

DATE: 07/05/2022

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, Kress, Sather, Geray, Nicole

Commissioners Absent: None

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

Swearing in new Commissioners:

- All Commissioners signed

Re-organization Meeting

- **Building Inspectors: Mike Kress & Michael Blevins**
- **City Auditor: Ashley Frederick**
- **City Assessor: Michelle Mooney & Kayla Knudson**
- **City Attorney: John Juelson & J.R. Strom**
- **City Engineer: AE2S**
- **City Health Inspector: Dr Breen**
- **City Superintendent: Jim Anderson**
- **Fire Chief: Jaime Reed**
- **City Commission Vice President: Dave Sather**
- **City Newspaper: Hillsboro Banner**
- **Depositories: Dakota Heritage Bank & Goose Riverbank.**

Portfolio Assignments:

- **Commissioner Reese:** Finance, Personnel, Beautification, Recreation/Pool, Sheriff Department
- **Commissioner Geray:** Electrical, EDC, Beautification
- **Commissioner Sather:** Fire Department, Streets & Garbage.
- **Commissioner Kress:** Planning & Zoning, Buildings & Ground, Cemetery.
- **Commissioner Evans:** Airport, Visitors Committee, Water & Sewer

Commissioner Sather made the motion to accept the re-organization plan, Commissioner Kress seconded.

In a roll call vote

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

Motion carried

Reading of the Minutes:

Commissioner Kress moved to approve the June 21, 2022, Regular City Commission Meeting Minutes.

Commissioner Geray seconded. Motion carried.

Presentation of Bills

| <u>AP to be approved on</u> <u>7/5/2022</u> | <u>7/5/2022</u> | <u>Amount</u> | <u>Check #</u> | |
|--|--------------------------------------|--------------------|----------------|--|
| <u>Acme Tools - Fgo</u> | <u>Chainsaw, pole saw</u> | <u>\$598.00</u> | <u>25700</u> | |
| <u>Alicia's Cleaning Services</u> | <u>Cleaning service</u> | <u>\$600.00</u> | <u>25701</u> | |
| <u>Aramark</u> | <u>Rugs/ Mops</u> | <u>\$93.74</u> | <u>25702</u> | |
| <u>Border States</u> | <u>Parts</u> | <u>\$498.66</u> | <u>25703</u> | |
| <u>Cole Papers</u> | <u>Supplies City Hall & MSCC</u> | <u>\$308.25</u> | <u>25704</u> | |
| <u>ECRWD</u> | <u>Raw Water</u> | <u>\$10,258.99</u> | <u>25705</u> | |
| <u>Electric Pump</u> | <u>Lift Station Park Entrance</u> | <u>\$614.00</u> | <u>25706</u> | |
| <u>Erickson Agency, Inc</u> | <u>Fire & Tornado Ins</u> | <u>\$16,199.00</u> | <u>25707</u> | |
| <u>F & S Concrete</u> | <u>Riverwalk</u> | <u>\$80,068.85</u> | <u>25708</u> | |
| <u>Halstad Telephone Company</u> | <u>Phones & internet</u> | <u>\$964.10</u> | <u>25709</u> | |

