September 21 and 22, was highly encouraged that the Commissioner with the electrical portfolio and City Auditor attend.

*Commissioner Sather made the motion to allow whoever would like to go to the MRES Leadership conference in Sioux Falls SD. Commissioner Kress seconded.*

***In a roll call vote***

***Yes- Evans, Geray, Sather, Kress, and Reese***

***Motion Carried.***

- Heat pump at City Hall needs to be repaired. Cost out of pocket for that is \$2797.50

*Commissioner Sather makes a motion to go ahead with the new heat pump. Commissioner Kress seconded.*

- After discussion motion was amended to go with the heat pump but to check with other vendors.

***In a roll call vote***

***Yes- Kress, Geray, Sather, Evans, and Reese.***

***Carried with amended motion.***

**Beautification Ticket Items:**

- Ticket # 2022003 310 # Caledonia

*Commissioner Kress made the motion to move forward with ticket # 2022003- 310 E Caledonia Ave and refer to sheriff department. Commissioner Sather seconded the motion.*

***In a roll call vote***

***Yes- Sather, Geray, Evans, Kress, and Reese***

***Motion carried.***

Citizens Addressing the commission:

- Mary Remore
  - Citizen has complaint about Anchor Ingredients and their dust control.

**Old Business:**

**City Wide Paving Project:**

- Commissioner Sather would like to get more information on chip sealing on some of our city streets.

**Building Permit Process:**

- City Hall Can approve:
  - Re-shingling
  - Re-siding
  - Replacement of decking materials.
- Planning and Zoning:
  - Can approve accessory buildings up to 750 sq ft
  - Permitting fees have changed.
  - Public works will no longer look for property pins.
- Midwest inspection Services:
  - Has their own set prices.
- Planning & Zoning has approved the use of just two Midwest Inspection building permit applications with the necessary changes to be taken into effect immediately.

*Commissioner Geray made the motion to approve the new building permit process that was approved by the Planning & Zoning Committee and Public Works will no longer be locating property line pins. Commissioner Evans seconded the motion.*

***In a roll call vote***

***Yes- Evans, Sather, Geray, Kress, and Reese***

***Motion carried.***

**ND Community Foundation:** No update

**Railroad Park Update:**

- Waiting on one entity to sign off on the lease agreement.

**Mural Contest:**

- Looking for a better price,
- Should we talk to the dentist office to see if we can put it on that wall.

**1881 Extraction Application for Tax Incentives:**

- We don't need a hearing due to there is no competing business.
  - Pilot is for \$1 per year for 2022-2026 of the rented premises of the 1881 building.
- Commissioner Kress made the motion to approve the 1881 tax exemption for up to 5 years.  
Commissioner Geray seconded the motion.*

***In a roll call vote***

***Yes- Kress, Sather, Geray, Evans, and Reese.***

***Motion Carried.***

**Special Assessment Committee-** Have all 3 members need final vote to be approved:

- Jon Myers 3yr term
- Paul Brown 4yr term
- Les Hurt 5yr term

*Commissioner Sather makes a motion to approve Jon Myers, Paul Brown, and Les Hurt as the special assessment committee for \$50 per meeting per candidate.*

**Hillsboro Days Outdoor Drinking:** Nothing to report.

**2023 Budget Due October 10:**

- Debt sheets are being made
- Would like to pay off the Water Tower Project.

**Demo Grant Collaboration with HEDC:** Nothing to report.

**New Business:**

**Airport Authority:**

*Commissioner Sather made a motion to approve new board member Kyle Klapper. Commissioner Kress seconded the motion.*

***In a roll call vote***

***Yes- Kress, Evans, Geray, Sather, and Reese.***

***Motion Carried***

**HBA, HEDC, City Collaboration for Tailgating event for the Football Game on 8-26-22**

*Commissioner Sather makes the motion to approve to spend up \$1k for the tailgating event at the 8-26-22 football game. Commissioner Kress seconded the motion.*

***In a roll call vote***

***Yes- Geray, Kress, Evans, Sather, and Reese.***

***Motion Carried.***

**Economic Grant Approval for Riverwalk:**

- Grant is due on September 1<sup>st</sup>.
- Up to \$100K

*Commissioner Kress made a motion to move ahead with the Economic Grant for Riverwalk.  
Commissioner Sather seconded.*

***In a roll call vote***

***Yes- Kress, Sather, Geray, Evans, and Reese.***

***Motion Carried.***

**Citizens Addressing the Commission:** None

**Adjournment:**

*Commissioner Sather moved to adjourn the meeting at 8:03pm. Commissioner Geray seconded. Motion carried.*

\_\_\_\_\_  
Ashley Frederick  
City Auditor

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Levi Reese  
Commission President

The next regular meeting of the Hillsboro Board of City Commissioners  
will be at 6:30 PM on Tuesday, September 6, 2022, at Main Street Community Center.