

DATE: 01/03/2022

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 Reese moved to approve the December 6, 2021, Regular City Commission Meeting Minutes. Commissioner Sather seconded. Motion carried.

Presentation of Bills

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

EOM to be approved on 01/03/2022	PAID on 12/30/2021		
Zachary Anderson	Payroll	\$78.50	25268
James P. Baumgartner	Payroll	\$3,619.34	25269
Michael Kress	Payroll	\$78.50	25270
Terry Wika	Payroll	\$96.09	25271
Jay J. Alfson	Payroll	\$3,315.72	500453e
James M. Anderson	Payroll	\$4,596.92	500454e
Julie H. Bjorklund	Payroll	\$3,101.23	500455e
Ashley D. Frederick	Payroll	\$3,447.41	500456e
Jonthan E. Hams	Payroll	\$4,104.06	500457e
Gerald M. Hovet III	Payroll	\$2,918.53	500458e
Taxes Federal	Payroll taxes	\$9,223.82	727e
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$828.20	728e
Bell State Bank & Trust	Profit Sharing Plan	\$2,234.39	729e
Microsoft Online	Dec 2021 Services	\$296.00	730e
ND Pers	Health Ins	\$10,885.74	731e
Total Accounts Payable		\$48,745.95	

AP to be approved on 1/03/2022	1/3/2022	Amount	Check #
Aramark	Rugs	\$85.23	25272
Bell Bank	Account fees	\$1,000.00	732e
Business Essentials	Office supplies	\$290.13	25273
Butler Machinery	Snow blades	\$2,368.34	25274
Cardmember Services	Grasshopper, truck liner, election supplies	\$2,145.28	25275
ECRWD	Dec water	\$8,045.73	25276
Halstad Telephone	Phones	\$931.70	25277
Hawkins	Chemicals	\$6,808.57	25278

Hillsboro Economic Dev	Sales tax	\$240.01	25279
Hillsboro Economic Dev	Lodging tax	\$1,032.12	25280
Hillsboro Park Board	Nov rev/share state aid	\$2,315.18	25281
Lawson Products	Bolts, cable ties & misc supplies	\$134.63	25282
Midwest Inspection Services	Bldg inspections - 3	\$1,080.00	25283
Millers Fresh Foods	Supplies office	\$24.76	25284
Nodak Electric	West substation - check settings & regulator	\$322.95	25285
O'Day Equipment	Alarm going off on tank monitor	\$291.00	25286
Olsen Hardware	Batteries, ice melt, ball valve & misc	\$201.22	25287
Payment Services Network	Dec fees	\$371.33	733e
Rick Plageman	Meter deposit refund & credit balance	\$152.99	25288
Railroad Management	License Fees 04/03/22 - 04/02/23	\$313.34	25289
RMB Environmental	Water testing	\$70.00	25290
RS Electric	Senior center power outage & armory repairs	\$390.50	25291
Swanston Equipment	Bolt kits	\$789.70	25292
USA Blue Book	Water testing	\$1,591.62	25293
Valley Plains Equipment	Parts	\$359.99	25294
		\$31,356.32	

Amendment to the Agenda to add the following items:

- 6.7 JP Morgan Chase Credit Card information.
- 6.8 Hillsboro beautification committee ticket # 2021004 and 2021002 Update

Commissioner Reece moved to approve the amended agenda. Commissioner Kress seconded. Motion carried.

City Commissioners Reports:

Commissioner Geray- If there are any concerns regarding the cemetery going into spring, commissioner Geray would like the public to notify him as he is new at this. Questions on the sales tax for HEDC. Auditor Frederick will talk to Deputy Auditor Bjorklund how she is receipting it in.

Commissioner Kress – Would like to try to get contractors together at the Planning and Zoning meeting coming up next week on Monday, January 10, 2022.

Commissioner Sather – Tomorrow January 4, 2022, at 10am Commissioner Sando, Sather, City Engineer Swanson and City Auditor Frederick will be having a meeting to discuss the street repairs. Will have an updated report ready for the next commission meeting on January 18,2022.

Commissioner Reece:

- Would like approval to start looking for a new cover for the big pool.

Commissioner Sather motioned to approved commissioner Reece to start looking at cost and replacement of a new cover for the big pool. Commissioner Kress seconded.

In a roll call vote:

Yes- Geray, Kress, Sather, Reese, Sando

Motion Carried.

Commissioner Sando – Has been gone traveling so is behind on what is happening out at the airport. In financial everything is looking ok; the audit is wrapping up.

City Officers Reports:

Public Works Superintendent Anderson – Nothing to Report. Anderson is still out on medical leave.

City Attorney Juelson – Nothing to Report.

Auditor Frederick- There are two regular City Commission seats coming open, which would be for Commissioner Sather and Commissioner Reece, and President Sando's seat will be available in the Primary election on June 14, 2022. You must run for one or the other, you cannot run combined. The Packets are put together and available at the City Hall. The Packets are due at the Auditors office at 4:00pm on April 11, 2022, with no exceptions.

