

DATE: 12/19/2022

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 Evans moved to approve the December 5, 2022, Regular City Commission Meeting Minutes. Commissioner Kress seconded. None voted no. Motion carried.

**Presentation of Bills**

<b><i>A P to be approved on 12/19/2022</i></b>	<b><i>PAID on 12/19/2022</i></b>	<b><i>Amount</i></b>	<b><i>Check #</i></b>
<i>AE2S</i>	<i>Professional Services</i>	<i>\$14,268.67</i>	<i>26196</i>
<i>Alicia's Cleaning Services</i>	<i>Cleaning</i>	<i>\$500.00</i>	<i>26197</i>
<i>Allegiant Utility Services</i>	<i>Load m</i>	<i>\$9,012.17</i>	<i>26198</i>
<i>Aramark</i>	<i>Rugs &amp; Mops</i>	<i>\$136.39</i>	<i>26199</i>
<i>Bell State Bank &amp; Trust</i>	<i>Qtrly base fees</i>	<i>\$375.00</i>	<i>834E</i>
<i>Boe's Tree Care. LLC</i>	<i>removal of select trees</i>	<i>\$15,000.00</i>	<i>26200</i>
<i>Border States</i>	<i>Electric parts</i>	<i>\$2,641.10</i>	<i>26201</i>
<i>Business Essentials</i>	<i>office supplies</i>	<i>\$431.81</i>	<i>26202</i>
<i>Butler Machinery</i>	<i>Snowblade &amp; skid shoes &amp; electronics</i>	<i>\$6,420.51</i>	<i>26203</i>
<i>Dakota Natural Gas</i>	<i>heat shop</i>	<i>\$266.33</i>	<i>26205</i>
<i>Eaton</i>	<i>Parts</i>	<i>\$3,178.16</i>	<i>26204</i>
<i>Ewing Oil</i>	<i>Fuel</i>	<i>\$255.03</i>	<i>26206</i>
<i>Grainger</i>	<i>Inv 9526917183, box end wrench, earmuffs</i>	<i>\$55.38</i>	<i>26207</i>
<i>Hawkins</i>	<i>Chemicals</i>	<i>\$374.51</i>	<i>26208</i>
<i>Hillsboro Airport Authority</i>	<i>Oct &amp; Nov contribution</i>	<i>\$859.74</i>	<i>26209</i>
<i>Hillsboro Park Board</i>	<i>Rev Sharing Nov</i>	<i>\$2,492.34</i>	<i>26211</i>
<i>HLB Economic Development</i>	<i>Billboard project - City share</i>	<i>\$4,695.00</i>	<i>26210</i>
<i>HLB Economic Development</i>	<i>Sales tax</i>	<i>\$16,312.86</i>	<i>26210</i>
<i>HLB Economic Development</i>	<i>Lodging tax</i>	<i>\$852.60</i>	<i>26210</i>
<i>Jet-Way Multiple Services</i>	<i>televise home sewer line at park entrance</i>	<i>\$1,147.50</i>	<i>26212</i>
<i>Jim Knudson</i>	<i>Refund MSCC Rental (Never used due to weather)</i>	<i>\$50.00</i>	<i>26213</i>
<i>JP Morgan Chase</i>	<i>Credit card Nov</i>	<i>\$1,115.91</i>	<i>835E</i>
<i>Lawson Products</i>	<i>Degreaser, solder tube</i>	<i>\$169.05</i>	<i>26214</i>

Lowry Engineering	construction documents	\$1,611.25	2621 5
MEI Engineering	System Electrical Mapping	\$2,465.00	2621 6
Missouri River Energy Services	Nov Energy Services	\$140,977.11	836E
Naastad Brothers	Equipment hauling, Sewer repair, Water leak	\$10,691.75	2621 7
NAPA Auto Parts	Shop supplies	\$330.15	2621 8
Nodak Electric Cooperative	repair outage on west side, transformer Breen	\$1,999.10	2622 0
North Dakota League of Cities	Drug & alcohol testing program - 2023 fee	\$350.00	2621 9
Ohnstad Twitchell	Legal Fees	\$14,800.00	2622 1
Paulson Gravel services	Sand for water break	\$1,050.00	2622 2
Premium Waters	Water service shop & city hall	\$101.17	2622 3
Railroad Management Company	License Fees	\$344.67	2622 4
RMB Environmental Lab	Water testing	\$103.46	2622 5
Sandbo Plumbing`	Public Works shop	\$1,483.67	2622 6
Spray Advantage	Hose & couplers wtp	\$126.18	2622 7
T & R Electric Supply	Three phase pad mounts	\$8,904.83	2622 8
Team Lab	Super Bugs, Mega Bugs Plus Winter Blend	\$3,619.00	2622 9
USA Blue Book	Water Testing supplies	\$2,794.69	2623 0
Valley Plains Equipment	Hose fitting, hardware	\$30.32	2623 1
Waste Management	Trash account	\$22,575.83	2623 2
		\$294,968.24	

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

**December 2022 Disconnects:**

Commissioner Kress moved to approve the December 2022 disconnects. Commissioner Geray seconded. None vote no, motion carried.

