

DATE: 5/20/2024

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: Geray, Pohlkamp, Sather, Evans, Reese

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 May 6th, 2024, regular Commission minutes. Commissioner Pohlkamp seconded the motion.

None voted no

Motion carried.

A P to be approved on 5/20/2024	PAID on 5/20/2024	FUND	Amount
AE2S	1-29 TA SIDEWALK/STORM WATER MAST		\$16,120.00
ALICIA'S CLEANING	MAY	GEN, MSCC	\$300.00
BORDER STATES	POWER SERVICE INSPECTION	ELECT	\$550.00
BRITE-WAY WINDOW	WINDOW CLEANING	GEN	\$51.00
BUSINESS ESSENTIALS	VACUUM	ARMORY	\$152.99
CANON FINANCIAL	COPIER MONTHLY	GEN	\$120.00
CORE & MAIN	CHEMICALS	WATER	\$575.40
DEERE CREDIT INC	JD RCTR 6R 195 TRACTOR	EQUIP LEASE FUND	\$6,000.00
EGGERMONT, CASEY	TRAVEL- MILEAGE	ELECT	\$398.52
EIDE BAILLY	AUDIT	GEN	\$20,000.00
GERAY, PAUL	TRAVEL- MILEAGE	ELECT	\$398.52
HALL, BRYAN	TRAINING - TRAVEL REIMBURSEMENT	ELECT	\$177.00
HANSON, CHELSEY	UTILITY BILL CREDIT PAYOUT		\$300.00
HAWKINS	CHEMICALS/TOTES	WATER	\$2,193.96
HILLSBORO AIRPORT	CONTRIBUTION MAY	AIRPORT	\$177.77
HILLSBORO BANNER	ADS	SALES TAX	\$923.50
HILLSBORO FIRE DEPT (Void)	YEARLY PAYOUT	FIRE	\$91,000.00 wrong amount
KIMBALL MIDWEST	SHOP SUPPLIES	W, S, E, ST	\$551.72
LOKKEN, KEVIN	MRES ENERGY REBATE	ELECT	\$50.00
MISSOURI RIVER ELECT	ELECT	ELECT	\$143,235.22
MISSOURI RIVER ELECT	AMI METER COUNT/MONTHLY	ELECT	\$475.80
MISSOURI RIVER ELECT	MISC REGISTRATION FEE LEAD COURSE	ELECT	\$3,600.00
MISSOURI RIVER ELECT	MISC SUPP SERV APRIL 28HRS	ELECT	\$4,656.55
ND DEPT ENVIRO QUALITY	CHEMICALS	WATER	\$13.24
ND ONE CALL	APRIL TICKETS	WATER, ELECT	\$9.00
PREMIUM WATER	CITY HALL AND SHOP DRINKING WATER	GEN, W, S, E, ST	\$71.89
RMB	MDRTRC/WTP	WATER	\$282.15

SANDBO	REPLACE CURB STOP	WATER	\$519.76
TEAM LAB	FINE ROAD PATCH	STREETS	\$2,600.00
THE PRINTERS INC	ADD	SALES TAX	\$85.00
USA BLUE BOOK	SUPPLIES	WATER	\$357.78
USPS	UTILITY BILLING POSTCARD PMT	GEN	\$115.93
USPS	Utility Bill Mailing x 6 months	water, sewer, electric, garbage	\$2,490.00
VAN DIEST SUPPLY	ALTOSID XR BRIQUETS	MOSQUITO	\$16,852.00
VESTIS	LINEN SERVICE	GEN, ARMORY	\$175.71
WASTE MANAGEMENT	COMM, RES, METAL, ROLL OFF	GARBAGE	\$25,912.14
WRIGHTS	SPINDLE ASSY	STREETS	\$294.85
	TOTAL		\$341,787.40

Presentation of Bills

Commissioner Pohlkamp made the motion to pay the bills as presented except for the Hillsboro fire department wrong amount was entered. Commissioner Sather seconded.

All voted yes

None voted no

Motion carried.

Monthly Disconnect:

Commissioner Sather made the motion to disconnect delinquent accounts on Tuesday, May 28th, 2024. Commissioner Pohlkamp seconded.

Roll Call

Yes: Sather, Geray, Evans, Pohlkamp, Reese

None voted no

Motion carried

27 on the list has asked for an extension to make payment. Another contract will not be offered. If a written statement from the county can be submitted to the office shut-off will be delayed.

