

DATE: 03/15/2021

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, Skager and Sather

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 March 1, 2021 Regular City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.*

**Presentation of Bills:**

<b>AP to be approved on 03/15/2021</b>	<b>As of 03/15/2021</b>		
AE2S	Riverwalk, Water & Sewer reviews	\$66,763.03	24543
AMTA	2021 membership- Jim Anderson	\$550.00	24544
Aramark	mops & rugs	\$90.25	24545
Border States Electric	Lever Bypass, (6) dusk-dawn LED street lights	\$1,670.22	24546
Business Essentials	paper, pens	\$61.85	24547
Epic Welding & Manufacturing	plow truck repair	\$3,243.99	24548
Ewing Oil	fuel	\$46.00	24549
Farnams Genuine Parts	radiator, safety glasses, welding tanks	\$524.35	24550
Ferguson Waterworks	pvc fittings	\$4.84	24551
Frederick, Ashley	phone cordless headset	\$105.93	24552
Halliday Products	wastewater access cover & lock	\$2,202.07	24553
Hawkins	flow indicator & bracket, chemicals	\$4,324.77	24554
Hillsboro Airport Authority	Feb 2021 contribution	\$3,688.31	24555
Hillsboro Banner	Legals and ads	\$844.80	24556
Hillsboro Lumber	CDX 4x8 (2)- shop shelving	\$80.18	24557
HP Inc.	WTP- refurbished computer	\$425.88	24558
KRJB	advertisements	\$880.00	24559
Loffler	Feb 2021 copies, Alarm monitoring fees 4/21-6/21	\$150.82	24560
Midwest Pest Control	Fire- airfresh	\$8.00	24561
ND One Call	February 2021 tickets	\$6.65	24562
Office of the State Auditor	2018-2019 Audit progress bill #1	\$15,000.00	24563
Olsen Hardware	batteries, paint, pipe	\$92.06	24564
Premium Waters	water- shop and city hall	\$42.10	24565
PSN	Feb 2021- fees	\$322.86	ACH
RMB	water testing	\$165.00	24566
RS Electric	Gen. plant- heater & light, MSCC-thermo, EV charger	\$25,067.96	24567
Sanitation Products	snowblower seal kit	\$69.32	24568
Sorum Oil	Fuel	\$1,227.67	24569

Team Lab	mega & super bugs	\$3,585.50	24570
Verizon	cell phone	\$388.84	24571
Waste Management	refuse and recycling	\$22,347.96	24572
Wright Implement	aux. heater- farm truck	\$311.88	24573
<b>Total as of 03/15/2021</b>		<b>\$154,293.09</b>	

**Commissioner Reese moved to pay bills as presented. Commissioner Skager seconded. None voted no. Motion carried.**

**Monthly Disconnects-** *Commissioner Reese made a motion to approve the March 2021 Disconnect list. Commissioner Sather seconded. None said no. Motion carried.*

**City Commissioners Reports:**

Commissioner Reese – There was water left in the pool last fall and there is no water sitting in the pool now. Exploratory cameras were run through the pool lines. The pool will need new gutters and liners.

-Rec District discussed funding at their last meeting and the American Legion donated to help keep summer programs afloat until Levy Funds start coming next year.

-March 26<sup>th</sup> they are holding a trap shooting meeting.

Commissioner Skager – *Made a motion to approve Auditor Frederick’s 6 month Raise of \$1k per year, putting her at \$50K a year. Commissioner Reese seconded. On a roll call vote: Yes-Skager, Kress, Sather, Reese, Sando. Motion carried.*

Commissioner Kress – Approved Final Plat for Riverwalk at Planning and Zoning meeting Monday March 8<sup>th</sup>.

Commissioner Sather – Nothing to report.

Commissioner Sando – One of the Hangers at the airport sold and the Runway lights are up, working and looking good!

**City Officers Reports:**

Public Works Superintendent Anderson –Working with Border States to get material to have on hand for the Riverwalk development.

City Attorney Juelson – Rezoning notice and plotting notice will show up one more time in the paper before the April 5<sup>th</sup> Commission Meeting.

-EV Charging – Juelson will asked Attorney Strom where things are at with the paperwork. Superintendent Anderson still needs to do a walkthrough install before it can be turned on.

City Auditor Frederick – James Lee was sent a letter in February stating he needed to get his yard cleaned up by March 16<sup>th</sup>. Commissioner Reese would like to get a plan put in place to handle junk in yards. Auditor Frederick will talk with her team to figure out a process that is fair for everyone.

-Audit is still on going as well as weekly meetings with the State Auditors. Mark Forseth is through 2018 and Auditor Frederick and Deputy Auditor Bjorklund are working 2019.

-City’s new website is now live, up and running.

Trail County Sheriff’s Department – Nothing to report.

**Old Business:**

AE2S Task Order #5 – Armory Wall Removal Inspection – Inspection showed the wall is NON-load bearing. Commissioner Reese made a motion to accept and approve Task Order #5 from AE2S and to allow the Childcare Development Center to have their contractor removal the wall. Commissioner Skager Seconded. In a roll call vote: Yes-Skager, Kress, Sather, Reese, Sando. Motion Carried.

Riverwalk Improvement Documents- John Juelson brought five resolution for the Riverwalk Improvement Development to be approved for signatures by the Commission. The Resolutions are as followed:

1. RESOLUTION DECLARING PETITION FOR IMPROVEMENT HAS BEEN RECEIVED
2. RESOLUTION CREATING WATER, SEWER, STORM, STREET AND PARKS IMPROVEMENT DISTRICT NO. 2020-1 OF THE CITY OF HILLSBORO, NORTH DAKOTA
3. RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT
4. RESOLUTION APPROVING ENGINEER'S REPORT
5. RESOLUTION DIRECTING ENGINEER TO PREPARE PLANS AND SPECIFICATIONS

Commissioner Reese made a motion to approve all above listed resolutions for signatures for the Riverwalk Improvement District. Commissioner Kress seconded. On a roll call vote; Yes-Skager, Kress, Sather, Reese, Sando. Motion carried.

Armory Classroom Door Estimate Overview by Mike Kress- Hillsboro Lumber quoted 5 new classroom doors at \$500 per door, totaling \$2500 for all five doors. Childcare Development Center with pay up to \$1300 leaving the City's cost to \$1200 plus cost of installation. Superintendent Anderson and his crew will try to install them.

Commissioner Sather made a motion to approve the purchase of 5 classroom doors at \$500 per door with the Childcare Development Center paying \$1300, and the Public Works crew installing the doors. Commissioner Reese seconded. None said no. Motion Carried.

**New Business:**

AE2S Task Order #6 – GIS Map & Updates –

Commissioner Reese made a motion to accept and approve Task Order #6 from AE2S to update GIS Map and other updates and GIS training. Commissioner Skager seconded. In a roll call vote; Yes- Skager, Kress, Sather, Reese, Sando.

April CC/Armory Rentals –

Commissioner Reese made a motion to allow City Hall staff control Community Center and Armory Rentals without bringing them to the Commission. Commissioner Kress seconded. None said no. motion carried.

Clean up Week- Citizens can start putting items on their boulevards the weekend of May 1<sup>st</sup> and 2<sup>nd</sup>. Everything needs to be on the boulevard no later than Monday May 3<sup>rd</sup> by 7AM. There will be no go back pickups.

Citizens/Businesses Addressing the Commission – None.

**Adjournment:**

Commissioner Sather moved to adjourn the meeting at 7:25 PM. 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 Monday April 5, 2021 at Main Street Community Center.**