

CITY OF HILLSBORO

Commission Members:

Levi Reese, President

Dave Sather, Vice President

Mike Kress, Paul Geray & Nicole Evans

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 & J.R. Strom

REGULAR CITY COMMISSION MEETING

November 21, 2022, 6:30PM at MSCC

A G E N D A

- 1. Open with Pledge of Allegiance**
- 2. Reading of Minutes** – November 7, 2022, Regular Meeting Minutes
- 3. Presentation of Bills**
- 4. Monthly Disconnects - November**
- 5. City Commissioners Reports**
- 6. Report of City Officers**
 - a. Superintendent
 - b. Attorney
 - c. Auditor
 - d. Sheriff's Office
 - e. City Engineer
- 7. BC Ticket Items – See Attachment**
- 8. Old Business**
 - a. Railroad Park - Update
 - b. FEMA Disaster Relief
 - c. Dental & Vision Insurance
 - d. Mobile Home Utility Rates
 - e. Special Assessment Committee
- 9. New Business**
 - a. Battig (Breen) Payment Arrangement
 - b. HBA Christmas Carnival Street Closures on December 11th
 - c. Procurement Policy Proposal
 - d. New RAM 1500 Reg Cab Quote for PW pickup
 - e. Trailers parked on the Street
- 10. Citizens Addressing the Commission**
- 11. Adjournment**

**NEXT REGULAR MEETING:
Monday December 5, 2022, 6:30 PM
MAIN STREET COMMUNITY CENTER**

HBC Ticket's

- a. HBC Ticket #2021001 – 318 2nd St SE– Referred to Sheriff Department
- b. HBC Ticket #2021002 – 206 4th Ave SE- Referred to Sheriff Department/ motion was made to close this ticket.
- c. HBC Ticket # 2021003 – 222 4th Ave SE – Referred to Sheriff Department
- d. HBC Ticket # 2021004 – 103 4th St NE– Waiting on finalization from District court.
- e. HBC Ticket # 2021005- 13 S Main St- New deadline set for December 1, 2022
- f. HBC Ticket #2021007- 322 1st Ave NW- Property has been sold/ motion was made to close this ticket for now.
- g. HBC Ticket # 2022001- 203 4th St SW- Referred to Sheriff Department
- h. HBC Ticket # 2022002- 205 4th St SW- Property is up for sale, Kumar is willing to work with city.
- i. HBC Ticket # 2022003- 310 E Caledonia- Motion was made to refer to City Commission.
- j. HBC Ticket # 2022004- 218 4th St NE- Referred to Sheriff Department

DATE: 10/17/2022

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: Reese, Sather, Kress, Geray, Evans (via phone)

Commissioners Absent: none

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

Reading of the Minutes:

Commissioner Sather moved to approve the October 17, 2022, Regular City Commission Meeting Minutes. Commissioner Kress seconded. None voted no. Motion carried.

Presentation of Bills

EOM to be approved on 11/07/2022	PAID on 10/31/2022	Amount	Check #
James P. Baumgartner	Payroll	\$3,583.96	26044
Jay J. Alfson	Payroll	\$2,852.31	500532e
James M. Anderson	Payroll	\$5,017.05	500533e
Zachary Anderson	Payroll	\$2,959.23	500534e
Julie H. Bjorklund	Payroll	\$2,824.89	500535e
Ashley D. Frederick	Payroll	\$3,453.27	500536e
Bryan D. Hall	Payroll	\$2,825.28	500537e
Jonthan E. Hams	Payroll	\$3,526.14	500538e
Sara Myers	Payroll	\$2,383.60	500539e
Taxes Federal	Payroll taxes	\$9,149.16	819e
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$1,047.00	820e
Bell State Bank & Trust	Profit Sharing Plan	\$2,715.16	821e
Microsoft Online	Oct 2022 Services	\$390.00	822e
ND Pers	Health Ins	\$12,679.60	823e
Total Accounts Payable		\$55,406.65	

AP to be approved on 11/7/2022	11/7/2022	Amount	Check #
Acme Tools	Cleaning Tools	\$196.83	26045
Aramark	Rugs/Mops	\$272.78	26046
Boeddecker Septic Pumping	3 hr Pumping water gate valves	\$675.00	26047
Bonnie Anderson	Refund of credit balance/refund of deposit	\$214.75	26048
Border States	Sweet Briar	\$4,592.86	26049
Butler Machinery	wheel-type loader - small	\$3,960.00	26050
CDW-G	Logiteckeyboard	\$61.84	26051
ECRWD	water	\$8,148.65	26052
Evans Properties	BES rebate	\$300.00	26053
F & S Concrete	Water, sewer, storm, Parks Imp- Riverwalk	\$91,798.65	26054
Halstad Telephone Company	Phones/Internet	\$992.23	26055
Hawkins	Chemicals	\$4,149.92	26056
HEDC	Sales Tax	\$11,925.24	26057

