

DATE: 11/16/2020

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 Skager.

Commissioners absent: None

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

Reading of the Minutes:

Commissioner Skager moved to approve the November 02, 2020 Regular City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.

Presentation of Bills:

AP to be approved on 11/16/2020	As of 11/16/2020	
AE2S	Riverwalk review	\$106.00
Aggregate Industries	x-flat & hot water	\$424.50
Aramark	rugs & mops- city hall & armory	\$211.79
BCBS- ND	Jay- family dent/vis retro (oct/nov)	\$242.70
Bell Bank	Profit Sharing Plan- Quarterly fees	\$375.00
Border States Electric	heat shrink, pvc conduit	\$178.14
Bowersox, Bruce	P & Z- Nov. 2020 salary	\$200.00
Brite-Way Window Cleaning	city hall- outside windows	\$45.00
Business Essentials	hole punch, storage boxes	\$66.55
Cole Papers Inc	Armory- twels,soap, TP	\$184.88
Connelly, Lesley	Assessments & Budget	\$910.00
Display Sales	led bulbs	\$383.00
Ewing Oil	fuel	\$62.01
Farnams Genuine Parts	antifreeze, tape, ratchet, oxy tank	\$169.45
Groven, David	Cemetery- (4) pads, (16) level markers	\$1,232.00
Hawkins	chemicals	\$4,144.84
Hillsboro Airport Authority	October Contribution	\$540.80
Hillsboro Banner	legals & ads; envelopes	\$2,223.55
Hillsboro Drug & Gift	Band-aids	\$13.37
Hillsboro Lumber	2x10's- electrical	\$63.36
Kress, Mike	P & Z- Nov. 2020 salary	\$200.00
KRJB- FM	Oct 2020 advertising	\$324.00
Kulland, Ashley	refund of meter deposit	\$93.35
Lessard, Mike	P & Z- Nov. 2020 salary	\$200.00
Loffler	october copies	\$110.04
Midwest Pest Control	Fire, Police, WTP- pest control	\$173.00
MRES	meter count fee- sept	\$30.00
ND League of Cities	Annual Dues- 2021, drug/alcohol testing	\$1,889.00
ND One Call	October tickets	\$52.80

North Central Rental & Leasing	Caterpillar 938M loader, bucket, blade	\$218,092.00
North-Holt Electric	elevator pad mount materials	\$1,322.90
Paulson Gravel	40 yd road gravel	\$560.00
Payment Services Network	October Fees	\$271.85
Premium Waters Inc.	city hall & shop- water	\$49.60
Rakoczy, Walter	refund of meter deposit	\$58.79
Reed, Jamie	Fire Chief- salary	\$300.00
RMB	water testing	\$275.00
Sorum Oil	fuel	\$1,287.80
T & R Electric	3 Phase & Single phase pad mounts	\$6,362.00
Verizon	cell phone	\$389.25
Waste Management	Refuse and recycling	\$23,132.38
Willison, Mike	P & Z- Nov. 2020 salary	\$200.00
Total Accounts Payable		\$267,150.70

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

Consent Agenda – Monthly Disconnects.

Commissioner Reese Moved to approve the Monthly Disconnects except for one person that is on a ventilator. Sather Seconded. None said no. Motion carried.

Citizens Addressing the Council: None

City Commissioners Reports:

Commissioner Skager – Commissioner Skager has been working with Auditor Frederick on updating the Policy Book. Commissioner Skager has also been working with Attorney Strom on the fines and fees for the City Ordinances, which Attorney Strom provided all the commissioners a digital copy of prior to the meeting.

- Assistant City Administrator Lacher and Commissioner Skager have been working on quotes for a new front office Dutch Door and new door for the back of the Auditors Office in City Hall for safety concerns. They have also received quotes on installation of both doors. Commissioner Skager is curious why one quote is so much higher than the other and is going to contact that contractor to ask more questions.

-Commissioner Skager made a motion to give the City Employees all of Christmas Eve off. Commissioner Reese seconded. None said no. Motion carried.

Commissioner Kress – Hillsboro Lumber gave a quote on Steal for \$6k to finish the inside of the shop and the Public Works Guys will do all insulation and putting the steal up.

Commissioner Reese made a motion to approve the \$6k purchase of steal from Hillsboro Lumber for the City shop to be installed by the Public Works Employees. Commissioner Sather seconded. None said no. Motion carried.

Commissioner Sather – Nothing to Report

Commissioner Reese – Orchard Grant check came in.

