

DATE: 08/09/2021

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 and Sather

Commissioners absent: None

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

**Reading of the Minutes:**

*Commissioner Reese moved to approve the July 5, 2021, Regular City Commission Meeting Minutes. Commissioner Sather seconded. Motion carried.*

**Presentation of Bills:**

<b>EOM to be approved on 08/02/2021</b>	<b>PAID on 07/30/2021</b>		
James P. Baumgartner	Payroll	\$3,491.26	24877
Kathy Duval	Payroll Pool	\$5,905.83	24878
Cory Erickson	Payroll Rec	\$932.42	24879
Ella Forseth	Payroll Pool	\$1,572.25	24880
Gregorio Garza	Payroll PW	\$1,942.85	24881
John Geray	Payroll Pool	\$597.74	24882
Marcus Hagness	Payroll Rec	\$346.31	24883
Cole Hebl	Payroll Rec	\$690.12	24884
Jillian Hurt	Payroll Rec	\$346.31	34885
Mackenzie Iverson	Payroll Rec	\$341.73	24886
Thomas C. Keeney	Payroll	\$82.02	24887
Jarvis Knudson	Payroll Rec	\$346.31	24888
Gannon Limke	Payroll Rec	\$690.12	24889
Hannah Luithle	Payroll Pool	\$310.86	24890
Kelsey Moore	Payroll Pool	\$1,316.08	24891
Katherine Oanes	Payroll Pool	\$1,852.29	24892
Peter Oanes	Payroll Pool	\$1,828.73	24893
Christopher Redland	Payroll Rec	\$346.31	24894
Landen Reed	Payroll PW	\$1,954.73	24895
Adam Smelden	Payroll Rec	\$1,015.25	24896
Benjamin Strand	Payroll Rec	\$2,042.86	24897
Nathan Walsh	Payroll Rec	\$1,006.92	24898
Paul Whitaker	Payroll Pool	\$1,961.97	24899
Jay J. Alfson	Payroll	\$2,927.49	500418e
James M. Anderson	Payroll	\$4,446.10	500419e
Julie H. Bjorklund	Payroll	\$2,765.27	500420e
Ashley D. Frederick	Payroll	\$3,447.41	500421e
Jonthan E. Hams	Payroll	\$4,539.54	500422e
Gerald M. Hovet III	Payroll	\$2,904.66	500423e

Desiree K. Lacher	Payroll	\$2,453.84	500424e
Taxes Federal	Payroll taxes	\$16,334.80	687e
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$839.20	688e
Bell State Bank & Trust	Profit Sharing Plan	\$2,468.37	689e
ND Pers	Aug Health Ins	\$11,627.80	690e
Total Accounts Payable		\$85,675.75	

AP to be approved on 08/02/2021	As of 08/02/2021	Amount	Check #
Anderson, Colton	Refund of meter deposit	\$93.76	24900
Anderson, James	fuel	\$63.20	24901
Aramark	Armory & City Hall- rugs and mops	\$90.25	24902
Border States Electric	polypad, wire, pin terminal, tape	\$948.29	24903
Business Essentials	pens	\$49.18	24904
Butler Machinery	D8T repair	\$1,309.20	24905
Cardmember Services	pool- red cross, defib. Pads, flash drives, water valve	\$1,774.38	24906
ECRWD	July 2021 raw water	\$10,186.36	24907
Erickson Agency	adding EV charging station	\$25.00	24908
Halstad Telephone Compnay	July 2021- phone & internet	\$890.85	24909
Hawkins	Pool & WTP- chemicals	\$1,196.15	24910
Hillsboro Park Board	July Summer Rec Program	\$5,876.82	24911
Kress, Mike	August 2021- Mowing contract	\$1,041.67	24912
Lawson Products	hardware, ear plugs	\$70.93	24913
Locators & Supplies	Red safety paint	\$55.31	24914
Manthey, Wayne	Jan 18-21, April 13-21 snow removal- Armory	\$730.00	24915
Microsoft Online	July 2021- online services	\$296.00	686E
Miller's Fresh Foods	Pool & City Hall supplies	\$75.12	24916
MRES	July 2021 meter count fees	\$373.00	24917
Nodak Electric	repair outage- west side of Hillsboro	\$427.73	24918
Ohnstad Twichell	legal fees- Mar through June	\$8,625.00	24919
Ohnstad Twichell- WF	commission meetings- April through June	\$600.00	24920
Olsen Hardware	Pool supplies, shop supplies	\$138.66	24921
Railroad Management Company	License #306727	\$284.85	24922
Rec Supply	Pool- eco bells, floats and float keeper set, impeller, rope	\$1,688.69	24923
RMB	Pool & WTP- water testing	\$140.00	24924
Robinson, Skylar	Refund of meter deposit	\$55.77	24925
Sandbo Plumbing	Pool- drinking fountain repair	\$88.71	24926
Sorum Oil	May-July 2021 fuel	\$7,973.20	24927
Team Lab	crack filler	\$5,018.00	24928
Trall County Treasurer	August 2021- Sheriff contract	\$15,031.00	24929
Valley Plains Equipment	tapped pin, freight, knob	\$105.11	24930

Ziegler Inc.	substation maintenance- batteries, relays, switchgear	\$17,132.50	24931
<b>Total Accounts Payable</b>		<b>\$82,454.69</b>	

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

**2022 Preliminary Budget review** – Commissioners will hold a Special City Commission Meeting to finalize the 2022 Preliminary budget that is due to the County on Tuesday August 10<sup>th</sup>.