HEDC	Lodging Tax	\$572.94	26058
Hillsboro Body Shop	Transformer repair/Paint materials/waste disposal	\$1,078.00	26059
Hillsboro Kiwanis	Quarter Payment	\$75.00	26060
Hillsboro Lumber & Hardware	window for shop	\$53.46	26061
Hillsboro Park Board	Rev Sharing OCT	\$2,721.43	26062
Holcim	X-flat:4000, Flatwork, 4060L, EF	\$330.63	26063
J.P Morgan	Credit Cards September	\$5,362.45	824e
Kendra Knecht	refund Armory Deposit	\$100.00	26064
KRB Gravel	Gravel	\$1,860.00	26065
Lawson Products	parts order 8777301	\$108.78	26066
Loffler	copier city Hall	\$112.67	26067
Midwest Pest Control	Pest Control	\$182.00	26068
Miller's Fresh foods	Office Supplies	\$45.49	26069
Mootz Construction	Pallet racking/gutters	\$1,725.00	26070
MRES	Misc Services	\$8,008.94	26071
Naastad Bros	Storm sewer pipe repair/water & sewer around town	\$217,485.50	26072
Napa	Parts	\$178.98	26073
ND League of Cities	2022 Annual Conference Levi Reese	\$250.00	26074
ND One Call	October Service	\$89.15	26075
ND Water Users Association	2023 Public Member	\$300.00	26076
NODAK Electric	terminate cable and hook up secondaries new duplexes	\$1,238.80	26077
Ohnstad Twichell	City Commission Meetings	\$600.00	26078
Olsen Hardware	Supplies	\$199.23	26079
RMB Environmental	Water Testing	\$81.68	26080
RS Electric	Electrical Material for Substation	\$1,318.00	26081
Stuart C Irby	Omni-Rupter Switch Insulated Fiberglass Handle	\$4,700.00	26082
Team Lab	Fine road patch	\$881.50	26083
Traill County Highway Dept	Repair for signs	\$716.20	26084
Traill County Sheriff	Policing contract - Nov	\$17,254.08	26085
Usa Blue Book	PH Buffer/Electrode storage/PH Electrode	\$510.09	26086
Verizon	Phones	\$833.51	26087
Waste Management	Trash accts/Metal/Roll offs	\$24,872.69	26088
		\$421,134.95	

Commissioner Geray moved to pay bills as presented with adding the Musco Bill of \$99,500 Ck# 26090; for the Lighting Project at the softball Complex, bringing the 11/07/2022 AP total to \$520,634.95.

Commissioner Kress seconded. None voted no. Motion carried.

City Commissioners Reports:

Commissioner Reese – Working on budgeting tool to finalize better number for finances going forward.

- NDDEQ received a complaint about Anchor Ingredients and dust control. Reese has been in contact with Mr. Jordan to fix the issues. It is still a work in progress.

Commissioner Geray – BC – Nothing to report

- Electrical- Went to Area Meeting -it was very informative.
- HEDC – Developed first draft for infrastructure grants.
- Property enhancement project in the works
- Community Showcase Thursday November 10, 2022, 2PM-4PM

Commissioner Evans - nothing to report

Commissioner Kress – Contacted by a realtor about the wooded area West of the County shop. Someone has shown interest in that property for Commercial Use.

- Options: Rezoning property from R2 to C1
- Potential buy gets a Conditional Use Permit

Commissioner Kress will reach out to realtor for more information and bring to Planning Zoning.

Commissioner Sather – Nothing to report.

City Officers Reports:

Public Works Director Anderson – Missed the Q3 deadline for turning the water sample into the State. The samples were taken and were good, they just were not sent into the State. There will be a mass mailing coming out to inform all citizens of the situation.

City Attorney Strom - nothing to report

City Auditor Frederick – Nelson’s sent over a payment plan of \$84.70/month for the next 18 years. Attorney Strom will write up a contract and make sure there is verbiage in it to cover the payment in the case the Nelson’s are ever to sell the property before the project is paid in full.

Commissioner Geray made a motion to approve a payment arrangement with Brad and Aubrey Nelson in the amount of \$84.70 per month for the next 18 years, with Attorney Strom writing up a contract with a clause of how the project will be paid in full if Nelson’s ever decided to sell. Commissioner Sather Seconded.

In a roll call vote:

Yes- Kress, Geray, Sather, Evans, Reese

Motion Carried.

City Engineer Swanson – Project update on I29 water sewer Main – Neil will work as long into the fall as possible.

- Pedestrian Bike Path area survived earlier Monday. Working to stay on track with the States Overpass ped bridge project in the next couple years.

