

CITY OF HILLSBORO

Commission Members:
Terry Sando, President
Levi Reese, Vice President
Dave Sather & Mike Kress

19 S Main, PO Box 400
Hillsboro, ND 58045
Phone: (701) 636-4620 Fax (701) 636-4621

Auditor: Ashley Frederick
Public Works Director: Jim Anderson
City Attorney: John Juelson

REGULAR CITY COMMISSION MEETING
March 7, 2022, 6:30PM at MSCC

A G E N D A

1. **Open with Pledge of Allegiance**
2. **Reading of Minutes** – February 22, 2022, Regular Meeting Minutes.
3. **Presentation of Bills**
4. **City Commissioners Reports**
5. **Report of City Officers**
 - 5.1 Superintendent
 - 5.2 Attorney
 - 5.3 Auditor
 - 5.4 Sheriff's Office
 - 5.5 City Engineer
6. **Old Business**
 - 6.1 HBC Ticket #2021002 – 206 4th Ave SE – Update if any
 - 6.2 HBC Ticket #2021004 – 105 4th Ave NE – update of legality to removing items – if any
 - 6.3 HBC Ticket # 2021007 – 322 1st Ave NW – No buyer as of 02/02/22. Deadline 03/2022
 - 6.4 HBC Ticket # 2021005 – 13 S Main St.
 - 6.5 Building Permit Process – update from P&Z if any
 - 6.6 Building Incentives for RW Development
 - 6.7 ND Community Foundation updates
 - 6.8 City Wide Street Paving Project -Town Hall Meeting on March 22, 2022 @ 6:30PM in the Community Center.
7. **New Business**
8. **Citizens Addressing the Commission**
9. **Adjournment**

NEXT REGULAR MEETING:
Monday, March 21, 2022, 6:30 PM
MAIN STREET COMMUNITY CENTER

EOM to be approved on 03/07/2022**PAID on 02/28/2022**

Zachary Anderson	Payroll	\$2,864.13	25406
James P. Baumgartner	Payroll	\$3,793.81	25407
Michael Kress	Payroll	\$353.23	25408
Terry Wika	Payroll	\$153.75	25409
Jay J. Alfson	Payroll	\$2,971.43	500466e
James M. Anderson	Payroll	\$4,494.22	500467e
Julie H. Bjorklund	Payroll	\$2,995.50	500468e
Ashley D. Frederick	Payroll	\$3,453.27	500469e
Jonthan E. Hams	Payroll	\$3,566.94	500470e
Gerald M. Hovet III	Payroll	\$3,157.69	500471e
Sara Myers	Payroll	\$2,206.87	500472e
Taxes Federal	Payroll taxes	\$9,779.85	744e
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$965.50	745e
Bell State Bank & Trust	Profit Sharing Plan	\$2,703.51	746e
ND Pers	Health Ins	<u>\$14,473.46</u>	747e
Total Accounts Payable		\$55,069.03	

DATE: 02/22/2022

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, Reese, Kress, Sather and Geray

Commissioners absent: None

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

Reading of the Minutes:

Commissioner Reese moved to approve the February 7, 2022, Regular City Commission Meeting Minutes. Commissioner Sather seconded. Motion carried.

Presentation of the Bills.

