

DATE: 01/18/2022

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: Sando, Reese, Kress, Sather and Geray

Commissioners absent: None

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

Reading of the Minutes:

Commissioner Sather moved to approve the January 3, 2022 Regular City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.

Presentation of Bills

| AP to be approved on 1/18/2022 | 1/18/2022 | Amount | Check # |
|---|---|---------------|----------------|
| Advanced Engineering | Loyal Ave flooding, 4th St NW boundary | \$19,367.62 | 25295 |
| Aramark | Rugs | \$85.23 | 25296 |
| Butler Machinery | Cutting Edges | \$478.39 | 25297 |
| Dakota Natural Gas | Dec 2021 natural gas - shop | \$16.00 | 25298 |
| Ewing Oil | Fuel Dec | \$569.70 | 25299 |
| Farnams Auto Parts | Battery, blades & misc parts | \$660.24 | 25300 |
| Grand Forks Welding | Misc | \$12.65 | 25301 |
| Hawkins | Demurrage | \$10.00 | 25302 |
| Hillsboro Airport Authority | Dec contribution | \$4,941.96 | 25303 |
| Hillsboro Banner | Legals & Ads | \$971.68 | 25304 |
| Job Service of ND | 4th Qtr contribution | \$13.92 | 734 e |
| KRJB-FM | Power ads | \$440.00 | 25305 |
| Loffler | Dec copies | \$107.05 | 25306 |
| Michael Todd & Company | Snow plow blades & curb shoes | \$1,890.62 | 25307 |
| Midwest Pest Control | Pest control & A/F | \$414.00 | 25308 |
| Missouri River Energy Services | Dec 2021 electricity | \$193,948.56 | 735 e |
| Missouri River Energy Services | Meter fees Dec | \$375.20 | 25309 |
| Chris Mueller | Water payment 2021 | \$125.00 | 25310 |
| ND One Call | Dec locates | \$3.75 | 25311 |
| ND Planning Association | Membership fees 2022 | \$55.00 | 25312 |
| O'Day Equipment | Alarm going off on tank monitor | \$249.00 | 25313 |
| Ohnstad Twichell- Hillsboro | Legal fees | \$5,483.00 | 25314 |
| Premium Waters | Dec 2021 water- City Hall & Shop | \$42.34 | 25315 |
| Remark Technology Consulting | 2022 Tech services, RMM security, offsite backups | \$10,810.00 | 25316 |
| RMB Environmental Lab | Water testing | \$80.00 | 25317 |
| Sign Solutions | Reflect cones, stop signs | \$873.80 | 25318 |
| Shawn Skager | Refund credit balance | \$217.15 | 25319 |
| Sorum Oil | Fuel Nov & Dec | \$5,094.23 | 25320 |

| | | | |
|-------------------------|----------------------------|--------------|-------|
| State Tax Commissioner | 4th Qtr income tax | \$1,406.83 | 736 e |
| Traill County Treasurer | Special assessments city | \$7,026.22 | 25321 |
| Traill County Treasurer | Jan 2022- sheriff contract | \$15,031.00 | 25322 |
| US Post Office | Utility bill postage | \$3,000.00 | 25323 |
| Waste Management | Dec garbage | \$21,117.87 | 25324 |
| Wright Implement | Battery | \$120.95 | 25325 |
| | | \$295,038.96 | |

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

Disconnects:

Commissioner Reece made a motion to approve the disconnects. Commissioner Kress seconded. Motion carried.

City Commissioners Reports:

Commissioner Geray-

- City Auditor Frederick is getting stuff for the cemetery.
- Final draft of the handbook
- HEDC and HBA
 - Christmas decorations for the City, Lights ornaments.
 - Get a plan of attack so next January we can get some ornaments and lights for a good deal.
 - If anyone has any input on this. It will be a costly project.
 - Plant 4-5 trees at Railroad Park so we can decorate them Christmas time.
 - Flower Baskets and hanging baskets.
 - This summer

Commissioner Kress –

- **Building incentives**
 - Put this on the agenda for the next Commissioner meeting to talk about Incentives for the Riverwalk Development.

Commissioner Sather – Nothing to report.

