

DATE: 06/21/2022

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, Kress, Sather, Reese, 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 June 6, 2022, Regular City Commission Meeting Minutes.

Commissioner Kress seconded. Motion carried.

**Presentation of Bills**

<u>AP to be approved on 06/21/2022</u>	<u>6/21/2022</u>	<u>Amount</u>	<u>Check #</u>	
<u>A &amp; J Willison</u>	<u>Blade gravel</u>	<u>\$1,100.00</u>	<u>25649</u>	
<u>Aggregate HOLCIM - MWR Inc</u>	<u>Flatwork concrete</u>	<u>\$1,573.00</u>	<u>25650</u>	
<u>Aramark</u>	<u>Rugs &amp; Mops</u>	<u>\$93.74</u>	<u>25651</u>	
<u>Border States</u>	<u>Hot Line Connector/fuses</u>	<u>\$2,214.60</u>	<u>25652</u>	
<u>Business Essentials</u>	<u>Supplies</u>	<u>\$81.89</u>	<u>25653</u>	
<u>Clark's Excavating &amp; Septic Pumping</u>	<u>Pump out Manhole - pool</u>	<u>\$500.00</u>	<u>25654</u>	
<u>Dakota Natural Gas</u>	<u>Gas shop</u>	<u>\$19.42</u>	<u>25655</u>	
<u>Deluxe</u>	<u>Checks, Window self-seal</u>	<u>\$543.55</u>	<u>25656</u>	
<u>Ewing Oil</u>	<u>Fuel</u>	<u>\$641.44</u>	<u>25657</u>	
<u>Ferguson Waterworks</u>	<u>Water meters, gasket</u>	<u>\$2,034.84</u>	<u>25658</u>	
<u>Flieth's Flowers</u>	<u>Flowers</u>	<u>\$1,032.65</u>	<u>25659</u>	
<u>Grainger</u>	<u>Brooms</u>	<u>\$416.72</u>	<u>25660</u>	
<u>H2O Innovation USA</u>	<u>SpectaGuard</u>	<u>\$10,047.00</u>	<u>25661</u>	
<u>Hawkins</u>	<u>Chemical WTP</u>	<u>\$297.00</u>	<u>25662</u>	
<u>Hillsboro Airport Authority</u>	<u>May Contribution</u>	<u>\$77.12</u>	<u>25663</u>	
<u>Hillsboro Business Assn</u>	<u>2022 Sponsor HLB Days</u>	<u>\$500.00</u>	<u>25664</u>	
<u>Hillsboro Economic Dev</u>	<u>Contribution Sales Tax June</u>	<u>\$10,188.05</u>	<u>25665</u>	
<u>Hillsboro Economic Dev</u>	<u>Lodging Tax June</u>	<u>\$1,079.75</u>	<u>25666</u>	
<u>Hillsboro Lumber</u>	<u>Replacement window shop</u>	<u>\$1,258.21</u>	<u>25667</u>	
<u>HR Collaborative</u>	<u>HR Collaborative Conference</u>	<u>\$200.00</u>	<u>25668</u>	
<u>ICE Dust Control</u>	<u>Calcium Chloride</u>	<u>\$3,972.50</u>	<u>25669</u>	
<u>JP Morgan Chase CC</u>	<u>April charges</u>	<u>\$5,984.67</u>	<u>780e</u>	
<u>JP Morgan Chase CC</u>	<u>May charges</u>	<u>\$2,376.34</u>	<u>781e</u>	
<u>KRB Gravel Ltd</u>	<u>Gravel</u>	<u>\$2,877.11</u>	<u>25670</u>	
<u>Lovro Electric</u>	<u>Replaced two GFCIs - pool</u>	<u>\$135.00</u>	<u>25671</u>	
<u>Missouri River Energy Service</u>	<u>Infrared Inspection Services</u>	<u>\$666.80</u>	<u>25672</u>	
<u>Missouri River Energy Service</u>	<u>Energy Charge - May</u>	<u>\$109,725.23</u>	<u>782e</u>	
<u>NAPA Central</u>	<u>Parts</u>	<u>\$352.39</u>	<u>25673</u>	
<u>ND State Chemistry Lab</u>	<u>Water testing</u>	<u>\$13.24</u>	<u>25674</u>	

