

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.**