

DATE: 09/06/2022

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

Commissioners Absent: Evans

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

**Reading of the Minutes:**

*Commissioner Sather moved to approve the August 15, 2022, Regular City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.*

**Presentation of Bills**

<b>EOM to be approved on 09/06/2022</b>	<b>PAID on 08/31/2022</b>	Amount	Check #
James P. Baumgartner	Payroll	\$3,595.92	25882
Kathleen A. Duval	Payroll - Pool	\$6,768.03	25883
Alexander J. Ellingson	Payroll - Pool	\$1,831.68	25884
Ella J. Forseth	Payroll - Pool	\$435.90	25885
Gregorio Garza	Payroll - PW	\$1,823.14	25886
John H.. Geray	Payroll - Pool	\$2,156.00	25887
Hannah G. Luithle	Payroll - Pool	\$503.68	25888
Katherine M. Oanes	Payroll - Pool	\$1,911.91	25889
Peter A. Oanes	Payroll - Pool	\$1,766.09	25890
Peyton M. Quam	Payroll - Rec	\$827.19	25891
Landen J. Reed	Payroll - PW	\$1,921.43	25892
Terry A. Wika	Payroll - PW	\$153.75	25893
Jay J. Alfson	Payroll	\$2,971.43	500515e
James M. Anderson	Payroll	\$4,783.58	500516e
Zachary Anderson	Payroll	\$2,833.40	500517e
Julie H. Bjorklund	Payroll	\$3,046.87	500518e
Ashley D. Frederick	Payroll	\$3,453.27	500519e
Bryan D. Hall	Payroll	\$2,624.75	500520e
Jonthan E. Hams	Payroll	\$3,649.01	500521e
Jack S. Huckins	Payroll - Pool	\$2,032.37	500522e
Sara Myers	Payroll	\$2,348.93	500523e
Taxes Federal	Payroll taxes	\$15,353.09	801e
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$1,047.00	802e
Bell State Bank & Trust	Profit Sharing Plan	\$2,705.56	803e
JP Morgan Chase Bank	July Charges	\$1,118.45	804e
Microsoft Online	July 2022 Services	\$397.10	805e
ND Pers	Health Ins	\$12,679.60	806e
<b>Total Accounts Payable</b>		<b>\$84,739.13</b>	

<b>AP to be approved on 9/6/2022</b>	<b>9/6/2022</b>	<b>Amount</b>	<b>Check #</b>
Alicia's Cleaning Services	Cleaning Services	\$300.00	25894
Aramark	Mats/Mops	\$272.78	25895
Arvig	Replace Power 500mcm	\$38,859.30	25896
Auto-Owners Insurance	Flood Ins Pool	\$691.00	25897
Beltrami Electirc	500 MCM Wire	\$21,496.50	25898
Border States Electric	Parts	\$1,411.73	25899
Cannon Technologies	Yukon Support Renewal	\$14,745.00	25900
Core & Main	Parts	\$123.44	25901
Dakota Fence	Cantilever Slide Gate shop	\$10,194.00	25902
ECRWD	Raw water	\$10,398.17	25903
Goose River Heating & Cooling	Upstairs Zone in City Hall	\$175.00	25904
Grothmann Trucking	Haul electric supplies	\$300.00	25905
H2O Innovation	Spectraguard	\$9,930.00	25906
Halstad Telephone Company	Phones & Internet	\$976.15	25907
Hawkins	Chemical	\$3,529.77	25908
Hillsboro Economic Dev	Sales Tax	\$10,322.77	25909
Hillsboro Economic Dev	Aug Lodging Tax	\$8.73	25910
Hillsboro Lumber	Misc supplies	\$32.99	25911
Hillsboro Park Board	Aug Revenue Sharing	\$2,308.58	25912
Holcim - MWR Inc	Underlayment	\$1,248.00	25913
Hubert Oye & Sons	Asphalt Paving	\$10,600.00	25914
Huckins, April	Lifeguard training - Jack H	\$225.00	25915
Jerry's Electric	3 Phase Transformer	\$19,950.00	25916
KRB Gravel LTD	Gravel	\$469.96	25917
KRJB- FM	HCV Sports, Energy Ads, Back to school	\$2,540.00	25918
Lawson Products	Parts	\$35.78	25919
Loffler Companies	August Copies	\$146.58	25920
Lowry Engineering	Naastad Brothers -# 1	\$2,175.00	25921
Lowry Engineering	Greenearth Landscaping 1	\$103,524.96	25922
Lowry Engineering	Construction documents 07/01-07/31/22	\$4,622.55	25923
Lowry Engineering	Sidewalk staking - RW	\$1,363.55	25924
Magnuson Tires	Tires	\$373.00	25925
Mau, Simon	Mowing Contract	\$1,333.33	25926
MEI Engineering	Engineering Services	\$4,667.65	25927
Menards	Park Board -Deck Material	\$431.36	25928
Midwest Inspections	Building Permits Twin homes Jordahl	\$18,903.10	25929
Missouri River Energy Services	August Meter Fee	\$462.60	25930
ND One Call	August locates	\$59.80	25931
Nodak Electric	Service call West side, Anchor	\$5,739.85	25932
Olsen Hardware	Supplies	\$329.57	25933
Payment Services Network	August Fees	\$359.94	807 e
Powerplan - RDO	Pin, tooth frost	\$128.98	25934