Commissioner Reece: Nothing to report.

Commissioner Sando – Looking at closing out one of the grants at the airport.

City Officers Reports:

Public Works Superintendent Anderson – Nothing to report

Attorney Strom (in for Juelson) – Nothing to report

Auditor Frederick-

- Batting Cages at the armory.
 - Commissioner Reece made a motion to approve the school putting the batting cages up at the armory for baseball and softball practice. Commissioner Geray Seconded.
In a roll call vote
Yes: Geray, Kress, Sather, Reese, Sando
Motion Carried.

- School Raffle for January 19 through February 13, 2022
Commissioner Sather made the motion to approve the Hillsboro School raffle to run from January 19th with a raffle date of February 13, 2022. Commissioner Kress seconded.
In a roll call vote
Yes: Reese, Sather, Kress, Geray, Sando
Motion Carried.
- Living Local App.
 - Free for the first 2 years
 - Tabled until the next commission meeting.

Sheriff Hunt – Nothing to report.

Old Business:

City wide paving:

- Will be discussed more at the next commission meeting
- \$12 Million for the whole City to be done.
- There are 5 options to look at.
- Potential grants that are available.
- Breaking up the paving into two years versus doing it all in one year.
- 3rd Ave NE Drainage issues. – Public works director Anderson will talk to Engineer Swanson.

Auditor Frederick talks about the specials.

- There are two coming off in the 2022 tax year. Next year will be our last payment for those.
- There are potentially 4 coming off next year.
- With these specials coming off it will keep the price of special assessments down for the paving project.

Employee handbook.

After much discussion the employee handbook was revised and approved on the changes. See YouTube video for full discussion.

Commissioner Sather made a motion to approve the Employee Handbook with the amended discussion points corrected. Commissioner Kress seconded.

In a roll call vote

Yes: Sather, Kress, Geray, Sando

No: Reese

Motion carried.

HBC Ticket # 2021001- 318 2nd St SE - Nothing to update.

HBC Ticket #2021004- 105 4th St. NE -have not heard from owner. Power has been turned back on, but not the water.

HBC Ticket # 2021007 – 322 1st Ave NW - No update. Deadline is 03/2022

Building Permit Process revamping.

- One Contractor came to the Planning and zoning meeting. His complaint was mostly about older internet access, but has since been fixed.
- Planning and zoning would take care of the older part of town.
- Mike Blevins would take on new builds only.
- Table this and have a discussion on a later date.
- Planning and zoning getting a list together on change requests.

Liquor License application revamping:

- Tabled for more discussion when attorney Juelson is present.

Food Truck ordinance #525 update – Couple changes added to clarify food trucks vs Ice cream trucks. Commissioner Reese makes a motion to approve the first reading of Ordinance #525, Food Trucks in Hillsboro, with the clarifications made as discussed. Commissioner Sather seconded.

In a roll call vote

Yes: Geray, Kress, Sather, Reese, Sando

Motion Carried

New Business:

Valley News Live TV Advertising opportunities: Tabled.

Remark Technology:

Commissioner Reese moves to approve the 2022 IT contract with Remark Technologies. Commissioner Sather seconded.

In a roll call vote

Yes: Reese, Kress, Sather, Geray, Sando.

Snow Removal Ordinance for cars on the road – Tabled for further discussion on how to enforce this ordinance. Needs to be a collaboration between Public works and the Sheriff's department.

Riverwalk interest/bond payment Transfer -

Commissioner Kress made a motion to approve Auditor Frederick authority to transfer \$186,241.46 from the Riverwalk Construction fund 455 to Riverwalk Debt Fund 530 for the interest and Bond payments for the next three years. Commissioner Sather seconded.

In a roll call vote

Yes: Sather, Reese, Geray, Kress, Sando.

Motion Carried.

Citizens/Businesses Addressing the Commission – none

Adjournment:

Commissioner Sather moved to adjourn the meeting at 8:36 PM. Commissioner Kress seconded. Motion carried.

Ashley Frederick
City Auditor

Terry Sando
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners
will be at 6:30 PM on Tuesday February 7, 2022, at Main Street Community Center.**