Sheriff’s Office - nothing to report

Old Business:

RR Park – Beautification Commission Submitted a grant application to the ND Community Foundation.

- Waiting on the finalization of the contract for RR Park.
- Dirt from ripping out the tracks is there for the City to use as they need in the spring to fill in.

FEMA Disaster Relief – All documents have been signed; no more new items can be added to the tracker. Just waiting on a couple more items from the County to submit to FEMA.

New Business:

Alley Behind Miller’s Fresh Foods, old DHB, Vets Club, Apartment Building –

- Received two quotes – 1.) \$10K from Advanced Striping & Seal Coating
- 2.) \$7600 Hubert & Sons OYE Asphalt Paving

- Need to investigate more
- Commissioner Sather will spear head conversations with the business on that block to get a starting point.

Mobile Home Utility Rates – Property owner did not show up.

- Overview of situation given by Commissioners and City Attorney Juelson.
- Residents in the Traylor Court will not lose utilities due to the negligence of the property owner. Other routes will need to be assessed.

Special Assessment Committee – Needs a new member as one decided against being on it.

BCBS Policy renewal and up grade options for Dental and Vision – Tabled for further discussion.

Fire Marshall Inspections

-202 2nd St. SE

- Will need to be condemn
- Per Sather a contractor out of Mayville may be tearing it down later this fall or Winter
- Need to think about looking at the shed on the property as well.

- Dollar General

- No final Report has been received at this time.

2023 Clean Water State Revolving Fund (CWSRF) Questionnaire Submission Approval –

Submitted last year and our projects were not picked. This would be re submittal of the same projects for 2023.

Commissioner Sather made a motion to resubmit questionnaires for the Hillsboro Manhole & Lift Station Replacement, Stormwater Improvements, and Loyal Ave Strom water Lift Station to the CWSRF for approval of funds. Commissioner Kress seconded.

In a roll call vote:

Yes – Sather, Evans, Geray, Kress, Reese

Motion Carried.

Citizens Addressing the Commission:

Adjournment:

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

Ashley Frederick
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, November 21, 2022, at Main Street Community Center.**

AP to be approved on 11/21/2022	PAID on 11/22/2022	Amount	Check #
AE2S	Hillsboro I29 TA sidewalk	\$5,337.55	
Alicia's Cleaning Services	cleaning services, city Hall, Armory, MSCC	\$500.00	
Aramark	mop handles, mats, nitrile gloves	\$136.39	
Border State Electric	ALCU sec sleeves	\$144.96	
Brian Hall	Coat	\$101.58	
Brite-Way Window Cleaning	City Hall windows 11/02	\$51.00	
Butler Equipment	Wheel type loader Model SB5231218	\$27,595.00	
Butler Equipment	1PERL 5/8X3/4" 25' 3W PE 1G SM	\$3,720.00	
Dakota Natural Gas	12 5th Ave NW utility bill	\$55.95	
Evans Properties	BES- Lights	\$663.96	
Ewing Oil	fuel charges	\$437.04	
Ferguson Waterworks	curb BX	\$80.59	
Grainger	Power bit, stretch wrap	\$41.16	
Hawkins Inc	chemicals	\$354.51	
HBA	2023 Membership dues	\$100.00	
KRJB - FM	YLE services, Q4 Public Power PGMS	\$638.00	
Larson Welding	snow blower repair	\$2,897.74	
Lowry Engineering	Professional Services - construction documents, weed killer	\$8,481.38	
Missouri River energy Services	electric services, transmission services, WAPA	\$120,411.89	ach
Missouri River energy Services	Misc services October 2022	\$5,429.36	
Mootz Construction	pallet racking, gutters on city shop office materials/labor	\$1,725.00	
Naastad Brothers	72" RCP repair	\$22,040.00	
ND environmental quality	Operator certification exam fees- Zach Anderson	\$100.00	
Northern Fire Equipment Service	fire extinguishers City Hall	\$931.85	
Premium Waters Inc	shop water service	\$49.28	
RMB Environmental Laboratories	Water Treatment plant Inv D039784	\$81.68	
RMB Environmental Laboratories	water treatment plant	\$196.03	
RS Electric	substation work - materials, rentals	\$7,021.00	
Sandbo Plumbing	Rhonda Howlzer city water control box	\$135.00	
State of North Dakota Chemistry Lab	water testing	\$397.20	
Trails County Treasurer	Sheriff policing contract - December	\$17,254.08	
Verizon Wireless	cell phone service Octpber 2-22	\$2,068.53	

January	February	March	April	May
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EMERGENCY LINE