- **Façade Grant:** Commissioner Reese made a motion to use \$20K of sales tax funds each year to cover the Façade grants for retention and attraction. Commissioner Kress seconded. In a roll call vote, Yes-Kress, Sather, Reese, Sando Motion carried.
- **Beautification Committee:** Commissioner Reese made a motion to use \$20K of sales tax funds each year to cover Beautification costs for retention and attraction for the City of Hillsboro. Commissioner Sather Seconded. Roll call vote; Yes – Kress, Sather, Reese, Sando. Motion carried.
- **2022 Raises:** Commissioner Reese made a motion ton budget for 3% raise for all eligible employees in 2022. Commissioner Kress seconded. Roll call vote; Yes – Kress, Sather, Reese Sando. Motion carried.
- **Public Works Employee Cap:** Commissioner Reese made a motion to move the Public Works Employee Cap up to \$26 per hour. Commissioner Sather seconded. Roll call vote, Yes – Kress, Sather, Reese, Sando. Motion Carried.
- **Fire Department Fund:** Commissioner Sather made a motion to add an additional \$10K to the fire department one more year. Commissioner Reese seconded. Roll call vote, Yes – Kress, Sather, Reese, Sando. Motion carried.

**City Commissioners Reports:**

Commissioner Reese - Nothing to report.

Commissioner Kress – Nothing to report.

Commissioner Sather – Nothing to report.

Commissioner Sando – Airport is having a fly in on August 25<sup>th</sup> for 5PM to 8PM and everyone is welcome.

**City Officers Reports:**

Public Works Superintendent Anderson – Nothing to report.

City Attorney Juelson – Mutzenberger unemployment claim appeal hearing resulted on the side of Mutzenberger.

AE2S City Engineer Swanson – USDA Grant – Need signatures from Commissioner Sando for the ROW Document and would like to wait a bit longer for the pipe prices to come down before starting the I29 Water and Sewer project.

*Commissioner Reese made a motion to approve Commissioner Sando to sign the Right of Way Certificate required for the USDA Grant. Commissioner Kress seconded. Roll call vote, Yes-Kress, Sather, Reese, Sando. Motion carried.*

-Riverwalk project is on schedule

-Loyal Ave – Still working on a resolution. Will reach out to homeowners affected to set up a meeting with Swanson, Sando and Anderson.

-Street Pavement Analysis is on hold until AE2S slows down, or it rains. The analysis will get done this year with repairs starting in 2022.

City Auditor Frederick's Notes – Letter of intent from the county needs to be signed for centralizing City Assessments to be done at County level if the County Commission approves.  
*Commissioner Reese made a motion to grant permission to Auditor Frederick to sign the Letter of Intent that states the City's Cost for 2022 Assessment year would be no higher than \$29,720. Commissioner Kress seconded. Roll call vote, Yes- Kress, Sather, Reese, Sando. Motion carried.*

**Old Business:**

Armory Cleaning – *Commissioner Sather made a motion to run an ad for a Part-Time Custodian with starting pay of \$15-\$18 per hour. Commissioner Kress seconded. Roll call vote, Yes – Kress, Sather, Sando. No – Reese. Motion carried.*

Property Clean Up Committee Discussion – *Commissioner Reese made a motion to place an ad on social media and in the paper for anyone who wants to be on the Hillsboro Beautification Committee to contact Commissioner Reese, Kress, or City Hall. Commissioner Sather seconded. Roll call vote, Yes – Kress, Sather, Reese, Sando. Motion carried.*

Sandbo – Mower Invoice – *Tabled so Deputy Bjorklund has time to call insurance back. Insurance has more questions.*

**New Business:**

New Landfill Fee Rate Proposal – *Commissioner Sather made a motion to approve the new dump fees as follows: Pickup or small trailer (up to 10ft long) \$25, Single Axle & all other trailers \$50, Tandem Truck \$100, Semi-trailer \$150. Commissioner Kress seconded. Roll call vote, Yes – Kress, Sather, Reese, Sando. Motion carried.*

Commissioner Reese would like to investigate getting cameras for the dump through Verizon wireless that are Solar Powered and would send up dates instantly to the Public Works Employee phones.  
*Tabled until pricing can be verified.*

Ty with Bigfoot BBQ – no vote needed. Commission has no say if Bigfoot BBQ finds a business that will allow him to park his truck on their property. He will have to pay Sales tax the Cruzin Café.

R & J Broadcasting (KRJB) Annual Contract renewal for school sports - *Commissioner Sather made a motion to renew the R & J Broadcasting annual school sports contract in the amount of a one-time payment of \$1960. Commissioner Kress seconded. Roll call vote, Yes – Kress, Sather, Reese, Sando. Motion carried.*

Sound Equipment for the Community Center – *Commissioner Reese made a motion to purchase \$1187.55 of sound equipment for City Commission meetings, so the crowd can hear the commission better during the meetings. Commissioner Kress seconded. Roll call vote, Yes – Kress, Sather, Reese, Sando. Motion carried.*

Special Election – A valid petition for a special election was handed into City Hall before the dead-line of July 24<sup>th</sup>. The Commission picked a Special Election Date based on the guidelines given by Attorney Juelson and City Auditor Frederick.

*Commissioner Reese made a motion to hold a Special Election on November 16, 2021 to fill the vacant Commission Seat of Commissioner Skager. Commissioner Sather seconded. Roll call vote, Yes – Kress, Sather, Reese, Sando. Motion carried.*

**Packets are available at City Hall and will have to be completed and turn back into City Hall no later than 4PM Monday September 30, 2021.**

**Citizens/Businesses Addressing the Commission –**

**Adjournment:**

*Commissioner Sather moved to adjourn the meeting at 8:05 PM. Commissioner Reese 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 August 2, 2021, at Main Street Community Center.**