| | | | | |
|---------------------------------------|---|---------------------|--------------|--|
| <u>Hawkins</u> | <u>Chemicals</u> | <u>\$10,463.00</u> | <u>25710</u> | |
| <u>Hillsboro Drug</u> | <u>Pool first aid</u> | <u>\$54.72</u> | <u>25711</u> | |
| <u>Hillsboro Park Board</u> | <u>Rev/Share June</u> | <u>\$2,246.37</u> | <u>25712</u> | |
| <u>Loffler Companies Inc</u> | <u>Lift Station alarms</u> | <u>\$74.85</u> | <u>25713</u> | |
| <u>Lowry Engineering</u> | <u>Construction Documents</u> | <u>\$1,518.70</u> | <u>25714</u> | |
| <u>Simon Mau</u> | <u>Mowing Contract</u> | <u>\$1,333.33</u> | <u>25715</u> | |
| <u>Millers Fresh Foods</u> | <u>Supplies</u> | <u>\$45.94</u> | <u>25716</u> | |
| <u>Missouri River Energy Services</u> | <u>AMI meter count & mthly fees</u> | <u>\$462.40</u> | <u>25717</u> | |
| <u>ND Dept of Environmental</u> | <u>License renewal & exam fees</u> | <u>\$175.00</u> | <u>25718</u> | |
| <u>Nodak Electric</u> | <u>Nodak shop, 3 phase lines</u> | <u>\$1,637.70</u> | <u>25719</u> | |
| <u>Olsen Hardware</u> | <u>Pool, WTP, Beautification</u> | <u>\$987.92</u> | <u>25720</u> | |
| <u>Scott Olsen</u> | <u>Fireworks Shooting</u> | <u>\$100.00</u> | <u>25721</u> | |
| <u>Tom Olsen</u> | <u>Fireworks Shooting</u> | <u>\$100.00</u> | <u>25722</u> | |
| <u>Paulson Gravel Service</u> | <u>Shop Gravel</u> | <u>\$660.00</u> | <u>25723</u> | |
| <u>Rec Supply</u> | <u>Clock & skimmer</u> | <u>\$141.10</u> | <u>25724</u> | |
| <u>Levi Reese</u> | <u>Reimburse pool purchases</u> | <u>\$957.01</u> | <u>25725</u> | |
| <u>RMB Environmental Lab</u> | <u>WTP & Pool water testing</u> | <u>\$115.00</u> | <u>25726</u> | |
| <u>Jacob Rust</u> | <u>Fireworks Shooting</u> | <u>\$100.00</u> | <u>25727</u> | |
| <u>Sorum Oil</u> | <u>Fuel May</u> | <u>\$4,021.28</u> | <u>25728</u> | |
| <u>Team Lab</u> | <u>Sea Klear , road patch</u> | <u>\$1,604.50</u> | <u>25729</u> | |
| <u>Traill County Treasurer</u> | <u>Policing Contract</u> | <u>\$17,254.08</u> | <u>25730</u> | |
| <u>Sonia Trinidad</u> | <u>Armory Cleaning - final</u> | <u>\$251.00</u> | <u>25731</u> | |
| <u>Jennifer Vigen-Iverson</u> | <u>Refund Credit</u> | <u>\$482.93</u> | <u>25732</u> | |
| <u>Viking Insurance</u> | <u>Tent, tractor pull, dance</u> | <u>\$374.00</u> | <u>25733</u> | |
| <u>Robert Wilson</u> | <u>Fireworks Shooting</u> | <u>\$100.00</u> | <u>25734</u> | |
| <u>William E Young</u> | <u>Pressure transmitter</u> | <u>\$1,463.30</u> | <u>25735</u> | |
| | | <u>\$156,927.72</u> | | |
| | | | | |

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

City Commissioners Reports:

Commissioner Geray:

- Cemetery- Dave is working on the monuments
 - Looking at upping the budget from 2K to 4K
- HEDC- Made another payment on their sewer bill, has about 4 years left.
- Riverwalk- One house is going up.
 - Jordahl finished housed on Toronto's Court.
- Personnel- Zach's review is in the works

Commissioner Kress- Nothing to report

Commissioner Sather: Nothing to report

Commissioner Evans- Nothing to report

Commissioner Reese:

- Pool- Reached out to do a leak detection but cannot find a company to come out this far. Reese Bought his own camera and we are going to have to rip up and replace the pipe and gutter system. At the same time, we should look at replacing the ballast tank. Will do more investigating and get a quote on cost.
 - Lesson's start Monday July 11. 2022

- Mural Project- Two entries are pretty much tied. This will close next week.
- \$10k grant for forestry has been approved for tree work

City Officers Reports:

Public Works Superintendent Anderson:

- Getting ready to put new powerline across I29
- Talked to someone about patching up to get us through to next year for our streets and gutters.

