

CITY OF HILLSBORO

Commission Members:
Terry Sando, President
Levi Reese, Vice President
Dave Sather & Mike Kress

19 S Main, PO Box 400
Hillsboro, ND 58045
Phone: (701) 636-4620 Fax (701) 636-4621

Auditor: Ashley Frederick
Public Works Director: Jim Anderson
City Attorney: John Juelson

REGULAR CITY COMMISSION MEETING **January 3, 2022, 6:30PM at MSCC**

AGENDA

1. **Open with Pledge of Allegiance**
3. **Reading of Minutes** – December 20, 2021, Regular Meeting Minutes.
3. **Presentation of Bills**
4. **City Commissioners Reports**
5. **Report of City Officers**
 - 5.1 Superintendent
 - 5.2 Attorney
 - 5.3 Auditor
 - 5.4 Sheriff's Office
 - 5.5 City Engineer -NONE
6. **Old Business**
 - 6.1 Food Truck Ordinance #528 update/revision reviews
 - 6.2 Employee Handbook – Review, make changes/suggestions
 - 6.3 Armory Cleaning Recommendation – 1099 Employee \$30/hour + ND mileage rate
 - 6.4 HBC Ticket # 2021007 – 322 1st Ave NW – Update-had meeting with client on 12/30/21
 - 6.5 Building Permit Process -no update until after P&Z Meeting Jan 10th.
 - 6.6 Brewery Liquor License and Patio – progress update- if any
7. **New Business**
 - 7.1 NONE
8. **Citizens Addressing the Commission**
9. **Adjournment**

NEXT REGULAR MEETING:
Monday, January 17, 2022, 6:30 PM
MAIN STREET COMMUNITY CENTER

DATE: 12/20/2021

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, Sather and Geray

Commissioners absent: None

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

Degelman Industries Public Haring 6:45PM: Jim Murphey spoke on behalf of the Traill County EDC. Traill County EDC is highly in favor of this short-term incentive, for this long-term investment with a long term pay off for both Degelman Industries and the City of Hillsboro.

-School Board President Tim Kozojed spoke on behalf of the school board and stated from a school board perspective they are in support of the first five years. The second 5 years with the PILOT and money coming on and off the tax roll makes it hard to do a budget, especially when it concerns a larger Company like Degelman Industries. Tax dollars is how the school makes its money. However, Kozojed also understands and agrees Degelman Industries is good business for the City of Hillsboro and prides them for creating new jobs to help grow Hillsboro. The school board will be able to figure out their budget with or without these tax dollars and the Commission must do what they feel is best for the Community.

Commissioner Sather made a motion to proceed with the Application of tax incentive at 50% for the first 5 years starting in 2023 and then a Payment In Lieu of Taxes (PILOT) at the rate of \$1 for the remaining 5 years ending in year 2033 with no other negotiations between City, School, County, and Degelman Industries. Commissioner Kress Seconded.

In a roll call vote:

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

Motion carried.

Reading of the Minutes:

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

Presentation of Bills

AP to be approved on 12/20/2021	12/20/2021	Amount	Check #
Advanced Engineering	Riverwalk review	\$1,079.60	252.4
Aramark	Rugs	\$85.23	252.4
Dakota Natural Gas	Nov 2021 natural gas - shop	\$16.00	25245
Ewing Oil	Fuel Nov	\$671.28	25246
Ferguson Waterworks	gasket & coupler	\$101.38	25247
GS Systems Inc	WTP tech support	\$3,130.00	25248
Halstad Telephone Company	Live Streaming Equipment & setup, training	\$3,495.00	25249
Hawkins	Chemical water	\$546.00	25250
Hillsboro Airport Authority	Contribution	\$32.44	25251
Hillsboro Business Assn	Hillsboro Bucks	\$200.00	25252
KRJB - FM	Energy Ads, , FB & VB Playoffs, State	\$856.00	25253
Loffler	Lift Station monitoring fees	\$74.85	25254
Maguire Iron Inc	Misc Charge fee	\$22.50	25255