- A resident called the office around the middle of December about an account on a rental property which had multiple accounts. Deputy Auditor Bjorklund was out of the office and Administrative Assistant Myers had not started yet. Auditor Frederick pulled up the wrong account and told them they had a zero balance. Resident called in today asking to take \$20.00 off their bill since they were given the incorrect amount. The late fee they incurred was \$1.97.

Commissioner Kress made the motion to approve removing the late charge from the bill. Commissioner Geray seconded.

In a roll call vote

Yes- Reece, Sather, Kress, Geray, Sando

Motion Carried

Sheriff Hunt – Commissioner Sando speaking for Sheriff Hunt.

- Would like the commission to take and visit for the next meeting the snow removal ordinance, as far as vehicles, and residents moving them off the streets so the roads can be plowed.
- This is a tough ordinance for him to enforce.
- Maybe have a designated city employee place the tickets on the vehicle. Sheriff department might not always have time.
- Bring this up with Super Intendent Anderson and his team.

Old Business:

Food Truck Ordinance:

- Commissioner Reece has one suggestion on 8.007 part 9. Getting permission from property owners to park their food truck/trailer there for a long period of time. Questions about how many feet away from property. Take and revisit this.
- Getting the businesses approval is the best way to go about this, to keep good relationships.
- Making sure those that come are bringing in good quality food in our community.
- Business owners, city and HBA can work together on this.
- Food Truck should operate between 7-10pm most days unless there is a special event.

Commissioner Geray makes a motion to table the food truck ordinance until next meeting. Commissioner Sather seconded.

In a roll call vote

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

Motion Carried

Employee handbook.

Commission discussed changes to the handbook in detail. Final vote for the new changes will come at the next meeting on January 18, 2022. Full audio discussion of this topic is available on the City YouTube page.

Armory Cleaning Recommendation: Auditor Frederick talked to Sonia Trinidad, and she has agreed to being a 1099 employee, at the \$30 an hour rate with the mileage at the federal mileage rate.

Commissioner Reese moves to approve the hiring of Sonia Trinidad as our cleaning lady for the Armory. Commissioner Geray seconded.

In a roll call vote

Yes- Kress, Sather, Reese, Geray and Sando

Motion Carried.

HBC Ticket #2021007 322 1st Ave NW: Commissioner Reese, Auditor Frederick, and City Attorney Juelson met with realtor Todd Randal and representative, Eryn Jager, from Lutheran services of Minnesota. They know the conditions. Mr. Bird is in a nursing home right now with very little to no funds to fix up the property. They have until March 16, 2022, to come up with a plan to either sell or demolish the property. Any potential buyers will be made aware of the inspection findings and the stipulations the City is requiring bringing the property up to code. Mr. Randal and Mrs. Jager agreed to stay in communication with the city on the process and to work together to find an appropriate solution for all parties involved.

Brewery liquor license and patio:

- Commissioner Sando met with Commissioner Sather, Sheriff Hunt and Jaime. About the food on the patio and where the building is at. Talked about fire safety, and occupancy. Making this a family friendly environment.
- Liquor license process- application process to be put on the agenda for the January 18, 2022 commissioner meeting.

Amended Agenda Items:

Credit Card: Auditor Frederick researched a new credit card back in October then ended up with COVID and missed the meeting she was supposed to present the information at. Frederick forgot to put back on Agenda for the second meeting in November. Chase Morgan master card offers rebates yearly. The rebates stem off every one that uses this card.

- Hillsboro Organizations that use this card are:
 - Hillsboro public Schools. They received a rebate of \$3500 in March or April of 2021. Vicky Grothman from the school. The school really like it, that have received close to \$20,000 in rebates since 2013.
 - Trail County: Talked to Heather Hovey, County really likes it. Make sure to ask if there is a fee when using it. Last year was their first year using this card and in 6 months they received \$2700 in rebates.
 - Trail County EDC: Talked to Elisa Short, they really like it. They enjoy the kickbacks and use this on every expense they are able too.
- Credit card statements go out the first of the month. Payments are due by the 14th of the month.
- Card Administer cannot be a card holder. Suggest the administrative assistant being the Administer of the card account or the Deputy Auditor.

Commissioner Reese made the motion to switch to Chase Morgan and to make the Deputy Auditor as administrator on the account. Commissioner Kress seconded.

In a roll call vote

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

Motion Carried.

HBC, Other Properties: Auditor Frederick and City Attorney Juelson, have not had much time to discuss this. Will have more time this week to discuss.

Citizens/Businesses Addressing the Commission – none

Adjournment:

Commissioner Reese moved to adjourn the meeting at 8:35 PM. Commissioner Sather 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 January 18, 2022, at Main Street Community Center.**