1-833-636-4860

RECYCLING

1-20 / 2-24 / 3-24 / 4-21 / 5-19
6-23 / 7-21 / 8-25 / 9-29 / 10-20
11-25 / 12-22

**Garbage Pickup Every Monday Except
 December 25 is the Tuesday the 26**

Landfill and Roll-off

To use Land Fill visit City Hall

**Roll-off are available by the city shop 7:30 am to
 3:30 pm M-F and 8 am to 12 pm Saturday.**

Meeting Days

- City Commission 1st and 3rd Monday's @ 6:30 pm*
- Planning and Zoning 2nd Monday @ 5:00 pm*
- Beautification Commission 2nd Monday @ 7:00 pm*
- Park District 2nd Thursday @ 7:00 pm*
- Recreation District 2nd Wednesday @ 7:00 pm*



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www.hillsboro-nd.com info@hillsboro-nd.us

701 636-4620

June						
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31						



SIGNS • PRINT • MARKETING

Sir Speedy
 123 University Drive N
 Fargo, ND 58102
 (701) 298-9898

Estimate

No: 33747
 Date: 11/15/22
 Customer PO:
 Phone: 701-550-9322
 E-Mail: levi.reese@hillsboro-nd.us

Levi Reese
 City of Hillsboro

Quantity	Description	Amount
1,000	Refrigerator Magnets , 5.5 x 8.5 Magnet MagneCote 13pt , copied on 1 side, 4 Up 1 Color Output Bleed Cut	\$ 516.78
Sales Rep: Taken by: Chloe Wanted: Tue 11/22/22 Refrigerator Magnets		 \$ 516.78 \$ 38.76 \$ 0.00 \$ 555.54

Ashley Frederick

From: Levi Reese
Sent: Tuesday, November 15, 2022 11:48 AM
To: Ashley Frederick
Subject: FW: (EXTERNAL) Re: Printing

Levi Reese | President | Hillsboro City Commission | 19 S Main Street P.O. Box 400 Hillsboro ND 58045 |
W [\(701\) 636-4620](tel:7016364620) | F [\(701\) 636 4621](tel:7016364621) | C [\(701\) 550-9322](tel:7015509322) | levi.reese@hillsboro-nd.us |

From: Cory Erickson <hbanner@rrv.net>
Sent: Sunday, November 13, 2022 11:09 PM
To: Levi Reese <levi.reese@hillsboro-nd.us>
Subject: (EXTERNAL) Re: Printing

***** **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *****

Hey Levi, looking at sizes available, it would be about \$1.00 - \$1.25 per magnet.

-Cory

On Nov 13, 2022 9:04 PM, Levi Reese <levi.reese@hillsboro-nd.us> wrote:

Would you be able to do what is attached as a magnetic calendar? It is 5.75 by 8.75 we would need 1000 of them. What would be the cost? Thanks.

Levi Reese | President | Hillsboro City Commission | 19 S Main Street P.O. Box 400 Hillsboro ND 58045 |
W [\(701\) 636-4620](tel:7016364620) | F [\(701\) 636 4621](tel:7016364621) | C [\(701\) 550-9322](tel:7015509322) | levi.reese@hillsboro-nd.us |



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City of Hillsboro

19 S Main Street / P.O. Box 400

Hillsboro, ND 58045

(701) 636-4620 / Fax (701) 636-4621

www.hillsboro-nd.com

November 17, 2022

H. Borough LLC
William Block
369 East Kellogg Blvd
St. Paul MN 55101

Mr. Block;

Thanks for reaching out and voicing concerns over the billing at H. Borough LLC Property. I have reviewed the letter and consulted with our city staff, attorneys, the city commission, the ordinance, and policies. I believe we both agree that I cannot fix what has happened in the past; I do apologize if you felt like you were mistreated or had poor communication, I will take responsibility for that and make sure that we will do a better job for you.

This took longer than I had hoped, but I wanted to ensure we had a clear picture of everything to ensure that it was correct and accurate. Yes, you were overcharged for the streetlights. Meters are not the factor for the user fee, it is based on the number of family units, and you have indicated that it is 26. We have been undercharging and have fixed it, which will be reflected on future bills. Please notify the city when the number of units changes so we can adjust accordingly. If we can come to terms with you paying for the current balance that is due in total, I hope we forget about the past and move forward. The next commission meeting is on November 21st at 6:30 pm at the Main Street Community Center. If you are absent, have not contacted the staff about another meeting date, or have yet to pay the bill due in full in the amount of \$11,226.08, the city commission will address how to proceed.

I hope this makes sense. Please reach out if you have any further questions or concerns.

Sincerely,

Levi Reese

City of Hillsboro
Commission President

CC: Ashley Fredrick, City Auditor
Jim Anderson, Public Works Superintendent
City Attorneys John Juelson & J.R. Strom

**Commissioner: President-Levi Reese / VP-Dave Sather / Nicole Evans / Mike Kress /
Paul Geray / Auditor-Ashley Frederick / Public Works Director-Jim Anderson /
City Attorney John Juelson & J.R. Strom**

The City of Hillsboro is an equal opportunity provider.