<u>Nodak Electric</u>	<u>Anchor South removal for City</u>	<u>\$1,573.10</u>	<u>25675</u>	
<u>Ohnstad Twitchell</u>	<u>Legal Services</u>	<u>\$7,070.00</u>	<u>25676</u>	
<u>Paulson Gravel Services</u>	<u>Road Gravel armory</u>	<u>\$928.00</u>	<u>25677</u>	
<u>Premium Waters</u>	<u>Water City Hall &amp; shop</u>	<u>\$92.42</u>	<u>25678</u>	
<u>Rec Supply</u>	<u>Vacuum, kickboards</u>	<u>\$840.21</u>	<u>25679</u>	
<u>Remark Technology Consult</u>	<u>SonicWALL</u>	<u>\$304.00</u>	<u>25680</u>	
<u>RMB Environmental Lab</u>	<u>Water testing WTP &amp; Pool</u>	<u>\$335.00</u>	<u>25681</u>	
<u>Team Lab</u>	<u>Crack Filler/Bugs</u>	<u>\$21,780.00</u>	<u>25682</u>	
<u>USA Bluebook</u>	<u>Water testing supplies</u>	<u>\$244.35</u>	<u>25683</u>	
<u>Verizon Wireless</u>	<u>Phones</u>	<u>\$336.05</u>	<u>25684</u>	
<u>Waste Management</u>	<u>Trash</u>	<u>\$22,341.25</u>	<u>25685</u>	
		<u>\$215,846.6</u>		
		<u>4</u>		

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

**Disconnects – June 2022:**

Commissioner Kress made the motion to approve the June disconnects. Commissioner Geray seconded. Motion Carried.

**City Commissioners Reports:**

Commissioner Geray:

- Mowing is looking good at the cemetery.
- HEDC Meets next Monday June 27
- Electrical- Has been on hold and would like to get it moving forward with the to-do list.
- Personnel- I want to give a huge thank you to the City Crew for helping put up the tent.
- HBA- Hillsboro days went smooth.
- On the agenda for July
  - Culvert on HWY 81 and Caledonia
  - Façade Grant Clarifications
  - Sheriff should be sent a list of projects
  - Alcohol on streets for Hillsboro Days

Commissioner Kress:

- Planning and Zoning report- Granted a variance by the plumber house for the property owners west of the plumber house. Needs Commissioners approval.

Commissioner Geray made the motion to approve the new variance that planning, and zoning approved for this property west of the plumber house. Commissioner Sather seconded.

***In a roll call vote***

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

***Motion Carried.***

- Anchor Ingredients
  - Complaints are coming in about dust control
  - Complaints as well about the noise in the middle of the night.
  - Plans are to go over and talk with them.

Commissioner Sather:

- Fire department bought a new pumper in 2019.
- Sold the old 1991 pumper for \$5000 to Niagara Fire Department a very small department.
- This Truck in going to a small-town fire department that really needs a truck.

Commissioner Reese-

- Big pool is open with some setbacks. The pool is cloudy.
- Lines are probably broken and leaking.
- Would like to have a company to come in and get lines fixed.

Commissioner Kress makes the motion to get a company in to make the necessary fixes for the pool.  
Commissioner Reese seconded.

**In a roll call vote**

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

**Motion Carried**

- With the 5K grant purchased a basketball hoop, volleyball net, and a water polo net, to make things a little more fun at the pool.
- Looking into how much it will cost to get the slide up to code with replacement steps.

Commissioner Sando:

- Airport has gotten a small grant to do the apron reconstruction design.

**City Officers Reports:**

Public Works Superintendent Anderson:

- Lead pipe survey needs to be done and there is a grant available. Needs approval from commission for AE2S to fill out the grant paperwork.