-Bob the District Engineer from Fargo Reached out to Commissioner Reese to let him know the overpass for I29 at the Hillsboro exit will be getting redone between 2022-2024. Bob told Commissioner Reese that they would be willing to add a sidewalk onto the overpass free of charge, if the City of Hillsboro would agree to continue the sidewalk on both the East and West sides of the bridge into residential areas. Bob would like a verbal commitment. Commissioner Skager would like to have more knowledge of what it will

cost the city. The District Engineer told Commissioner Reese there are grants that can help with the project and he would be willing to work with the City of Hillsboro on applying for those grants. Commissioner Sando would like to wait until the next meeting so Steve Swanson with AE2S can survey it and see how much it would cost. Commissioner Sando asked Auditor Frederick to contact Steve Swanson with AE2s for an estimate for sidewalks on both the East and West side of the I29 overpass.
Commissioners Tabled until next meeting.

Commissioner Sando – getting the rocks swept off the runways for safe takeoff and landing out at the air port.

City Officers Reports:

Public Works Superintendent Anderson – Nothing to report.

City Attorney Juelson – received 1881 extraction lease. More work needs to be done before it can be approved for other years.

-USDA Grant needs signatures from Terry.

City Auditor Frederick – Chuck from Century Link is working with Superintendent Anderson on the issue. Superintendent Anderson is going to tell Century Link to bury their lines. If Century link is not willing to work with the City of Hillsboro with the issue Commissioner Sando asked Auditor Frederick to start looking into revoking their Franchise.

-Kiosk surveying was performed at City Hall, Cenex, and Casey's General store. The Survey Tech told Auditor Frederick Casey's General Store has the most room so it will more than likely end up there, but they will send her the survey results.

-Steve Swanson emailed Auditor Frederick stating the USDA is not requiring a culture study for the I29 Corridor Project next spring.

-Assistant Administrator Lacher received a phone call from a woman who wanted to get a birthday card for her husband from every state in the US. Auditor Frederick ask the commissioners if they would sign it. All commissioners agreed to sign the card after the meeting.

Trail County Sheriff's Department – Steve Hunt- Governor Burgum issued a mask Mandate. The Governor gave the Sheriff's "Officer Digression" to hand out the fines as they see fit. Sheriff Hunt and his team will have masks on hand and will educate first and fine if it becomes a greater issue. Sando asked for social distancing guidelines. Sheriff Hunt said they will be using this as an educational opportunity as well. If they see a crowd of people, they will ask them to spread out even if they are wearing masks and just educate them on the importance of wearing masks.

Commissioner Sando asked Sheriff Hunt to work with Auditor Frederick on the CARES Act funding for digital Signage regarding COVID announcements.

Old Business:

Snow removal – Bids- Two snow removal bids were dropped of at City Hall for the November 16, 2020 6:30PM meeting. Auditor Frederick Opened them both and read the estimates as follows:

- 1.) Manthey's Total Lawn & Snow Care
 - a. \$85 per hour for Skid, Payloader, Plow Trucks
 - b. \$50 per hour for Snow Blower & Shoveling Sidewalks
 - c. Duration: November 2020 to April 2021
 - d. Certificate of Liability Insurance Included.
- 2.) Robert Oelrich Contracting, Inc
 - a. \$100 per hour for Loader & Plow Truck
 - b. \$60 per hour for Snow Blowing & shoveling Sidewalks
 - c. Duration: 2020-2021 Season

Commissioner Reese Made a motion to approve Manthey's Total Lawn & Snow Care for the snow removal at the Armory and Helipad during the 2020-2021 Winter Season. Commissioner Sather Seconded. In a roll call Sather, Skager, Kress, Reese, Sando – Yes. None said no. Motion Carried.

Second Reading of HEDC ½ cent Sales Tax Ordinance- Attorney Strom presented the Ordinance and said it was voted on Election Day, November 3, 2020 and was passed. Attorney Strom just needed signatures from Commissioner Sando and Auditor Frederick.

Commissioner Reese made a motion to approve the Second Reading of HEDC ½ cent Sales Tax Ordinance. Commissioner Skager Seconded. None said no. Motion Carried.

