

DATE: 03/04/2024

TIME: 6:30PM

**THE HILLSBORO BOARD OF CITY COMMISSIONERS HELD A REGULAR MEETING AT MAIN COMMUNITY CENTER AT THE ABOVE DATE AND TIME.**

Commissioners present: Reese, Geray, Pohlkamp, Sather, Evans

Commissioners Absent: None

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

**Reading of the Minutes:**

Commissioner Sather made the motion to approve the February 20<sup>th</sup>, 2024, regular Commission minutes with changes. Commissioner Geray seconded the motion.

None voted no

Motion carried.

<b>A P to be approved on 03/04/2024</b>	<b>PAID on 03/04/2024</b>	<b>FUND</b>	<b>Amount</b>
ACME TOOLS	CHAIN LOOP	W, S, E, ST	\$31.43
ARAMARK	LINEN SEVICE	GEN, ARMORY	\$173.16
BANK OF ND	SERIES 2008,2009,2008,2012	water/sewer	\$14,825.00
BORDER STATE	PARTS	ELCT	\$44.39
BREIDENBACH EXCAVATING	WATER MAIN REPLACEMENT	int loan	\$90,587.25
CANON FINANCIAL	MONTHLY FEE FEB	GEN	\$120.00
CORE & MAIN	WTP	WTP	\$601.02
EAST CENTRAL REGIONAL WATER	WATER MAIN REPLACEMENT	WATER	\$5,206.52
EIDE BAILLY	2ND PROGRESS BILLING	GEN AUDIT	\$20,000.00
HALSTAD TELPHONE	INTERNET	GEN, W, S, E, ST, ARMORY, MSCC	\$1,020.02
HAWKINS	CHEMICALS	WATER	\$322.50
HILLSBORO ECO DEVEL	LODGING TAX FEB	SALES TAX	\$37.34
HILLSBORO ECO DEVEL	CONTRIBUTION SALES TAX	SALES TAX	\$12,076.12
HILLSBORO LUMBER	SUPPLIES	W, S, E, ST	\$1,683.69
HILLSBORO PARK BOARD	REV SHARING DEC	PARK	\$3,200.87
JACOBSON, CHRISTOPHER	ACCOUNT REFUND- MOVED	elect	\$209.98
MANTHEY, WAYNE	SNOW REMOVAL	GEN, ARMORY, MSCC	\$615.00
MENARDS GF	CASTER/SHELF	W, S, E, ST	\$323.92
MFOA	MEMBERSHIP X 3	GEN	\$120.00
MIDWEST PEST	RODENT CONTROL	water, fire, police, armory	\$282.00
MILLER ELECT	NEW CITY SIGN	GEN	\$465.55
MISSOURI RIVER	TINKER 33 SCHOOL KITS	ELECT	\$565.71
MISSOURI RIVER	AMI METER COUNT/MONTHLY FEE	AMI	\$474.20
NAPA	PARTS/SUPPLIES	W, S, E, ST	\$79.74
OHNSTAD	LEGAL 2021 WATER/SEWER PROJECT	GEN LEGAL	\$7,603.26
OLSEN HARDWARE	BATTERIES	GEN	\$43.98
RMB	WTP	WATER	\$287.38

SANDBO	PLUB IN MAIN SEWER	SEWER	\$390.00
Trail County Treasurer	Sheriff Contract- Feb and Mar	GEN	\$38,381.66
VERIZON	PHONE	W, S, E, ST, GEN	\$509.63
WSI	PREMIUM		\$3,965.15
	<b>TOTAL</b>		<b>\$204,246.47</b>

**Presentation of Bills**

Commissioner Geray made the motion to pay the bills as presented. Commissioner Pohlkamp seconded.

None voted no

Motion carried.

**City Commissioners Reports:**

Commissioner Sather:

- Fire department is working on the second draft of their project
- Thank you to public works for the quick clean up after the storm

Commissioner Evans:

- Nothing to report

Commissioner Geray:

- Elect- heiring personnel
- Charging station- will we charge for usage
- Street lights- are in need of replacement
  - Look in to funding options
- HEDC –
  - \$10,000 per home grant
  - Will the city be willing to offer incentives -will look into options

Commissioner Pohlkamp:

- Nothing to report

Commissioner Reese:

- Will not be attending March 18<sup>th</sup> meeting
- Will be attending RRV water supply project meeting in April
- Storm water plan
  - If we could not use the court house land a line could be put under 2<sup>nd</sup> St
  - Still talking to land owner about usage for pond
- Grants/loans available
  - Revolving fund for water projects April 30 deadline
    - Continue with last years water development plan
  - Hazard mitigation plans- revolving loan fund- deadline March 13<sup>th</sup>
    - Application to get on the list
    - Generation project
      - 1.3 million for just generator
      - 2.2 million for self-contained generator
      - 5million project limit
      - 1% interest for a 20-year term
      - Missouri River will pay \$5 per Kw
      - Cost will come out of generation fund

Commissioner Geray made motion to approve sending in application for 2 generators. Commissioner Sather seconded.