**City Commissioners Reports:**

Commissioner Reese –

- Signed a letter of intent for possible cyber security grant program. Will send out more information on this.
- Snow removal- reminding residents that its ok to pile snow on Blvd. Storm of this scale they will open streets that are a priority first and then move from there.
- Reviews are done, waiting on signatures.

Commissioner Geray –

- HEDC Meeting was cancelled
- Load Control- Still working on those. If you haven't already, please schedule your appointment to get that done.

Commissioner Evans –

- True up, City Auditor Frederick will talk about this in a meeting coming up.
- Alley behind the Main St businesses on the north side of Caledonia.
- People have been getting stuck/risking hitting buildings.
  - Commissioner Sather will investigate this and will talk with Public Works Director Anderson.

Commissioner Kress – Nothing to report.

Commissioner Sather –

- Commend Public Works Director Anderson and his crew for the work they have done in keeping our roads cleaned.
- Some issues that need cleared up, will be having a conversation with Public Works Director Anderson.
- Bridge
  - There may be money available with a grant to replace the bridge 100% according to Cory from Traill County.

**City Officers Reports:**

Public Works Director Anderson – Out sick

City Attorney Strom - Nothing to report

City Auditor Frederick –

- Follow County holiday hours
  - *Commissioner Kress made the motion to approve closing City Hall at noon on Friday December 23, 2022. Commissioner Sather seconded the motion*  
***In a roll call vote.***  
***Yes- Geray, Evans, Kress, Sather, and Reese.***  
***Motion carried***
- True up scheduled for January 30, 2023. Miranda from AE2S has been helping get all the numbers together.
- 4H was wondering about coming to a commission meeting to shadow/watch.

**AE2S**

- Change order for the USDA water and sewer project.
- Modify date
- Extended it to May 31, 2022
- Contractor hoping to complete boring across the interstate next week.  
*Commissioner Sather make a motion to accept both the change order and the pay. Commissioner Kress seconded the motion.*  
***In a roll call vote***  
***Yes- Kress, Evans, Sather, Geray, and Reese***  
***Motion carried.***

Sheriff's Office - Nothing to report

**BC Ticket Items** –

- Two of the Beautification tickets will be appearing in court next week.
- Commissioner Reese plans on attending.

**Old Business:**

**FEMA Disaster Relief:**

- Meeting with Kevin tomorrow morning at 7:30am.

**Second reading of snow ordinance:**

*Commissioner Sather moved to approve the second reading of the Snow Ordinance. Commissioner Kress seconded the motion.*

***In a roll call vote:***

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

***Motion carried.***

**New Business:**

**Airport Authority- New Appointment Approval for Jon Aslesen:**

*Commissioner Kress moved to approve the new appointed Jon Aslesen. Commissioner Geray seconded the motion.*

***In a roll call vote***

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

***Motion carried.***

**Remark Technology 2023 Service Agreement Approval:**

*Commissioner Sather made a motion to approve our annual Remark Service Agreement. Commissioner Geray seconded the motion.*

***In a roll call vote***

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

***Motion carried.***

**Amended Budget Approval:**

- Commissioner Sather feels we need some help with this.
- Commissioner Geray would like to have a meeting with just the Commissioners and City Auditor Frederick.
- Commissioner Evans would like to know the ins and out of the whole process.
- Special Commission meeting to be held on December 28, 2022, at 1pm in the Commission Chambers at City Hall.
- Visit our website under the YouTube tab to listen to complete discussion on the amended budget approval.

**Tyler Technologies Utility Software:**

- Tabled

**City Employee Raises:**

- Tabled

**City Christmas Gifts:**

*Commissioner Kress made a motion to approve the Christmas gifts for city employees at \$25 each. Commissioner Sather seconded the motion.*

***In a roll call vote***

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

***Motion carried.***

**Moving Emergency fund into Street Fund 201**

*Commissioner Sather made the motion to accept the resolution of moving \$25,674.81 of the emergency fund into the street fund. Commissioner Kress seconded the motion.*

***In a roll call vote***

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

***Motion carried.***

**Citizens Addressing the Commission:**

Jorden Hjelle- Discussing his utility bill.

**Adjournment:**

*Commissioner Sather moved to adjourn the meeting at 8:05pm. Commissioner Kress seconded. Motion carried.*

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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 Monday, January 3, 2023, at Main Street Community Center.**