RMB Environmental Lab	Swimming Pool Testing, WTP	\$168.80	25935
Sandbo Plumbing	Fix W.C. at Armory	\$123.12	25936
Stuart C Irby	Load break elbows & lugs	\$2,456.54	25937
Team Lab	Pond testing, fine road patch	\$871.00	25938
Traill County Treasurer	Sheriff Contract Sept	\$17,254.08	25939
Valley Plains Equipment	Couplers	\$81.92	25940
Verizon	Phones	\$337.51	25941
Viking Insurance	Renewal Policy vehicle	\$28,119.00	25942
Waste Management	Roll offs	\$4,602.02	25943
WDAY	Advertisement	\$200.00	25944
William E. Young Company	Meter Verification	\$4,000.00	25945
		\$363,980.46	

**Pulled Lowry Engineering checks to discuss more later in meeting.**

**Pulled Lowry Engineering check 25924 – sidewalk invoice for Riverwalk, to go over with Lowry Engineering.**

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

**City Commissioners Reports:**

Commissioner Sather: Checking with chip sealing company will report to Jim Anderson with what I find out

Commissioner Kress: Nothing to report

Commissioner Geray-

- HEDC – no meeting last month, special thanks to City workers to help with tent for tailgating event
- Beautification- nothing to report

Commissioner Reese:

- Email from Steve Swanson to access what need to be done on storm sewers by next meeting
- Trees marked with orange will be taken down with grant money, another grant will be available at the end of October that will help with more trees.
- Anchor Ingredients end of September to get a second filter inside plant for dust control when they receive it. Dust on the south end is from loading rail cars is a separate issue that will be looked at.

**City Officers Reports:**

Public Works Superintendent Anderson:

- Working on street leveling the gate valves risers
- Later this fall Naastad will be doing waterloop and couple water hydrants
- Replace lid on south lift station
- Still waiting for material for circuit on westside

Commissioner Reese discussing the work that Naastad and GreenEarth Landscaping did at Riverwalk. Superintendent Anderson stated that some of the invoice amounts were due to weather related damage and later all costs will have to be looked at with Lowry and Parsons. Contractors need to be paid for work performed.

*Commissioner Geray made a motion to approve the Lowry Engineering checks as presented in bills.*

*Commissioner Kress seconded the motion.*

***In a roll call vote***

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

***Motion Carried***

City Attorney Strom: nothing to report  
City Deputy Auditor Bjorklund: nothing to report

**Beautification Ticket Items:**

- Ticket # 2021001 - 318 2<sup>nd</sup> St SE – next court date 12/21/2022
- Ticket # 2021002 - 206 4<sup>th</sup> Ave SE – owner working on cleaning up
- Ticket # 2021004 - 103 4<sup>th</sup> St NE – next court date 12/21/2022

**Old Business:**

**City Wide Paving Project:** no update

**ND Community Foundation:** no update

**Railroad Park Update:**

- Waiting on one entity to sign off on the lease agreement, received bid from Dakota Fence for \$70,000 fence would go to south elevator

**Mural:** no update

**Mural Contest:** no update

**Special Assessment Committee:** letters were sent out to 3 members to move forward on process for assessments starting fall of 2023

**Hillsboro Days Outdoor Drinking:** no update

**2023 Budget Due October 10:** any changes

**Demo Grant Collaboration with HEDC:** no update.

**New Business:**

**Road Closure for OSLC Rally Sunday & Block Party**

*Commissioner Sather made a motion to approve the road closure of 2<sup>nd</sup> St NE for OSLC Rally Sunday. Commissioner Kress seconded the motion.*

***In a roll call vote***

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

***Motion Carried***

**Landfill:** Check with Public Works on the sign ordered for landfill. Need to look at getting a camera for landfill and better one for at shop. City Attorney Strom will go over the landfill agreement by next meeting.

**City Shirt/Jacket prices:** Commissioner Reese suggested the city to look at getting employees shirts or jackets with City logo on for Christmas.

**Placemaking Grant Application:**

Lowry asked us to put this grant together it is not just for Riverwalk, it is for planning we asked for \$74,000 to work on making areas in community better.

**FEMA Disaster Relief:**

- Ashley and Levi are working on
- Inspect the bridge, Commissioner Reese has contacted bridge inspector  
*Commissioner Sather made a motion to have the bridge into Woodland Park inspected due to the flooding. Commissioner Kress seconded.*

***In a roll call vote***

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

***Motion Carried.***

**HCV Baseball – local permit for raffle:**

*Commissioner Geray made a motion to approve a local permit for HCV Baseball raffle board.*

*Commissioner Sather seconded.*

***In a roll call vote***

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

***Motion Carried.***

**Citizens Addressing the Commission:**

- Tara Fandrich
  - Complaint about building permit fees being so high

**Adjournment:**

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

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Julie Bjorklund  
City Deputy Auditor

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Levi Reese  
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners  
will be at 6:30 PM on Monday, September 19, 2022, at Main Street Community Center.**