

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

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 3, 2022, Regular City Commission Meeting Minutes. Commissioner Kress seconded. None voted no. Motion carried.

Presentation of Bills

AP to be approved on 10/17/2022	10/17/2022	Amount	Check #
Advanced Stripping & Seal Coating	Asphalt sealing & Coating	\$49,450.00	26011
AE2S	September Services	\$17,753.97	26012
Alicia's Cleaning Services	November Cleaning	\$400.00	26013
Aramark	Rugs/mops	\$136.39	26014
Arvig AEI Construction	Boring	\$32,705.00	26015
Beltrami Electric	500 MCM Primary Wire	\$14,076.00	26016
Border States Electric	Steel conduit	\$24,634.04	26017
Business Essentials	Office Supplies	\$50.87	26018
Cole Paper	Toliet paper	\$81.85	26019
Core & Main	Snap socket/adpt slide/bx riser	\$1,062.16	26020
Dakota Natural Gas	Natural Gas	\$17.21	26021
Electric Pump	Service Call- 4th Ave & 3rd St Lift Station	\$1,031.50	26022
Evan Properties LLC	Bright Energy Start Rebate	\$4,625.00	26023
Ewing Oil	Fuel	\$125.10	26043
Hillsboro Airport Authority	September contribution	\$95.48	26024
Hillsboro Banner	Sept legals/ads	\$454.27	26025
Hillsboro Economic Dev	Lodging tax	\$26.67	26026
Holcim - MWR Inc	Gravel/Rock	\$1,459.25	26027
Job Service	3rd quarter contribution	\$122.53	815e
KRJB-FM	Winter sports/ads	\$555.00	26028
Lawsons Products	Screws	\$186.46	26029
Loffler Companies	Sept copies & Lift station monitor fees	\$182.97	26030
Lowry Engineering	Construction Documents	\$4,973.80	26031
Magnuson Tire	Tire repair	\$247.99	26032
Midwest Pest Control	Pest control	\$152.00	26033
Kendra Miller	MSCC deposit refund	\$100.00	26034
Missouri River Energy Services	September 2022 billing	\$106,171.54	816e
ND One Call	September Locates	\$115.70	26035
Nodak Electric	Fix jumper on transformer feeding the Café	\$286.45	26036
Payment Service Network	Sept services	\$408.06	817e
Premium Waters	Water	\$86.57	26037
Sorum Oil	Fuel	\$2,068.53	26038
State tax Commissioner	3rd Quarter income tax	\$1,870.89	818e
State tax Commissioner	Sales Tax Pool	\$922.56	26039
Sunbelt Solomon	Eye bolt terminals/control cables/substation stand	\$18,641.58	26040
Team Lab	Super and Mega Bugs	\$3,619.00	26041
Waste Management	Trash Accounts/Roll offs	\$27,006.06	26042
		<u>\$315,902.45</u>	

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

Disconnects- October 2022:

Commissioner Sather made the motion to approve the disconnects. Commissioner Geray seconded. None voted no. Motion carried

City Commissioners Reports:**Commissioner Reese:**

- Beautification Committee
 - Had one board member resign so we will be looking for a new member.
 - Working with City Attorney Strom on the policy procedures for the notification process for violations to our junk and trash ordinance.
 - Railroad Park project going to apply for grant through the Hillsboro Community Foundation for the fence with the updated quote of \$26,856. City Attorney Strom is working with BNSF on the lease agreement.
- Finances
- Commissioner Reese provided the Commission with a financial packet to review later in meeting.
- City Hall interviewed two of the four applicants for the temporary administrative assistant position. Auditor Frederick recommended to hire Candlice Monroe at the hourly rate of \$15.50 starting on October 24th.

Commissioner Sather made the motion to approve hiring Candlice Monroe starting on October 24th. Commissioner Kress seconded. None voted no. Motion carried.