AP to be approved on 02/22/2022	2/22/2022	Amount	Check #
Advanced Business Methods	Scanner	\$446.74	25379
Advanced Engineering	Pavement & RW	\$3,193.00	25380
Business Essentials	Folders, wall file	\$76.59	25381
Butler Machinery	Parts	\$293.26	25382
CHS Ag Services	Oil, Superlube, Qwiklift	\$1,113.20	25383
Dakota Natural Gas	January gas for shop	\$486.53	25384
Electric Pump	Service Call	\$982.00	25385
Ewing Oil	Gas	\$346.76	25386
GovOffice	Website	\$3,883.00	25387
Hillsboro Airport Authority	January Contribution	\$3,154.33	25388
Hillsboro Body Shop	2015 Ram Pickup Repair	\$244.70	25389
Larson Welding & Machine Co	Welding	\$2,364.38	25390
Lowry Engineering	Const Doc 11 & 12/21	\$8,130.67	25391
Magnuson Tire and Service	Tires	\$92.23	25392
Missouri River Energy	January Billing	\$227,008.30	743 e
NAPA Central	Switch, hose, jack	\$859.30	25393
Nodak Electric	Outage NE part of Town	\$468.04	25394
Ohnstad Twichell	Legal Fees	\$7,396.72	25395
Ohnstad Twichell - WF	4th Quarter Commission Mtgs 2021	\$600.00	25396
Overhead Door Company	Parts for door	\$325.50	25397
Premium Water	Water	\$51.53	25398
Sellin Brothers	RW #6 payment	\$1,598.38	25399
Team Lab	Super and Mega Bugs Winter Blend	\$3,590.50	25400
Trall County Sheriff	Policing Contract	\$19,477.16	25401
Trall County Tribune	Paper	\$38.00	25402
Valley Plains Equipment	Parts	\$8.78	25403
Verizon	Phones	\$440.96	25404
Waste Management	Roll Offs & Trash accts	\$23,256.80	25405
		\$309,927.36	

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

Disconnects:

Commissioner Reese makes the motion to approve the Disconnects. Commissioner Kress seconded. Motion Carried.

City Commissioners Reports:

Commissioner Geray

- Cemetery- Has had a lot of questions about cremation.
- HEDC- Working on the grow Hillsboro Website.
- Hillsboro Lodging- sent our Survey's to citizens. Plans are being made because of the survey that was sent out.
- HBA- Will have a tab on the grow Hillsboro website.
- Personnel- Nothing to report, everything is going well.
- Electric- Informational tab on the City Site to explain the process for what happens during an electrical outage.

Commissioner Kress Nothing to report

Commissioner Sather

- Commend Public Works on a great job, It's been a tough winter.
- Need to replace a straight plow on the Loader.

Commissioner Sather made the motion for public works Superintendent Anderson to get prices for a new plow for the next budget season. Commissioner Kress seconded.

In a roll call vote

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

Motion Carried.

Commissioner Reese

- No Beautification meeting this month.
- Recreation District meeting.
 - Hired a new summer rec district employee.
- Pool
 - Getting things lined up to get going on repairing the small pool liner.

Commissioner Sando: Nothing to report.

City Officers Reports:

Public Works Superintendent Anderson:

- FYI: Email from City Engineer Swanson, there will be a bid opening for the Water Main Project on March 15th at 2:00pm at City Hall. Please mail them to PO Box 400 Hillsboro ND 58045 or deliver them to City Hall located at 19 S Main Street.

City Attorney Juelson Nothing to report.

Auditor Frederick-

- Resident who is looking for a wedding dance venue, looking at the armory and wondering why a keg is not allowed even if it is distributed by the bar. Talk to Sheriff Hunt about this.

Commissioner Reese made a motion to remove the keg part off if Sheriff Hunt says it is okay.

Commissioner Sather seconded.

In a roll call vote

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

Motion Carried.

Sheriff Hunt – Nothing to report.

City Engineer- Nothing to report.

Old Business:

HBC Ticket #2021002- 206 4th Ave SE – Waiting for the Deadline.

HBC Ticket # 2021004- 105 4th Ave NE- Waiting for the Deadline.

HBC Ticket #2021007- 322 1st Ave NW- Waiting for the deadline. Deadline is March 16th. Priced dropped a little bit.

- Once the deadlines are up do, we want to move forward with Roe & Joe for Ticket # 2021002 and Ticket # 2021004.
- All Legalities are in place

Commissioner Geray made a motion to move forward with the process to deal with Ticket # 2021002 and 2021004. Commissioner Reese seconded.