City attorney Juelson: Nothing to report

City Auditor Frederick: Nothing to report

Sheriff Hunt

- Would like to discuss rumors about the policing coming back to the City of Hillsboro
- Per Commissioner Reese it would not be in the next year.
- Beautification Committee- If the city is planning on taking back the police department, then Charlie Stock will not prosecute on any ticket items.
- Cannot always make it to each Hillsboro City Commission meetings.
- Commissioner Sather would like to sit down and meet with the Sheriff's department once a month.

City Engineer Swanson

- **Riverwalk Development**
 - Building Permits- Lowy provided first floor elevation map
 - Want front and rear drainage checked before signed off on
 - AE2S will make sure elevations are checked and the FFE's are being followed. Work with City Engineer Swanson and Mike Blevins to figure out when this inspection will happen and how to add it to the building process

Commissioner Sather made the motion to have AE2S do the elevations and setbacks over in the Riverwalk Development. Commissioner Kress seconded.

In a roll call vote

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

Motion Carried.

- **I29 Water and Sewer**
 - Still on schedule if pipe shows up in July
- **Lead Service Line Inventory**
 - Grant paper was submitted Friday July 1, 2022
 - Track Jon Hams hours for reimbursement from the Grant
- **DOT I29 Pedestrian Bridge**
 - State took the cap off and will do 80/20 for construction does not include engineering or design fee.
 - AE2S will bring task order to the City for approval in November or December.
 - Construction will start in 2024 for both the pedestrian bridge and the sidewalks
 - DOT needs to know if the city wants asphalt or concrete for both pathways.
 - Commissioner Sather and Super intendent Anderson would like to bid both. If possible, the city wants concrete
- **City Wide Paving Project**
 - How does the city want to proceed?
 - Commissioner Sather would like to see more work done on drainage.
 - So far, no grants for the storm sewer
 - Storm sewer can be paid with rate adjustment
 - City engineer Swanson will come back with a task order to give an estimate on drainage.
 - HWY 81 Manhole intersection
 - Street sunk and manhole stayed
 - Super Intendent Anderson will work with City Engineer Swanson on how to get this fixed.

Beautification Ticket Items

- No Updates from the last meeting.

Old Business:

Building Permit Process Recommendation from Planning & Zoning: - No updates

ND Community Foundation-

- City Attorney Juelson is working on this and will have much more detail at the next City Commission Meeting.
- Communication is being made

Railroad Park Project: No updates

Mural Contest: This was covered in Commissioner Reese's section.

1881 Extraction Application for Tax Incentives: City Attorney Juelson reached out to Tim Kozojed on the School Board.

Outdoor Drinking Ordinance: City attorney Strom is out sick

- Tabled

Special Assessment Committee:

- Please contact City Hall if you are interested.

Façade Grant Application – 3R Floral.

Commissioner Kress made the motion to approve the 3R Floral Façade Grant Application for \$767.50.

Commissioner Sather seconded.

In a roll call vote

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

Motion carried.

New Business:

Façade Grant Clarification:

- Wording may need to be clarified from the permanent to temporary
- Items to be changed on the application
 - Concrete or landscaping is NOT part of the Façade Grant
 - Stickers allowed if it is being used as the business's sign.
 - Grant can only be applied one time per fixture for the life of the business.

Façade Grant Application- Olson's Hardware

Commissioner Sather made the motion to approve Olson's Hardware Façade Grant Application at \$2558.10. Commissioner Evans seconded.

In a roll call vote

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

Motion carried

TV Commercials:

Commissioner Sather made the motion to approve to help HEDC and the Lodging Committee pay for the Hillsboro Commercials in the amount of \$1100. Commissioner Geray seconded.

In a roll call vote

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

Motion carried

Citizens Addressing the Commission: None

Adjournment:

Commissioner Sather moved to adjourn the meeting at 8:06pm. Commissioner Kress seconded. Motion carried.

Ashley Frederick
City Auditor

Levi Reese
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners
will be at 6:30 PM on Monday July 18, 2022, at Main Street Community Center.**