Commissioner Geray:

- Electrical wiring on the interstate substation is almost done.
- MRES area meeting on October 27th in Northwood, Public Works Director Anderson and Commissioner Geray will be attending. Planning on reaching out to the other MRES members in our area to talk about starting to help with maintenance together.
- Allegiant Utility Services will be sending out letters to all residents to replace load controls in all homes.
- Beautification Commission- HEDC meeting on Oct 24th should get updates on grants.

Commissioner Evans: nothing to report

Commissioner Kress: nothing to report

Commissioner Sather:

- Black topping around town is about done.
- The city would like to remind residents to please pull your garbage and recycling totes off the streets after they have been emptied.

City Officers Reports:**Public Works Director Anderson:**

- Working on getting all the underground work before winter.
- Been helping with the final work on the substation.

City Attorney Strom: nothing to report

City Deputy Auditor Bjorklund: nothing to report

City Engineer Swanson: nothing to report

Sheriff's Office: nothing to report

Old Business:**Railroad Park Update:**

Updated under Commissioner Reese earlier in meeting.

FEMA Disaster Relief:

- Bridge would be covered under State funding.
- County is getting a quote to remove trees.
- Take off the agenda until January 2023.

Fiscal Responsibility:

- Sewer fund account being down by \$500,000 is due to the improvements made on second avenue, fixing the valley gutter and storm drain by the Kiwanis housing which was \$300,000.
- Looking at the debt retirement fund to offset some of the costs, still working on the transfers to bring our funds up.
- General fund working on insurance, taxes that should be coming out of utility accounts.

- Daily spending for maintenance stays the same.
- Full discussion available on our website under the YouTube tab.

Commissioner Kress made a resolution to raise water & sewer rates.

Commissioner Kress made a motion to approve resolution to increase rates Water up by \$2.50 and Sewer up by \$2.50 per hookup starting in December 2022. Commissioner Sather seconded the motion.

In a roll call vote

Yes- Kress Geray, Sather, Evans, and Reese

Motion Carries.

Commissioner Sather made a motion no new projects, finish up our current projects, that all spending needs prior approval except in case of emergency and to let commissioner with the portfolio be notified within 24 hours of the expense. Commissioner Geray seconded the motion.

In a roll call vote

Yes- Kress Geray, Sather, Evans, and Reese

Motion Carries.

New Business:

Hillsboro's Dollars for Scholar's Cash Raffle Local Permit application:

Commissioner Sather made a motion to approve raffle permit. Commissioner Kress seconded the motion.

In a roll call vote

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

Motion carried.

Electrical Rates Ordinances- #531

Commissioner Geray made a motion for the second reading of Ordinance 531. Commissioner Kress seconded the motion.

In a roll call vote

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

Motion Carries.

BES Power Team 5th Grade Education Program:

- Bright Energy Solutions Power Team is a cost-share educational program for Missouri River Energy Services members to offer to their 5th grade students. It is a 50/50 cost-share program, the cost is \$44 per student between MRES and the city.

Commissioner Geray made a motion to approve the city to go forward with BES program with 5th grade students. Commissioner Sather seconded the motion.

In a roll call vote

Yes- Kress Geray, Sather, Evans, and Reese

Motion Carries.

Citizens Addressing the Commission:

Vonie Manthey: about 3 ½ weeks ago the city did work on the fire hydrant by her house which cause dirt to come through the water lines in my home.

Public Works Director Anderson: evidently there were some issues with water due to the work done on the water line in front of her house and I make the recommendation to cover the cost of any plumbing issues this caused.

Vonie Manthey also brought up the road by the Hillsboro City cemeteries. Public Works Director Anderson stated that it is the State Highway Department jurisdiction their right of way.

The sign coming into Hillsboro on Highway 81 south should have a light by that corner.

Adjournment:

Commissioner Sather moved to adjourn the meeting at 7:43pm. Commissioner Evans seconded. Motion carried.

Julie Bjorklund
City Deputy 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 7, 2022, at Main Street Community Center.