Missouri River Energy Servies	Nov 2021 electricity	\$137,677.91	726 e
ND Dept of Transporation	Treated Sand	\$1,082.34	25256
ND One Call	Nov tickets	\$34.45	25257
ND State Chemistry Lab	Water testing	\$13.24	25258
ND Water Users Assn	2022 Public Member	\$300.00	25259
Nodak Electric	Anchor , Senior Center, Contractor cable	\$2,797.26	25260
Premium Waters	Nov 2021 water- City Hall & Shop	\$62.87	25261
RMB	Water testing	\$165.00	25262
Sorum Oil	Fuel Nov	\$1,370.79	25263
Swanston Equipment	Equipment Rental	\$125.00	25264
Team Lab	Super bugs, Mega bugs & wipes	\$3,850.00	25265
Verizon	Nov-Dec 12, 2021- cell phone	\$280.35	25266
Waste Management	Nov rollofs	\$2,690.26	25267
Total Accounts Payable		\$160,759.75	
EOM to be approved on 12/20/2021	PAID on 11/30/2021 - correction		
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$5.00	725e

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

City Commissioners Reports:

Commissioner Reese

-Beatification Committee Issues – John Row & Joe Junk Haul here to speak.

- License to deal with hoarders.
- Licensed and bonded.
- Has resources.
- Licensed to haul out hazardous waste – as in household waste- tires- old oil etc. Does not put anything in the landfill.
- Fee Structure
 - Labor would be \$50 per hour per man hour.
 - Initial bid – best guest- paying for actual hours they work.
 - Would need to pay this up front, but eventually this can be put on the property taxes of the owner.
- Legally we would need to job by job within the parameters discussed in this meeting.
 - We would use the standard bid sheet.

-Old VFW- No issues with that property.

-Bird properties – lots of issues.

Commissioner Kress – Nothing to report.

Commissioner Sather – Nothing to report.

Commissioner Geray –

-Electrical - Started talking to Jim to get familiar with that portfolio.

-HEDC-: Need to define what the vision of the relationship between the City and HEDC is and looks like. Try to strengthen that relationship and work better as a team.

Commissioner Sando – Nothing to report

City Officers Reports:

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

City Attorney Juelson – Has not heard anything back from Allison and Brian on the non-residential utility contract.

-Have not gotten a revised copy of the tax incentive application from 1881 and have not gotten a copy of the lease that will qualify them for the application to be granted.

Auditor Frederick- Jim Cam through hip Surgery Good.

Sheriff Hunt – Nothing to report.

Steve Swanson AE2S –

1. Water Sewer Project – New Estimates
 - Went up \$300k
 - No extra Grant Funds available.
 - If more funds needed, we would have to increase the loan.
 - Would like approval to submit for bids.

Commissioner Reese made a motion to allow Swanson from AE2S to submit for bids for the project. Commissioner Sather seconded.

In a roll call vote:

Yes – Kress, Geray, Sather, Reese, Sando

Motion carried.

2. Paving Project
 - Some grant funds have been approved to come down for different paving projects, but funds will not be available until 2023 or 2024. Will know more in January or February.
 - Will Keep moving forward with a plan until we get more info on Paving Grant Funds.
 - Need to get together with County about Caledonia.
 - Two task orders for project they did.
 - Loyal Ave Flooding study and design
 - 4th St NW

Commissioner Reese made a motion to approve the two task orders from AE2S. Commissioner Sather seconded.

In a roll call vote:

Yes- Sather, Kress, Geray, Reese, Sando

Motion Carried.

Old Business:

Administrative Assistant Employee Recommendation for new hire – *Commissioner Reese made a motion to approve the recommendation to hire Sara Myers for the Administrative Assistant Position with a starting salary of \$15.50 and a .75 cent increase after a 6-month probationary period. Commissioner Kress seconded.*

In a roll call vote:

Yes – Reese, Sather, Kress, Geray, Sando

Motion carried.

Recommendation to hire interested individual to clean the Armory once a week – Would like Auditor Frederick to reach out to Sonia Trinidad to see if she will be a 1099 contracted employee if we pay her for gas Mileage.

Tabled.

Public Works Employee Recommendation for new hire – Commissioner Reese had some concerns about Superintendent Anderson being Zach Anderson’s Direct Supervisor. He would like to revise the chain of command in the handbook when it pertains to employees working under the supervision of a relative. Commissioner Sather made a motion to approve the recommendation to higher Zach Anderson as a new fulltime Public Works employee. Commissioner Kress seconded.

In a roll call vote:

Yes – Kress, Geray, Reese, Sather, Sando

Motion carried.

Caledonia Ave Sidewalks – Policy Discussion for clearing snow – Commissioner Geray would like it clarified on what our policies are for the removal of snow on the Caledonia Ave Sidewalks to Dollar General, Casey’s, Subway.