HEDC 2021 Advertising Budget Revision- With the ½ Cent Sales Tax Ordinance passing, Commissioner Sando would like to revise the Advertising budget of \$10K the City currently gives the HEDC each year and use that \$10K elsewhere. Commissioner Reese moved to Table the discussion. No one seconded at this time. Auditor Frederick asked Attorney Juelson to explain when the Sales Tax would take effect. Attorney Juelson said it could take up to six months before the HEDC sees any money. Commissioner Sando asked for Mr. Nysveen, who was in the audience and is on the HEDC Board, for input. Nysveen wanted to be clear, anything he says is him speaking for himself and not on behalf of the HEDC Board. Nysveen wanted to know the official start date of the ½ cent Sales tax increase. Attorney Strom spoke up and said it should start about April 1, 2021, but the HEDC will not get paid until the 3rd Quarter which is the first part of July. Commissioner Sando would like to only provide \$5K for 2021.

As the Representative for the HEDC Commissioner Reese would like to Table until he can have a chance to meet with HEDC for discussion. Commissioner Skager seconded. None said no. Motion to table Carried.

Waste Management – Taft Elevator- Commissioner Sando wanted to revisit to update Commissioner Sather about what happened at the last meeting since he was not at the meeting and Recycling is in his portfolio. Commissioner Sando express while yes Commissioner Reese found a discrepancy with billing, Reese should have turned that issue over to Auditor Frederick and Commissioner Sather. Commissioner Sather didn't understand why we were even getting involved with Taft Elevator since they are not within city limits. Commissioner Sando asked Auditor Frederick to check into when the Waste Management Contract is up and needs to be renew. Citizen Nysveen asked for clarification on what Taft wanted the city's help with when Waste Management already sends trucks out to the Country. Auditor Frederick explained Taft wanted to bring their recycling of glass and plastic into Hillsboro. She talked to Paul with WM and he told her they do not do Commercial Recycling for glass and plastic. It just doesn't pay. Commissioner Sando asked Auditor Frederick if she turned it over to the County. Auditor Frederick informed the Commission she called and talked to Darrel Miller and gave him the number to Minnkota Recycling in Fargo. Auditor Frederick also stated all of this could have been prevented if the City Office would have been contacted in the first place. Frederick also stated the Commission approved something that technically was not in the City's jurisdiction to be approving and it wasted a lot of unnecessary time for the City Office Staff. Commissioner Sando apologized to Commissioner Sather for assuming he was in the know of what was all going on and Sando stated he should have tabled the item for further discussions with Sather. Sando also stated Auditor Frederick and her office staff needs to be in the know with all transactions going forward. Sando stated the Commission is there to make big decisions, but that Auditor Frederick and her team, and Superintendent Anderson and his team are there to make the practical decisions. Commissioner Sather apologized for not being able to sit at home and read contracts for the City of Hillsboro. Commissioner Sando state that is the job of Auditor Frederick and her team not that of the Commissioners. Commissioner Reese apologized, stating he was just trying to help a citizen get an answer.

EV Charging Station – Commissioner Sando asked Attorney Juelson if the city has ownership of the property where the EV Charging Station is being placed. Juelson stated, Dave Windom has been more than accommodating. However, there are multiple entities involved regarding mortgages on the property. Per Attorney Strom, everything for Windom to sign has been drafted up, they are just waiting for partial releases from the banks to be completed for the charging station property. They are working with Attorneys' Strom and Juelson to get the property release so Windom can sign the correct paperwork to transfer the property to the City of Hillsboro. Commissioner Sando ask Superintendent Anderson how much work has been done on the project. Anderson stated the cement slab has been poured. Commissioner Sando asked to hold off on continuation of the project until the property has been transferred to the City.

Commissioner Sando Stated that him and Auditor Frederick have been working on getting things set up and ready for when the charging station is up and running. Commissioner Sando confronted Commissioner Reese about the Contract he signed with Green Ways 2Go, the company the City is going

through for the EV Charging Station. Sando asked Reese if he sent the contract to the other commissioners or Attorney Juelson for review before signing. Commissioner Reese stated he brought the paperwork to the Commission before the payment was made. Commissioner Sando asked the other commissioners if they remembered going over any type of contract for the CV Charging station regarding how long the contract was for, types of coupons and incentives involved, what all came with the contract as far as maintenance, warranty etc. No other commissioners spoke up. Commissioner Sando asked Attorney Juelson to look at the contract Sando was sending around the table and asked him if he looked at that contract before signatures were applied. No response from Juelson. Commissioner Sather asked, shouldn't the contracts be signed by the president of the board? Commissioner Sando stated all contracts should be signed by either the President or the Auditor and sometimes both. He emphasized again all paperwork, contracts, anything to do with billing needs to be sent to Auditor Frederick and her team at City Hall. Auditor Frederick confirmed she got all the billing items set up, turned over to City Hall and was able to delete Commissioner Reese's access and log in info for the monitoring and billing website of the CV Charging Station.