City of Hillsboro North Dakota

Email: info@hillsboro-nd.us

Website: www.hillsboro-nd.com

Procurement Policy Proposal 11.21.2022



Prepared by Levi Reese Hillsboro City Commission President
levi.reese@hillsboro-nd.us

PROCUREMENT POLICY

Proposed 11.21.2022



1

Purpose: To have a written policy in place for all purchases within the City of Hillsboro to be fair, honest, and legal.

Index

Page 2: Draft Policy

Page 5: Purchasing Thresholds

Page 6: North Dakota Purchasing Laws



It shall be the general policy of the City of Hillsboro for the purchase of materials, equipment, supplies, and services that the following procedures be used for the acquiring of same:

- I. For amounts of \$1,000 and less, no approval will be needed if funds are within a budget line or part of discretionary funds set aside by the City Commission. If a line item is over budget, then approval for additional funds can be approved by the Financial Commissioner with Auditor or Manager for temporary purchases until the next Commission meeting up to an additional \$10,000. (EXAMPLE: if the Fuel budget for Snow Removal is over budget, the Financial Commissioner can approve an extra \$5,000 until the next meeting)
 - a. At least one (1) fair and reasonable quote
 - i. Verbal, phone, email, or written
 - b. Local purchase when practical feasible, and consideration to all retailers in the city to secure the least costly item(s)
- II. For amounts between \$1,000.01 and \$10,000.00, approval from the Commissioner in charge of the portfolio or Financial Commissioner by text, email, or phone, if the purchase is part of a line item in the budget. That commissioner will then notify the Auditor's office of approval or disapproval. Purchases outside of the line-item budget need full commission approval. Items part of the recurring purchase do not apply; examples include but are not inclusive of larvicide, chlorine, salt, and gravel. An emergency outage affecting a resident or customer utility does not need approval, but notification must be given to the Commissioner of that Portfolio within 24 hours.
 - a. At least one (1) fair and reasonable quote
 - i. Verbal, phone, email, or written
 - b. Local purchase when practical feasible, and consideration to all retailers in the city to secure the least costly item(s)
- III. For amounts between \$10,000.01 and \$50,000.00, approval from the Commissioner in charge of the portfolio or Financial Commissioner by text, email, or phone, if the purchase is part of a line item in the budget. That commissioner will then notify the Auditor's office of approval or disapproval. Purchases outside of the line-item budget need full commission approval. Items part of the recurring purchase do not apply; examples include but are not inclusive of larvicide, chlorine, salt, and gravel. An emergency outage affecting a resident or customer utility does not need approval, but notification must be given to the Commissioner of that Portfolio within 24 hours.



- a. Solicit quotes from at least three (3) vendors
 - i. May be verbal or written quotes.
 - ii. If verbal, record date, person's name, and title, and business name with costs & other communication.
 - b. Local purchase when practical feasible, and consideration to all retailers in the city to secure the least costly item(s)
- IV. For amounts between \$50,000.01 and \$100,000.00, approval from the Commissioner in charge of the portfolio or Financial Commissioner to solicit quotes. It is the commissioner's responsibility to notify the commission of the intentions within 72 hours. Projects can not be split into small projects under the \$50,000.01 threshold. If the total dollars spent on a project by one contractor or more is at the \$50,000.01 level, it is one project. (Example XYZ Contractor is replacing three fire hydrants, which are \$9000.00 each, and they are also doing a water line replacement for \$10,000. Then ZZT Paving is fixing the road for \$10,000, and YYY Landscaping is Fixing the Grass for \$5000. This is one project and must have the appropriate bids.) All projects need Commission Approval.
- a. Solicit quotes three or more written quotes (if three are asked for but not returned, that is considered as three if proof can be given as to the date sent and deadline to that contractor)
 - b. Responses must be written, dated, and signed. Do not have to be sealed.
 - c.
- V. \$100,000.01 and above formal bids are required with the City Commission's approval of the bid award.
- a. Must be purchased using formal sealed bids (Invitation for Bid) or Request for Proposal (RFP).
 - b. Request must be placed on the city website and official paper for two weeks.
- VI. Considerations
- a. Employees need authorization from the head of the department to make purchases, and all purchases shall be made using the auditor purchase system. Regardless of whether it is budgeted, purchases shall be prioritized and based upon necessity, not convenience.