Commissioner Reese made the motion to allow AE2S to start the grant paperwork that is due on July 1<sup>st</sup>, 2022. Commissioner Kress seconded.

**In a roll call vote**

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

**Motion Carried.**

City Attorney Juelson-

- Need approval for the second reading of ordinance 350 which is the court services contract and then an approval to have Commissioner Sando and City Auditor Frederick to sign the court services contract.

Commissioner Reese makes the motion to approve the second reading of ordinance 350 which is the court services contract. Commissioner Sather seconded.

**In a roll call vote**

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

**Motion Carried.**

Commissioner Reese makes the motion to authorize Commissioner Sando and City Auditor Frederick to sign the court services contract. Commissioner Kress seconded.

**In a roll call vote**

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

**Motion Carried.**

Auditor Frederick-

- Piggyback off what has been already mentioned about alcohol during Hillsboro Days. Deputy Weber had brought it up as well at City Hall. It's a work in progress.

Sheriff: Nothing to report

**HBC Ticket# 2021001: - 318 2<sup>nd</sup> St SE**

- Referred to the sheriff department

**HBC Ticket # 2021002: - 206 4<sup>th</sup> Ave SE:**

- Referred to the sheriff department

**HBC Ticket # 2021003: - 222 4<sup>th</sup> Ave SE:**

- Referred to the sheriff department

**HBC Ticket # 2021004- 105 4<sup>th</sup> St NE:**

- Arraignment set for 7.13.22 at 10am
- Will be getting a tall grass letter

**HBC Ticket # 2021005- 13 S Main St:**

- New Deadline of July 31st

**HBC Ticket # 2021007- 322 1<sup>st</sup> Ave NW**

- Property sold
- Working on a complete gut and remodel
- Building permit was submitted and approved

**HBC Ticket # 2022001- 203 4<sup>th</sup> St SW:**

- Have not heard anything from this property owner

- Issues have not been cleared up.

*Commissioner Reese makes the motion to move forward with this property and forward this on to the Sheriff Department for a call for service. Commissioner Sather seconded.*

***In a roll call vote***

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

***Motion Carried***

**HBC Ticket # 2022004- 218 4<sup>th</sup> St NE:**

- Have not heard anything from this property owner.

*Commissioner Reese made the motion to move forward with this property and forward this this on to the Sheriff Department for a call for service. Commissioner Sather seconded.*

***In a roll call vote***

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

***Motion Carried***

**HBC Ticket # 2022002- 205 4<sup>th</sup> St SW:**

- This is work in progress
- Trying to figure out who owns this property

**Old Business:**

**Outdoor Drinking Ordinance- First Reading.**

- Establishments would also be able to get a patio license. – example the Vets Club off and on during the summer months.
- Put a signature spot on the license for the Sheriff to sign off on the patio license.
- Have a separate license call patio license.

*Commissioner Kress made the motion the approve the first reading of the outdoor drinking ordinance. Commissioner Sather seconded.*

***In a roll call vote***

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

***Motion Carried***

**City Wide Paving Project:** - No update on this right now

**Building Permit Process:** - No update

**ND community Foundation** – No update

**Railroad Park Update-**

- JLL are requesting 50' from the nearest line. This only allows us 15' to work with.
- They are planning to tear out the old line and if this happens it will give us plenty of room to work with.

**Mural Contest-**

- There have been 4 submissions that the Beautification Committee voted on.
- These will go out to the public for a vote.
- Some were thrown out because they were not drawings like we requested.
- We potentially have an artist that would want to paint the mural

**1881 Extraction Application for Tax Incentives-** Still at commerce.

**Petition to Rezone Riverwalks Block 1 Lots 3 & 4- Second Reading-**

*Commissioner Reese makes the motion to approve the second reading of Riverwalks rezoning of Block 1 Lots 3 & 4. Commissioner Kress seconded.*