In a roll call vote

Yes- Sather, Geray, Kress, Reese, Sando

Motion Carried.

City Wide Street Paving Project:

- County has not given an answer on whether they would help with the cost.
- County has helped in the past
- Planning a town hall meeting for Tuesday March 22, 2022, at 6:30pm
- Ask City Engineer Swanson if we can get a cost estimate on creating more walking/ bike trails.

Television for the Community Center:

- Commissioner Reese would like a motion to get two televisions for the Community Center with a budget up to \$1500.

Commissioner Kress made the motion to spend up to \$1500. Commissioner Sather seconded.

In a roll call vote

Yes- Geray, Kress, Sather, Reese, Sando

Motion Carried.

Building Permit Process: No Update due to no Planning and Zoning meeting.

Building Incentives for RW Development:

- First \$75K
 - Check with the Legislation for this last Biennium
- Tabled.

KVYL Advertising:

- HEDC should use this not the city, Turn over to HEDC.

ND Community Foundation Updates:

- Commissioner Reese:
 - Tony and Peggy could not meet last week, they were away. They are receptive to it.

Lowery RW Documents signatures required:

- City Engineer Swanson had a few concerns

Commissioner Reese made the motion to sign the paperwork with the ok from City Engineer Swanson. Commissioner Kress seconded.

In a roll call vote

Yes- Reese, Sather, Kress, Geray, Sando

Motion Carried.

New Business.

USDA -Bond Council Legal Service Agreement Signatures Required:

USDA needs approval of signatures on bond paperwork to submit for bids for the I29 Watermain Project.

Commissioner Reese made a motion to approved signatures for the USDA Bond Council Legal Agreement Documents. Commissioner Sather seconded.

In a roll call vote

Yes- Kress, Geray, Sather, Reese, Sando

Citizens/Businesses Addressing the Commission – none

Adjournment:

Commissioner Sather moved to adjourn the meeting at 7:40pm PM. Commissioner Kress seconded. Motion carried.

Ashley Frederick
City Auditor

Terry Sando
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners
will be at 6:30 PM on Monday March 7, 2022, at Main Street Community Center.**

AP to be approved on 03/07/2022	3/7/2022	Amount	Check #
Aramark	Rugs	\$93.74	
Border States	Parts	\$95.98	
Breidenbach Excavating	Power line Bore/ Power Cable Bore	\$7,550.00	
Brite-Way Window Cleaning	Window Cleaning Outsides	\$45.00	
Business Essentials	Office Supplies	\$96.25	
Cardmember Service	Membership, classes	\$2,448.18	
Cole Papers	Supplies	\$414.82	
East Central Regional Water District	Water	\$8,066.36	
Electric Pump	After Hours Service Call	\$691.00	
Hawkins	Chemicals	\$5,672.07	
Hillsboro Park Board	Revenue Sharing	\$2,570.57	
HTC	Phones	\$935.81	
Jon Hams	2 floating tool shelves	\$156.92	
Lake Agassiz Water Authority	Membership	\$250.00	
Loffler	Copies	\$122.30	
Microsoft Online	Feb 2022 Services	\$316.65	ach
Midwest Pest Control	Pest WTP	\$253.00	
Miller's Fresh Foods	Supplies	\$43.80	
MRES	Monthly Fee/Meter Count Fee	\$574.40	
ND DOT	Treated Sand 38cyds	\$2,404.58	
Olsen Hardware	Supplies	\$154.72	
Payment Services Network	February Fees	\$357.30	ach
Remark Technology Consulting	Tablet Mice	\$180.00	
RMB Environmental Lab	WTP testing	\$70.00	
Sonia Trinidad	Armory Cleaning	\$232.00	
Swanston Equipments	Parts	\$791.91	
Valley Plains Equipment	Parts	\$92.06	
Wright Implement	Parts	\$391.89	