PROCUREMENT POLICY

Proposed 11.21.2022



4

- b. Purchases where practical and cost-effective shall be based on the following preferences: local, in-state, and then regional.
- c. Emergency items needed imminently to protect life, city property, city infrastructure, public property, or to avoid service disruptions may be purchased from any source as necessary, with the above preferences when possible.
- d. Proprietary items will necessitate special handling, and purchases should be coordinated through the City Administrator or City Engineer.
- e. The City has comprehensive purchasing based upon sound purchasing practices and principles and has authority for procuring commodities, services, printing, and information technology.

PROCUREMENT POLICY

Proposed 11.21.2022



Purchasing Thresholds (July 1, 2018)

Level	Competition Requirements	Documentation Maintenance Requirement
Level 1 "Micro" Purchase Less than \$10,000	Obtain at least one fair and reasonable quote. Note: Equipment and software must be added to inventory if \$5,000 or greater. (N.D.C.C. § 54-27-21 Fixed Asset Minimum Reporting Value) OMB: State agencies (excluding Higher Education institutions) must submit printing purchase requests \$5,000 and over to OMB State Procurement. Rotate vendors solicited on an equitable basis (N.D.A.C. § 4-12-08-02)	NDUS: Documentation Not Required Alternate Procurement form not required if multiple quotes not solicited OMB: Document vendors solicited, quotes received, and award determination.
Level 2 Small Purchase At least \$10,000 but less than \$50,000	Solicit informal quotes/bids or proposals from at least three vendors, or post to SPO Online with appropriate state bidders list. May send to additional vendors. OMB: ITD must review IT purchases over \$25,000.	Documentation is required. Alternate Procurement form required if competition is not solicited from at least three vendors. The form is not required if 3 vendors are solicited and fewer than three bids or proposals are received.
Level 3 Informal Written Purchase At least \$50,000 but less than \$100,000	Solicit informal bids or proposals using SPO Online with appropriate state bidders list. May send to additional vendors. OMB: ITD must review IT purchases over \$25,000.	Documentation Required Alternate Procurement form required if: <ol style="list-style-type: none"> 1. Competition is not solicited. 2. SPO Online is not used. 3. OMB: Competition is limited.
Level 4 Formal Purchase \$100,000 and over	Must be purchased using formal sealed bids or Request for Proposal (RFP). Solicitations must be posted using SPO Online with appropriate state bidders list. May send to additional bidders. OMB: ITD must review IT purchases over \$25,000.	Documentation is required. Alternate Procurement required if: <ol style="list-style-type: none"> 1. Competition is not solicited, or competition is limited. 2. SPO Online is not used. 3. OMB: Competition is Limited.



OTHER PURCHASING LAWS February 2020

Competition Requirements
<p>Public Improvement N.D.C.C. Chapter 48-01.2</p> <ul style="list-style-type: none">• \$200,000 threshold for bidding. \$200,000 threshold for procuring plans, drawings, specifications from an architect or engineer• Must advertise by publishing 3 consecutive weeks at least 21 days before the bid opening.• Emergency exception N.D.C.C. § 48-01.2-04
<p>Architect, Engineer, and Land Surveying Services NDCC Chapter 54-44.7</p> <ul style="list-style-type: none">• Direct negotiation permitted for projects not to exceed \$35,000. Fees paid during a 12 month period by a single agency to any one firm may not exceed \$70,000.• Projects over the thresholds must be noticed and evaluated pursuant to N.D.C.C. § 54-44.7-03.• Splitting projects to circumvent competition prohibited.
<p>Concessions NDCC Chapter 48-09</p> <ul style="list-style-type: none">• Exception for ND Fair Association or Board of County Park Commissioners.• Advertising in official newspaper required if concession has estimated annual value of \$25,000.• Advertise in the official newspaper for 3 consecutive weeks.


Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6L62) Tradesman 4x4 Reg Cab 8' Box (✓ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

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Data Version: 17884. Data Updated: Nov 7, 2022 6:47:00 PM PST.

Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6L62) Tradesman 4x4 Reg Cab 8' Box ( Complete)

Standard Equipment

Mechanical

Engine: 3.6L V6 24V VVT (STD)

Transmission: 8-Speed Automatic (850RE) (STD)

3.21 Rear Axle Ratio (STD)

GVWR: 6,600 lbs

50 State Emissions

Transmission w/Driver Selectable Mode and Oil Cooler

Electronic Transfer Case

Part-Time Four-Wheel Drive

Engine Oil Cooler

730CCA Maintenance-Free Battery

160 Amp Alternator

Class III Towing Equipment -inc: Hitch and Trailer Sway Control

Trailer Wiring Harness

1710# Maximum Payload

HD Shock Absorbers

Front And Rear Anti-Roll Bars

Electric Power-Assist Steering

32 Gal. Fuel Tank

Single Stainless Steel Exhaust

Auto Locking Hubs

Short And Long Arm Front Suspension w/Coil Springs

Solid Axle Rear Suspension w/Coil Springs

4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist and Hill Hold Control

Exterior

Wheels: 17" x 7" Steel (STD)