New Business:

Mike Blevins – Midwest Inspection, Inc. -Auditor Frederick has been communicating with Mr. Blevins inquiring about his building inspection services. Mr. Blevins asked the commission to explain more in-depth what the needs of the City are and the questions they have for him. Commissioner Sando explained about the Reverwalk Development and told Mr. Blevins the City is looking for someone to help put "Teeth" into their building codes inspection process. The commission would like to have someone with an objective eye for the community. Commissioner Skager explained him and Attorney Strom have been working together to update the City Ordinances. Skager told Blevins he would like him to look at the Redline Ordinances once they are passed later in the meeting. Skager agreed with Commissioner Sando and would like to have an inspector with an objective eye to come into Hillsboro and tell property owners when something needs to be fixed, how long they have to address the item, and be able to take the proper steps if the issues are not addressed according to code. Blevins stated he works with other small communities like ours to enforce building code issues. Commissioner Sando asked how Midwest Inspections handles the billing of such inspections for the City. Mr. Blevins informed the commission the only way the city gets charged is if they must do a building code enforcement on a blighted building. Otherwise Midwest Inspections gets paid from the property owner through the building permitting process. Mr. Blevins stated he would send a copy of his rates and job overview to Auditor Frederick's office later in the week.

Commissioner Sando made a motion to get more details and start looking at hiring on Midwest Inspections for their building code needs. Sather seconded. None said no. Motion Carried.

City Website Options – Commissioner Sando asked Commissioner Reese if he has turned over the rights for the city website. Commissioner Reese stated all rights have been transferred over to the city and he has no access anymore. Auditor Frederick wanted to know how the packet for the meeting got onto the website if he didn't put it in there. Commissioner Reese explained his folder he puts all his minutes in is automatically linked to upload to the City's website and the City Hall Staff needs to break that link on the website side of things. Auditor Frederick and Assistance Administrator Lacher have never been informed of the switch over and don't understand why all the folders are still pulling from Commissioner Reese's folders with his name on them if the admin has been turned over to the city. Commissioner Reese informed them all those links need to be changed by City Hall staff. Assistant Admin Lacher stated she was able to find a back door in the system and get the Domain Rights under the City of Hillsboro instead of under Commissioner Reese. Commissioner Sando stated Assistant Admin Lacher has been researching other possible websites to go with and the City would be able to keep their original Domains. If the city decides to go with a new website designer, Commissioner Sando wanted to make sure all commissioners agree and understand the City Hall Staff will oversee the website. The commission is only there to make the big decisions. Commissioner Sando feels Auditor Frederick and her staff have been put through a lot of un-needed stress with questions being asked and the office not knowing anything about it because it wasn't brought to their attention in the first place. All Commissioners agree on finding a website that will be operated by the City Hall office staff. Commissioner Sando asked Assistance Admin Lacher to explain the two websites she has been researching and in communication with.

1. GovOffice – Price is based on the population of the town and different levels. Argusville uses GovOffice Budget website. Lacher got in touch with Argusville to find out how they like their website through GovOffice. Argusville stated GovOffice was very easy to learn and update. Per Lacher, if the city were to purchase the Budget website through

GovOffice the City would pay about \$1050 for a 1 to 3-year investment with unlimited support and it is mobile ready.

2. Stray Media - based out of Grand Forks run \$10k-\$15k for set up. Stray Media comes out and uses a drone to take pictures of the city. They provide web analytics for when people are searching for the webpage to make the link pop to the top of the search list. Stray Media can create a vendor store and put logos on all work apparel, safety equipment, vehicles etc.

Commissioner Sando unofficially tabled the discussion of a new City Website until the commissioners can review the two proposals closer.

First Reading of the Redline Ordinances – Attorney Strom presented the Redline Ordinances he sent by email.

Commissioner Reese moved to approve the first reading of the new ordinances. Commissioner Skager seconded. None said no. Motion carried.

Advertise the City Lot for Sale – Attorney Strom would like to get a motion to advertise lot 3 Block 1, of Sargeant’s Addition to the City of Hillsboro, Traill County, North Dakota. Parcel # 26-0003-06231-000.

Commissioner Reese made a motion to approve to advertise the sale of lot 3 Block 1 of the Sargeant’s Addition. Commission Skager Seconded. On a roll call Skager, Kress, Sather, Reese, Sando-Yes. None said no. Motion Carried.

Adjournment:

Commissioner Skager moved to adjourn the meeting at 8:30 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 December 7, 2020 at Main Street Community Center.**