- Ordinance as is it right now is, clean Caledonia from the School to Wells Fargo the main district, and First and Main in the Business area. Sidewalks need to be cleared 24 hours after final snowfall.
- Talked about having the city crew do this, discussed a fee structure that would be charged to the businesses or the residents, or if they would hire somebody out. No decision was made.
- Business that was closed were not coming and cleaning them.

HBC Ticket item 2021001 -318 2nd St. SE – Property owner has been given the letter on Wednesday, December 8th to either come before the Beatification committee last Monday the 13th of December, or the City Commission meeting on December 20th.

- Nobody came on behalf of this property.
- Next action as the ordinance states if the commission so wishes, to move forward and hire a company to come in and clean up this property.
- Auditor Frederick sends out a letter stating that this property will be cleaned up after x date. This would be the official letter that the hired company would have when they are sent into clean property.
- JR will be checking on this and making sure this is the way to approach.
- On this property there are the two vehicles and junk around the property that would get moved.
- This is well clarified in the letter that was sent out to the property owners.

Commissioner Reese made a motion to take and authorize JR to take and do the research on the ordinance and contact Auditor Frederick on the final letter to be sent in coordination for further actions to take place for the removal of the vehicles and the junk pertaining to HBC Ticket Item 2021001. Commissioner Kress seconded.

In a roll call vote

Yes- Kress, Sather, Reese, Geray, Sando

Motion carried.

HBC Ticket item 2021004 -105 4th Ave NE – Dealing with this property for quite a while. Beatification committee has been trying to contact owner for a building inspection.

- Nobody came on behalf of this property
- Removal of all the garbage around the house, from the garage to the alley and into the other property.
- Inspection is for the building.
- Go through the same procedure with the letter.
- Commission would want the totes of wood moved out.

Commissioner Reese made a motion to approve moving HBC Ticket Item 2021004 to the next process.

Commissioner Sather seconded.

In a roll call vote

Yes- Geray. Kress. Sather, Reese, Sando

Motion Carried.

HBC Ticket item 2021005 -13 S Main St. Inspection Results – Mike Blevins did the building inspection on the old Chicken Scratch Bakery on December 9th, 2021

- Notice was sent out last week. owner has until March 8th, 2022, to vacate, repair or demolish the building. At that point as the city, we will be able to move forward with the formal action to do a repair, vacate or demolish the building.
- Will standby to hear from Owner on this.
- Mike Blevins was unable to go down in the basement, due to safety concerns.
- Demolishing or repairing this building will be a very expensive project.
- Owner may be looking at selling this building. Even if this property were to sell, we are still looking at the same process.
- Potential buyer needs to know the situation that they would be getting into.

Building Permit Process update- No updates- Kress is meeting with contractors in January.

Food Truck Permit Update – Attorney Strom and Juelson are looking into it and will address at the next City Commission Meeting. Auditor Frederick is to put this on as old business.

NDCF Gaming Document update – Attorney Juelson did not get a chance to dig into this item.

New Business:

2022 Employee Raises – Commissioner Sather made a motion to approve a 3% raise for all eligible employees. Commissioner Reese seconded

In a roll call vote:

Yes – Reese, Sather, Kress, Geray, Sando

Motion carried.

Citizens/Businesses Addressing the Commission – none

Adjournment:

Commissioner Sather moved to adjourn the meeting at 8:36 PM. Commissioner Geray 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 Monday January 3, 2022, at Main Street Community Center.**

AP to be approved on 1/03/2022	12/30/2021	Amount	Check #
Aramark	Rugs	\$85.23	
Business Essentials	Office supplies	\$290.13	
Butler Machinery	Snow blades	\$2,368.34	
Cardmember Services	Grasshopper, truck liner, election supplies	\$2,145.28	
Hawkins	Chemicals	\$6,808.57	
Hillsboro Economic Dev	Sales tax	\$240.01	
Hillsboro Economic Dev	Lodging tax	\$1,032.12	
Hillsboro Park Board	Nov rev/share state aid	\$2,315.18	
Midwest Inspection Services	Bldg inspections - 3	\$1,080.00	
Millers Fresh Foods	Supplies office	\$24.76	
Nodak Electric	West substation - check settings & regulator	\$322.95	
O'Day Equipment	Alarm going off on tank monitor	\$291.00	
RMB	Water testing	\$70.00	
RS Electric	Senior center power outage & armory repairs	\$390.50	
Swanston Equipment	Bolt kits	\$789.70	
Valley Plains Equipment	Parts	\$359.99	
		<u>\$18,613.76</u>	