Tires: P265/70R17 BSW AS (STD)


Regular Box Style

Center Hub

Steel Spare Wheel

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Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6L62) Tradesman 4x4 Reg Cab 8' Box ( Complete)

Exterior

Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Galvanized Steel/Aluminum Panels
Black Grille
Active Grille Shutters
Tailgate Rear Cargo Access
Manual Tailgate/Rear Door Lock
Auto On/Off Aero-Composite Halogen Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Tip Start

Entertainment

Radio w/Seek-Scan, Clock, Voice Activation, Radio Data System and External Memory Control
Radio: Uconnect 3 w/5" Display
6 Speakers
Streaming Audio
Fixed Antenna
Audio Input Jack for Mobile Devices
1 LCD Monitor In The Front

Interior

4-Way Driver Seat
4-Way Passenger Seat
Manual Tilt Steering Column

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Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6L62) Tradesman 4x4 Reg Cab 8' Box (✔ Complete)

Interior

Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter and Trip Odometer

Compass

Cruise Control w/Steering Wheel Controls

Manual Air Conditioning

Glove Box

Interior Trim -inc: Deluxe Sound Insulation, Metal-Look Instrument Panel Insert and Chrome/Metal-Look Interior Accents

Full Cloth Headliner

Urethane Gear Shifter Material

Heavy Duty Vinyl 40/20/40 Split Bench Seat

Day-Night Rearview Mirror

Mini Overhead Console and 1 12V DC Power Outlet

Fade-To-Off Interior Lighting

Full Vinyl/Rubber Floor Covering

Pickup Cargo Box Lights

GPS Antenna Input

Remote USB Port

Integrated Voice Command w/Bluetooth

Rotary Shifter-Black

Electronic Shift

Instrument Panel Bin, Dashboard Storage, Driver And Passenger Door Bins

Manual 1st Row Windows

Delayed Accessory Power

Systems Monitor

Outside Temp Gauge

Analog Appearance

Seats w/Vinyl Back Material


Manual Adjustable Front Head Restraints

Manual Adjust Seats

40/20/40 Split Bench Seat

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Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6L62) Tradesman 4x4 Reg Cab 8' Box ( Complete)

Interior

Front Armrest w/3 Cupholders

Sentry Key Immobilizer

1 12V DC Power Outlet

Air Filtration

Safety-Mechanical

Electronic Stability Control (ESC)

ABS And Driveline Traction Control

Safety-Exterior

Side Impact Beams

Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Tire Specific Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags

Curtain 1st Row Airbags

Airbag Occupancy Sensor

Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners

ParkView Back-Up Camera

WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Corrosion Years: 5

Corrosion Miles/km: Unlimited

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Selected Model and Options

MODEL

CODE


MODEL

DS6L62

2023 Ram 1500 Classic Tradesman 4x4 Reg Cab 8' Box

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Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6L62) Tradesman 4x4 Reg Cab 8' Box ( Complete)

COLORS

CODE	DESCRIPTION
PW7	Bright White Clearcoat

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
EZH	Engine: 5.7L V8 HEMI MDS VVT -inc: Next Generation Engine Controller, Engine Oil Heat Exchanger, Hemi Badge, Electronically Controlled Throttle, Heavy Duty Engine Cooling	0.00 lbs	0.00 lbs

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
DFK	Transmission: 8-Speed Automatic (8HP70) (DFK)	0.00 lbs	0.00 lbs

CPOS PKG

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
26B	Quick Order Package 26B Tradesman -inc: Engine: 5.7L V8 HEMI MDS VVT, Transmission: 8-Speed Automatic (8HP70) (DFK), Tradesman Package	212.00 lbs	6.00 lbs

AXLE RATIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
DMC	3.21 Rear Axle Ratio (STD)	0.00 lbs	0.00 lbs

WHEELS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
WFE	Wheels: 17" x 7" Aluminum	0.00 lbs	0.00 lbs

TIRES


CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
TTB	Tires: LT265/70R17E BSW A/T -inc: Full Size Spare Tire	0.00 lbs	0.00 lbs

PRIMARY PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
PW7	Bright White Clearcoat	0.00 lbs	0.00 lbs

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Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6L62) Tradesman 4x4 Reg Cab 8' Box ( Complete)

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
V9X8	Diesel Gray/Black, Cloth 40/20/40 Bench Seat	0.00 lbs	0.00 lbs

