

**DATE: 01/02/2024**

**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: Reese, Evans, Geray, Sather

Commissioners Absent: Pohlkamp

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 December 18<sup>th</sup>, 2023 regular Commission minutes as presented. Commissioner Geray seconded the motion.*

*None voted no*

*Motion carried.*

<b><i>A P to be approved on 1/02/2024</i></b>	<b><i>PAID on 1/02/2024</i></b>	<b><i>Amount</i></b>
<i>Alicia's Cleaning</i>	<i>Dec, Jan</i>	<i>\$600.00</i>
<i>APWA</i>	<i>membership</i>	<i>\$229.00</i>
<i>Aramark</i>	<i>linen services</i>	<i>\$169.74</i>
<i>cannon tech-Eaton</i>	<i>12 meters</i>	<i>\$1,934.40</i>
<i>canon financial</i>	<i>monthly pmt- Dec</i>	<i>\$120.00</i>
<i>Cole paper</i>	<i>office supplies</i>	<i>\$82.51</i>
<i>core and main</i>	<i>parts</i>	<i>\$606.33</i>
<i>Eide Bailly</i>	<i>progress billing</i>	<i>\$35,000.00</i>
<i>Hawkins</i>	<i>chemical</i>	<i>\$9,583.24</i>
<i>Hillsboro Economic Dev</i>	<i>Sales Tax</i>	<i>\$10,605.92</i>
<i>Hillsboro Economic Dev</i>	<i>Lodging tax</i>	<i>\$1,519.00</i>
<i>Hillsboro Park Board</i>	<i>Rev Share Dec</i>	<i>\$2,660.99</i>
<i>Jerry's Electric</i>	<i>3 phase padmount transformer</i>	<i>\$36,580.00</i>
<i>Loffler</i>	<i>copying</i>	<i>\$119.43</i>
<i>miller's food</i>	<i>foam cups- retirement party</i>	<i>\$6.87</i>
<i>Napa</i>	<i>parts</i>	<i>\$283.19</i>
<i>nodak</i>	<i>change cutout/change hotline clamp</i>	<i>\$358.30</i>
<i>Porter, Lynn</i>	<i>Utility bill credit payout</i>	<i>\$30.35</i>
<i>Railroad Management Co</i>	<i>license fees/ power line crossing</i>	<i>\$379.14</i>
<i>Remark consulting</i>	<i>2024 security package, tech serv, offsite backup</i>	<i>\$12,235.00</i>
<i>sandbo</i>	<i>armory toilet</i>	<i>\$207.25</i>
<i>sorum oil</i>	<i>fuel</i>	<i>\$1,660.80</i>
<i>team lab</i>	<i>eight blocks</i>	<i>\$2,582.50</i>
<i>Trall County Treasurer</i>	<i>Sheriff Contract</i>	<i>\$19,190.83</i>
<i>Verizon</i>	<i>phone</i>	<i>\$433.66</i>
	<b><i>TOTAL</i></b>	<b><i>\$137,178.45</i></b>

**Presentation of Bills**

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

*None voted no*

*Motion carried.*

**City Commissioners Reports:**

**Commissioner Sather:**

- Nothing to report

**Commissioner Evans:**

- Nothing to report

**Commissioner Geray:**

- Elect- working on Load control plans with Public Works Director Anderson

**Commissioner Pohlkamp:**

- Absent

**Commissioner Reese:**

- Would like to issue an emergency declaration for the Ice storm and use the funds to help with tree clean up

*Commissioner Sather made the motion to issue an emergency declaration. Commissioner Geray seconded.*

*Roll Call*

*Yes: Sather, Geray, Evans, Reese*

*None voted no*

*Motion carried.*

**City Officers Reports:**

**Public Works Director Anderson:**

- Carr's tree service will be in next week to help with tree clean up around powerlines

**City Attorney Strom:**

- *Nothing to report*

**City Auditor Eggermont:**

- Meeting agenda deadline
  - Agenda items must be submitted to the office by 8am the Friday prior to the meeting.
- Cleaning service
  - Have complaints about having to do extra cleaning
    - If cleaning beyond normal contracted cleaning is required the deposit will be kept
  - Will look into finding the service contract and update at next meeting
  - A local cleaning service has contacted the city to put in a bid for their services

**Sheriff's Office:**

- Nothing to report

**City Engineer Swanson:**

- Nothing to report

**BC Tickets:**

- 2023001- 322 1<sup>st</sup> Ave NW
- 2023002- 218 2<sup>nd</sup> St SW
- 2023003- 109 3<sup>rd</sup> St NE
- New court date has been set for January 17<sup>th</sup>, 2024
- Will look at getting updated price for the removal/storage of property and will talk with the Sheriff's office about availability

**Old Business:**

**New Business:**

**Designated Depositories of Public Funds (NDCC 21-04-13):**

- Every two years on the Even year Commissioners need to approve where the depositories are
  - Currently use Goose River Bank and Dakota Heritage Bank

*Commissioner Geray made the motion, Seconded by Commissioner Evans to designate the current depositories of public funds which meet the pledge of security requirements which are Goose River Bank and Dakota Heritage Bank*

*Roll Call*

*Yes: Sather, Geray, Evans, Reese*

*None voted no*

*Motion carried.*

**Hillsboro fire department:**

- Gaming site authorization

*Commissioner Sather made the motion to approve the gaming site authorization. Commissioner Evans seconded.*

*Roll Call*

*Yes: Sather, Geray, Evans, Reese*

*None voted no*

*Motion carried.*

- Request to spend remaining 2023 allotment on the 2024 budget
  - Allowing Fire Department to spend over the allotted 2024 budget

*Commissioner Geray made the motion to approve the fire department to spend the remaining 2023 funds in 2024 . Commissioner Sather seconded.*

Roll Call

Yes: Sather, Geray, Evans, Reese

None voted no

Motion carried.

**Transfer of liquor license:**

- Tap- That for the firemen fundraiser

Commissioner Sather made the motion to approve the use of \$3,000 from lodging tax to be used toward the new city sign. Commissioner Evans seconded.

Roll Call

Yes: Sather, Geray, Evans, Reese

None voted no

Motion carried.

**Remark Consulting (IT) contract renewal & invoices:**

- Would like a 5 year contract renewal with a 4% increase each year
- Commissioner Evans had questions of service break down
  - Will make a list of questions to send and wait for response before making decision

**Citizen addressing commission**

none

**Adjournment:**

Commissioner Sather made a motion to adjourn the meeting at 7:00PM. Commissioner Evans seconded the motion.

None vote no

Motion carried.

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Casey Eggermont  
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, January 2<sup>nd</sup>, 2023, at Main Street Community Center.**