

**DATE: 4/6/2020**  
**TIME: 6:30 PM**

**THE HILLSBORO BOARD OF CITY COMMISSIONERS HELD A REGULAR MEETING ON MICROSOFT TEAMS AT THE ABOVE DATE AND TIME.**

Commissioners present: Kress, Reese, Sando, Sather, and Tibert.

Commissioners absent: None.

Commissioner Sando opened the meeting at 6:37 PM.

**Reading of the Minutes:**

Commissioner Reese moved to approve the March 16, 2020 City Commission Meeting Minutes. Commissioner Tibert seconded. Motion carried.

**Consent Agenda:** Sons of the American Legion Local Permit.

Commissioner Sather moved to approve the April 6, 2020 Consent Agenda. Commissioner Kress seconded. Motion carried.

**Presentation of Bills:**

<b>AP to be approved on 04/06/2020</b>	<b>As of 04/03/2020</b>	
Ameripride	Mops & Rugs	\$419.58
Banyon Data	PM special assessment support	\$485.00
Border States Electric	light bulbs, rec. box,	\$69.32
Cardmember Services	credit card purchases	\$443.84
Cole Papers Inc.	soap, t-paper, bags, paper towels	\$413.34
Dennis & Nicole Evans	Prairie View Specials Refund	\$1,274.37
ECRWD	March water	\$10,300.39
Ernie's Repair	98' International repair	\$4,996.27
Grainger	Hose and Cord Reels	\$572.32
Halstad Telephone Company	telephone, internet	\$944.27
Hawkins	Chemicals	\$7,545.16
Hillsboro Banner	Promotions	\$244.55
Hillsboro Lumber & Hardware	bolts, lumber, shelf brackets, reamer	\$163.15
Job Service ND	1st qtr. Contribution	\$207.45
Kelleher Manor	refund of meter- roger mergenthal	\$74.05
KRJB-FM	Promotions	\$358.00
Loffler	march- copies	\$82.60
Matt Mutzenberger	March Cellphone	\$50.00
Microsoft online	online services	\$272.00

Midwest Pest Control	Police- all pests	\$48.15
Mikayla Gonzalez	refund of meter	\$48.37
Mike Kress	April Mowing Contract	\$941.67
Miller's Fresh Foods	supplies	\$49.47
Minnesota Revenue	1st qtr. Income tax W/H	\$18.12
NDDOT	Treated Sand	\$1,092.79
NDDOT- Bismarck	I-29 interchange- lights (final billing)	\$57.64
Nodak Electric Cooperative	3 Phase line repair (3/20/20)	\$1,740.85
NorthStar Works LLC	Banner Building Inspection	\$600.00
Olsen Hardware	light bulbs, dryer, supplies	\$441.08
RMB environmental labs	water testing	\$70.00
RS Electric	Grothman- repair pipe	\$387.50
Ruth Rust	refund of meter	\$88.22
Sando Plumbing	plumbing supplies	\$104.33
Sheila Geray	Refund MSCC Rental Fee	\$50.00
Starion Bond Services	Improvement Bonds	\$720,523.75
State Tax Commissioner- ND	1st qtr. Income tax W/H	\$1,438.15
Trail County Treasurer	April- Sheriff Contract	\$13,763.24
Valley Plains Equipment	hose and fitting	\$140.52
Wright Implement Inc.	battery, internation truck repair	<u>\$1,034.65</u>
<b>Total accounts payable</b>		\$771,554.16

Commissioner Sather moved to pay bills as presented. Commissioner Kress seconded. Motion carried.

### **City Commissioners Reports:**

Commissioner Kress – nothing to report.

Commissioner Reese – Rec District meets on Wednesday, so far there are \$2,600 in donations; looked into allowing bars to deliver retail alcohol during the current crises, and there are some problems with state law; approached by a person interested in allowing chickens in the City.

Commissioner Reese moved to start the process for a second, I-29 watermain project. Commissioner Tibert seconded. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Commissioner Tibert – the cemetery is fine; there are dogs running without leashes in the City Park, and possible confrontations with people.

Commissioner Sather – nothing to report.

Commissioner Sando – continues to evaluate the electrical infrastructure; working on draining water west of the airport to the north to avoid overland flooding.

## **City Officers Reports:**

Public Works Director Anderson – Superintendent Anderson submitted a proposal from Butler Equipment to purchase a new payloader and blade.

Commissioner Reese moved to approve the purchase of the loader for \$199,965 and the blade for \$18,127. Commissioner Sather seconded. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

City Attorney Strom – (John Juelson was present, but was having technical difficulties with his mic) noted that he was unaware of any comments John would have, besides the Riverwalk Rezoning and Final Plating Public Hearings scheduled for tonight.

City Auditor Mutzenberger – written report submitted, no further comments.

Trall County Sheriff’s Department – Deputy Skager present, no further comments,

## **Old Business:**

Public Works Equipment – Superintendent Anderson submitted a proposal from Butler Equipment to purchase a new payloader and blade.

Commissioner Reese moved to approve the purchase of the loader for \$199,965 and the blade for \$18,127. Commissioner Sather seconded. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

## **New Business:**

### Jordahl Custom Homes Property Tax Incentive Agreement

Commissioner Reese moved to approve the property tax incentive agreement as presented. Commissioner Kress seconded. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Commissioner Kress moved to approve the Jordahl Custom Homes Payment in Lieu of Taxes (PILOT) Application, contingent on a signed agreement, as presented. Commissioner Reese seconded. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

### AE2S Master Service Agreement

Commissioner Sather moved to approve the Master Service Agreement as presented. Commissioner Reese seconded. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

### AE2S Task Order Agreements

1. Storm Sewer 2<sup>nd</sup> Street NW

2. Riverwalk Development Review
3. Jordahl Development Review
4. East Side Drainage Review

Commissioner Reese moved to approve the Task Order Agreements 1-4 as presented. Commissioner Kress seconded. On a roll call vote, the following Commissioners voted 'Yes' – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

#### COVID-19 Virus

The Public Works Department will be operating with two-man crews, Monday – Thursday, with 24/7 On-Call hours, and City Hall will reduce office staff to one person, Monday – Thursday, in an attempt to keep everyone safe and healthy, until further notice.

Commissioner Reese moved to adjourn the meeting at 7:32 PM. Motion carried.

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Matt Mutzenberger  
City Auditor

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Terry Sando  
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners will be at 6:30 PM on Monday, April 20, 2020 on Microsoft Teams. Call (701) 636-4620 or email [Info@hillsboro-nd.us](mailto:Info@hillsboro-nd.us) for login information.**