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
ADB	Protection Group -inc: Transfer Case Skid Plate Shield, Front Suspension Skid Plate, Full Size Spare Tire, Tow Hooks	0.00 lbs	0.00 lbs
AED	Chrome Appearance Group -inc: Bright Rear Bumper, Bright Grille, Wheels: 17" x 7" Aluminum, Bright Front Bumper	0.00 lbs	0.00 lbs
AJH	Power & Remote Entry Group -inc: Exterior Mirrors w/Heating Element, Power Windows w/Front 1-Touch Down, Power Heated Fold-Away Mirrors, Black Exterior Mirrors, Premium Vinyl Door Trim w/Map Pocket, Power Locks, Remote Keyless Entry w/All-Secure	0.00 lbs	0.00 lbs

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
DSA	Anti-Spin Differential Rear Axle	0.00 lbs	0.00 lbs
NHK	Engine Block Heater	0.00 lbs	0.00 lbs
XHC	Trailer Brake Control	0.00 lbs	0.00 lbs

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
TBB	Full Size Spare Tire	0.00 lbs	0.00 lbs
Options Total		212.00 lbs	6.00 lbs

Window Sticker

SUMMARY

[Fleet] 2023 Ram 1500 Classic (DS6L62) Tradesman 4x4 Reg Cab 8' Box

Interior: Diesel Gray/Black, Cloth 40/20/40 Bench Seat

Exterior 1: Bright White Clearcoat


Exterior 2: No color has been selected.

Engine: 5.7L V8 HEMI MDS VVT

Transmission: 8-Speed Automatic (8HP70) (DFK)

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Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6L62) Tradesman 4x4 Reg Cab 8' Box ( Complete)

OPTIONS

CODE	MODEL
DS6L62	[Fleet] 2023 Ram 1500 Classic (DS6L62) Tradesman 4x4 Reg Cab 8' Box
	OPTIONS
26B	Quick Order Package 26B Tradesman
ADB	Protection Group
AED	Chrome Appearance Group
AJH	Power & Remote Entry Group
DFK	Transmission: 8-Speed Automatic (8HP70) (DFK)
DMC	3.21 Rear Axle Ratio
DSA	Anti-Spin Differential Rear Axle
EZH	Engine: 5.7L V8 HEMI MDS VVT
NHK	Engine Block Heater
PW7	Bright White Clearcoat
TBB	Full Size Spare Tire
TTB	Tires: LT265/70R17E BSW A/T
V9X8	Diesel Gray/Black, Cloth 40/20/40 Bench Seat
WFE	Wheels: 17" x 7" Aluminum
XHC	Trailer Brake Control

FUEL ECONOMY

Est City:15 (2022) MPG

Est Highway:21 (2022) MPG

Est Highway Cruising Range:672.00 mi

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Fleet Department
 2228 College Way, PO Box 338
 Fergus Falls, MN 56538-0338
 Phone: 218-998-8827
 Toll Free: 800-477-3013 Ext. 8827
jpatelski@nelsonfleet.com

VEHICLE QUOTE NUMBER Hillsboro DS6L62 '23

Sold To: City of Hillsboro
Attn: Jim Anderson
Address: PO Box 400 - 12 5th Ave NE
 Hillsboro, ND 58045

Date: 11/8/2022
Phone: 701-460-1030
FAX:
Salesperson: Jessica Patelski
 Key Code:

Stock No:	Year	Make	Model	New/Used	Vehicle ID Number
Hillsboro DS6L62	2023	Ram	1500	Tradesman 4x4 Reg Cab 8' E	New
Color: White/Black Cloth					

Price of Vehicle: \$38,765.00

Includes All Standard Equipment, Plus; \$5,571.00

5.7L V8 Hemi Engine	\$2,296.00
8-Speed Automatic Transmission	\$460.00
Black/Diesel Gray Cloth 40/20/40 Bench Seat	\$88.00
LT265/70R17E BSW A/T Tires	\$231.00
Engine Block Heater	\$88.00
Anti-Spin Differential Rear Aze	\$456.00
Power and Remote Entry Group	\$676.00
Chrome Appearance Group	\$640.00
Protection Group	\$364.00
Trailer Brake Control	\$272.00

Please note that order acceptance is subject to manufacturer's schedules. Due to current conditions production is not guaranteed and if cancelled, it will not be price protected.

Less Contract Discount -\$3,084.80

Quote Does Not Include Tax or Registration

Subtotal: \$41,251.20

Trade - In:

Total Cash Price: **\$41,251.20**

Your Purchase Order # **Priority** **Project #** **Contract # 22.3 VHL**

Thanks for your business!

Ship To / Lessee / End User: City of Hillsboro
 Attn: Jim Anderson
 Public Works
 Address: PO Box 400 - 12 5th Ave NE
 Hillsboro, ND 58045

FAX:
 Phone: 701-460-1030
 email: jimander@rrv.net

Order Approved by:
 Insurance Company: _____

Policy Number: _____ Exp. Date: _____

Signed: _____ Title _____

Printed Name: _____ and Date: _____