City Commissioners Reports:

Commissioner Sather:

- o Nothing to report

Commissioner Evans:

- o Nothing to report

Commissioner Geray:

- o Elect:
 - o Attended the MRES conference
 - o Still looking for lineman

Commissioner Pohlkamp:

- o Nothing to report

Commissioner Reese:

- o ND Forestry grant – letters sent out for tree removal and replacement
 - o Contact city office if you receive a letter
 - o More info next meeting

City Officers Reports:

Public Works Director Anderson:

- o Absent

City Attorney Strom:

- o Nothing to report

City Auditor Eggermont:

- o Heritage publication would like to do another publication for Traill county \$998
 - o HEDC
- o Tyler Tech
 - o New software for office
 - o Grant 50/50 with MRES
 - 52,500 total/26,250 after 50/50/ 7,500 down pmt

- 75,488 installation, transfer
 - Re accruing fee 34,422
 - If when with Tyler save 5-6 thousand a year and would no longer need server
 - April/May of 2025 fully operational
- Audit 2023 done tentatively scheduled for July with Eide Bailey
 - Cost – compare with other companies
- Signed up for a bootcamp for grant writing – Brownfields - May-Sept
 - Town improvement- let Casey know

Sheriff's Office Steve Hunt:

- Dog issues
 - Create a City pound for 72 hr holding
 - After 72hr transported to shelter
 - County wide?
 - Worried about liability
 - Trying to work with circle of friends- no city holding time – cost (\$50-\$75 per day) covered by city and billed to owner of dog
- Budget hearings starting

City Engineer Swanson:

- None at this time- all covered by the RRVWSP

BC Tickets:

- 2023001- 322 1st Ave NW
- 2023002- 218 2nd St SW
- 2023003- 109 3rd St NE
- No changes
- Court dates are coming up will update when new info occurs
- 411 N Main- letter sent from BC with no response

Old Business:

Storage container ordinance

- First read

Commissioner Sather made the motion to approve the first read of the Storage Container Ordinance #534.

Commissioner Evans seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

Burro discussion

- Community members that contacted a commissioner feel that it is not worth the cost
- Store Burro until further notice

New Business:

Public works employee recommendation

- Zach Anderson addended to present
 - Applicant has stipulations with pay
 - Commission did not agree with terms

Demo grant for Wright

- Garage demo and replacement Garage

Commissioner Sather made the motion to pay up to \$2000 for the Demo Grant. Commissioner Geray seconded.

Roll Call

Yes: Evans, Reese, Geray, Sather, Pohlkamp

None voted no

Motion carried

P&Z new member

- Matt Miller recommended as new member of Planning and Zoning

Commissioner Sather made the motion approve Matt Miller as new member of Planning and Zoning. Commissioner Geray seconded.

All voted Yes

None voted no

Motion carried

Social media archiving

- Hold off for more research

RRVWSP Update

- Representatives presented information (**full presentation can be heard on the City of Hillsboro YouTube channel**)
 - Drought emergency
 - Service of industrial development
 - Local cost share

2024 tax equalization letter of intent approval

- Letter intent for approval- hearing the county to do this

Commissioner Pohlkamp made the motion to approve hiring the county to complete tax equalization. Commissioner Geray seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

Fund the 30th century

- Written in ordinance
 - If something is written in it can not be taken out without approval of the community
 - 1% would be in a separate fund and commission can only touch interest made in fund
 - No more than 3 funds at a time
 - Public safety, gen
 - 8%- 244,000 per year / 8 years not taking money out 2.5mil/ interest 160,000 a year
 - Rising cost for projects – help fund
 - Long term savings

Fire Department

- Looking into a ½% sales tax increase until the building paid off and then down to ¼% after
- Petition for Nov ballot

Final audit 2020-2022

- Audit complete
- Areas to work on have been stated and some cannot be fixed

Commissioner Pohlkamp made the motion to approve the 2020-2022 final audit. Commissioner Sather seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

2024 public library budget proposal approval

Commissioner Sather made the motion to approve the library 2024 budget. Commissioner Geray seconded.

Roll Call

Yes: Evans, Reese, Geray, Sather, Pohlkamp

None voted no

Motion carried

Lodging Tax grant application

- \$2,500 grant request

Commissioner Geray made the motion to approve the Grant request. Commissioner Pohlkamp seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

Hillsboro days items:

- Special event permit/wine sale permit
 - A&R bar- Friday and Saturday
 - Need to have area fenced off for Friday night event

Commissioner Geray made the motion to approve the A&R special event permit with the addition to an area blocked off for the bar Friday night. Commissioner Sather seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

- Insurance for Street dance (HBA)

Commissioner Geray made the motion to add street dance to cities liability insurance. Commissioner Pohlkamp seconded.

Roll Call

Yes: Evans, Reese, Geray

None voted Sather, Pohlkamp

Motion carried

City Hall summer hours

- 7-4:30 M-Th, Friday 8-12 with a half hour lunch break
- Memorial day to Labor day

Commissioner Sather made the motion to approve city hall office hours. Commissioner Evans seconded.

Roll Call

Yes: Sather, Evans, Pohlkamp, Reese, Geray

None voted no

Motion carried

Citizen address the commission:

None

Adjournment:

Commissioner Geray made a motion to adjourn the meeting at 8:06pm. Commissioner Sather seconded the motion.

All voted Yes

None vote no

Motion carried.

Casey Eggermont
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, June 3rd, 2024 at Main Street Community Center.**