***In a roll call vote***

***Yes- Sather, Kress, Geray, and Sando***

***Motion Carried***

**New Business:**

**Confirmation of Special Assessment committee with a vote according to NDCC 40.23.01 & 40.23.02**

- Jon Myers
- Les Hurt
- Unknown

- Tabled

**Olson Softball Complex Lighting Project- Musco Invoice Approval.**

- Hillsboro Park District is asking for assistance in the initial outlay of funds for the equipment to install energy- efficient Musco Lights on the main field of Olsen Softball Complex. The majority of the projects funding has been secured; however, because of the grants are reimbursement grants the district is requesting the City's assistance in helping to cover the cost of the equipment so the reimbursement can be collected.

*Commissioner Reese made the motion to authorize the city sign the purchase agreement for the park district lights and to move forward with the joint power's agreement. Commissioner Kress seconded.*

***In a roll call vote***

***Yes- Kress, Geray, Reese, Sather. And Sando***

***Motion Carried***

**Full Payment schedule is attached to the minutes.**

**Tap That Liquor License Transfer to MSCC for Wedding Dance-**

*Commissioner Reese made the motion to approve the liquor license transfer to MSCC for a wedding dance on June 24, 2022. Commissioner Sather seconded.*

***In a roll call vote***

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

***Motion Carried***

**Façade Grant Application - Tabled**

**Administrator Assistant Myers- 6 Month Review Recommendation:**

*Commissioner Geray made the motion to accept the approve the review and recommend the .75 cent raise. Commissioner Kress seconded.*

***In a roll call vote***

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

***Motion Carried***

**Citizens Addressing the Commission:**

- **Chuck Putnam**
  - We should have a rep from the Hillsboro Sheriff's Department to make the City Commission Meeting.
  - Food Trucks- Everyone needs to abide by the same rules.

**Adjournment:**

*Commissioner Sather moved to adjourn the meeting at 7:37pm. Commissioner Reese seconded. Motion carried.*

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Ashley Frederick  
City Auditor

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Terry Sando  
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners  
will be at 6:30 PM on Tuesday July 5, 2022, at Main Street Community Center.**

# Hillsboro Park District

## Request for short-term funding request from City of Hillsboro

21-Jun-22

**Project overview:** The Hillsboro Park District requests assistance in the initial outlay of funds for the equipment to install energy-efficient Musco lights on the main field of Olsen Softball Complex. The majority of the project's funding has been secured; however, because some of the grants are reimbursement grants, the District is requesting the City's assistance in helping to cover the cost of the equipment so the reimbursements can be collected.

Project budget	Column1
LED light structure system	\$ 99,500.00
Installation	\$ 18,000.00
Electrical hookup	\$ 8,500.00
<b>Total project cost</b>	<b>\$ 126,000.00</b>

Project activities & timeline	By whom	City funding balance	Park District contributions
<b>Jun-22</b>			
Purchase order signed	City	\$0.00	\$55,968.00
<b>Jul-22</b>			
Outstanding pledges collected	Park District	\$0.00	\$18,000.00
		<b>\$0.00</b>	<b>\$73,968.00</b>
<b>Aug-22</b>			
Payment on equipment due Net/30 of when equipment ships	City	-\$99,500.00	\$73,968.00
Payment on installation	Park District	\$0.00	-\$18,000.00
Payment on electrical	Park District	\$0.00	-\$8,500.00
Payment to city	Park District	\$47,468.00	-\$47,468.00
		<b>-\$52,032.00</b>	<b>\$0.00</b>
<b>Sep-22</b>			
Receive reimbursements from grant programs	Park District	-\$52,032.00	\$37,500.00
Payment to city	Park District	\$37,500.00	-\$37,500.00
		<b>-\$14,532.00</b>	<b>\$0.00</b>
<b>Spring 2023</b>			
2023 funding allocations returned to City*	Park District	\$14,532.00	
<b>Project totals</b>		<b>\$0.00</b>	<b>\$0.00</b>

\*Amount likely will be reduced due to ongoing fundraising