Roll Call

Yes: Geray, Reese, Pohlkamp, Evans, Sather

None voted no

Motion Carried

**City Officers Reports:**

Public Works Director Anderson:

- Absent

City Attorney Strom:

- Nothing to report

City Auditor Eggermont:

- Christmas tree clean up will be done this month
- Casey and Sara will be attending the League of Cities Spring Conference and Abby will attend the commission meeting March 18<sup>th</sup>, 2024 in Casey's place

Sheriff's Office:

- Last deputy hired is done with training

**City Engineer Swanson:**

- Nothing to report

**BC Tickets:**

- 2023001- 322 1<sup>st</sup> Ave NW
- 2023002- 218 2<sup>nd</sup> St SW
- 2023003- 109 3<sup>rd</sup> St NE
- No changes
- No BC meeting in February will meet Monday, March 11<sup>th</sup>

**Old Business:**

**1881 extraction**

- No city dollars involved
- Can sign as is

*Commissioner Pohlkamp made motion to approve signing the 1881 documents presented. Commissioner Evans seconded.*

*Roll Call*

*Yes: Geray, Reese, Pohlkamp, Evans, Sather*

*None voted no*

*Motion Carried*

**RFP on garbage services**

- Review changes from last meeting
- Will make more changes and bring to next meeting

**Hiring electrical personnel**

- Electrical personnel was put in this years budget
- Journey Line worker
- Jim is retiring and Nodak is no longer in Hillsboro- if an outage happens we have a wait time before repair can be done.
- Commission moving forward with looking for Journeyman line worker \$40-\$45hr

*Commissioner Geray made motion to approve in hiring a journeyman line worker \$40-\$45hr depending on experience. Commissioner Sather seconded.*

*Roll Call*

*Yes: Geray, Reese, Pohlkamp, Evans, Sather*

*None voted no*

*Motion Carried*

Would like to look into a recruiter or a budget to help in the hiring process.

- Will come out of the presidents fund

*Commissioner Evans made motion to approve a hiring budget not to exceed \$2,500. Commissioner Geray seconded.*

*Roll Call*

*Yes: Geray, Reese, Pohlkamp, Evans, Sather*

*None voted no*

*Motion Carried*

**New Business:**

**Ordinance #534- storage containers**

- Commissioners would like more clarification on ordinance
- Send back to Planning and Zoning

**A&R façade grant**

- A&R application for façade grant

*Commissioner Sather made motion to approve A&R façade grand application. Commissioner Pohlkamp seconded.*

*Roll Call*

*Yes: Geray, Reese, Pohlkamp, Evans, Sather*

*None voted no*

*Motion Carried*

**MRES resolution of authorized representative**

- Would like a new resolution for designated and alternate representative

*Commissioner Geray made motion to approve Casey Eggermont as designated rep and Levi Reese as alternative rep. Commissioner Pohlkamp seconded.*

*Roll Call*

*Yes: Geray, Reese, Pohlkamp, Evans, Sather*

None voted no  
Motion Carried

**Tyler Tech Office Software & Nuvei Payment Software**

- Missouri river is pushing to move to this software
- \$75,000 for implementation
- 45% paid by grant
- Yearly fee \$30,000
- Would replace BANYON and PSN
- Webinar Wednesday, March 13<sup>th</sup>

**After hours policy for utilities/turning on services**

- Already charge a reconnect fee \$150
- If meter needs to be reconnected after hours
  - \$150 per person that is needed for the reconnection - after hours work
  - Adjust the rate sheet

Commissioner Sather made motion to approve the adjustment to the rate sheet to add an after hours reconnect fee of \$150 per person. Commissioner Geray seconded.

Roll Call

Yes: Geray, Reese, Pohlkamp, Evans, Sather

None voted no

Motion Carried

**Cemetery mowing contract**

- Current contract holder can no longer do the work
- Open bids for a 2 year contract
- Bids due to city by April 1<sup>st</sup>, 2024

Commissioner Evans made motion to approve opening bids for cemetery 2 year mowing contract. Commissioner Pohlkamp seconded.

Roll Call

Yes: Geray, Reese, Pohlkamp, Evans, Sather

None voted no

Motion Carried

**Darrel Simonson asking for some forgiveness on water bill after pipe burst**

- Commission offered the payment plan
- Since issue was on property owner side it is owners responsibility
- Suggested city should look into software that can alert city staff of unusual meter activity

**Executive session**

Commissioner Geray made motion to enter into executive session at 7:54pm. Commissioner Pohlkamp seconded.

Roll Call

Yes: Geray, Reese, Pohlkamp, Evans, Sather

None voted no

Motion Carried

**Returned from Executive session at 8:12pm**

Commissioner Evans made motion to approve 138 day leave for Jon Hams. Commissioner Sather seconded.

Roll Call

Yes: Geray, Reese, Pohlkamp, Evans, Sather

None voted no

Motion Carried

Session #2 did not take place

- Commission would like Whisneys to be present to discuss

**Citizen addressing commission**

Mootz-

- Clarification on storage container ordinance

**Adjournment:**

Commissioner Sather made a motion to adjourn the meeting at 9:10pm. Commissioner Pohlkamp seconded the motion.

None vote no

Motion carried.

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Casey Eggermont  
City Auditor

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Levi Reese  
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners  
will be at 6:30 PM on Monday, March 18<sup>th</sup>, 2024 at Main Street Community Center.**