

DATE: 2/18/2020
TIME: 6:30 PM

THE HILLSBORO BOARD OF CITY COMMISSIONERS HELD A REGULAR MEETING AT HILLSBORO CITY HALL AT THE ABOVE DATE AND TIME.

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

Commissioners absent: None.

Commissioner Sando opened the meeting at 6:47 PM.

Reading of the Minutes:

Commissioner Sather moved to approve the February 3, 2020 City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.

Consent Agenda: January Financials; 2019 Fund Balance Report; February Disconnects.

Commissioner Reese moved to approve the February 18, 2020 Consent Agenda. Commissioner Tibert seconded. Motion carried.

Presentation of Bills:

AP to be approved on 02/18/2020	As of 02/18/2020	
Acme Tools	electrical tools	\$296.37
AE2S	Watermain improvement/upgrades	\$37,315.71
Ameripride	rugs	\$204.34
Ameripride	Mops & Rugs	\$204.34
Bell State Bank & Trust (ACH)	Quarterly Base Fee	\$375.00
Breidenbach Excavating	I29 pipeline crossing	\$129,047.58
Brite-Way Window Cleaning	City Hall	\$45.00
Cannon Technologies	meters	\$2,019.60
Envirotech Heating & Air	Community Center Lock Box	\$119.19
ESRI	ArcGIS renewal	\$700.00
Ewing Oil LLC	Fuel	\$1,342.07
Farnams Genuine Parts	Parts	\$929.10
Goose River Bank	Replenish Petty Cash	\$72.33
Hawkins	Chemicals	\$6,782.22
Hillsboro Airport Authority	January Contribution	\$2,406.86
Hillsboro Banner	legals and notices	\$440.75
Hillsboro Body Shop	Repair-2004 K2500 HD	\$1,616.68
Kiwanis Club of Hillsboro	2nd Quarter fees	\$100.00
Lake Agassiz Water Authority	2020 Membership Dues	\$250.00

Lawson Products	parts	\$89.22
Loffler	January copies	\$110.93
Menards- Fargo	cabinet, slat wall and tools	\$253.63
MRES	meter count fees & Jan. energy services	\$216,568.02
ND One Call	Phone	\$4.25
Nelson International	12V motor	\$61.62
Nodak	secondary fault at Grothman home	\$226.90
Overhead Door Co. of Fargo	Garage door service call	\$237.50
Premium Waters	Water	\$55.20
PSN (ACH)	Jan 2020 fees	\$277.53
RMB Environmental Laboratories	Water Testing	\$90.00
Swanston Equipment Corp.	bearings, bushings, seals	\$1,057.33
Team Lab	Red Grease- Carton	\$246.50
Trall County Tribune	Annual Subscription	\$36.00
Verizon Wireless	Telephone	\$402.85
Waste Management	Refuse/recycling	\$22,074.47
Wayne Manthey	Snow removal (Jan 2-20th)	\$765.00
Total Accounts Payable		\$426,824.09

Commissioner Reese moved to pay bills as presented. Commissioner Tibert seconded. Motion carried.

City Commissioners Reports:

Commissioner Kress –nothing to report.

Commissioner Sando – Video on the Airport will be on the website soon.

Commissioner Sather – nothing to report.

Commissioner Reese – the electric vehicle charging station contract has been signed and delivered to the Department of Environmental Quality.

Commissioner Tibert – moving cots at the Armory to a different room, adding shelving, and disposing older blankets.

City Officers Reports:

Public Works Director Anderson – nothing to report.

City Attorney Juelson – continuing to look at 1881 Application for Property Tax Incentives; Commissioners Sando and Kress, and school district ex-officio, will meet with representatives from Jordahl Custom Homes to negotiate the Application for Property Tax Incentive at 9:00 AM on February 25.

City Auditor Mutzenberger – written report submitted. Inquired into financing options for a Public Works Department equipment purchase through ND Public Finance Authority or a local line of credit.

Trails County Sheriff's Department – not present, financial report submitted.

Old Business:

Recreation District Activities – there has been little interest in additional pickleball this winter; rec board didn't meet this month, so there is no new news on custodial fees or services; Petition to Levy has been submitted to the City Auditor's Office.

New Business:

Riverwalk Annexation – first reading of annexation.

Commissioner Kress moved to approve the First Reading of the Riverwalk Annexation. Commissioner Sather seconded. On a roll call vote, the following Commissioners voted 'Yes' – Kress, Sando, Sather, and Tibert. The following Commissioners voted 'No' – Reese. Motion carried.

Michelle Mooney Building Permit and Application for Property Tax Exemption – the application for tax exemption was submitted prior to obtaining a building permit, and the work was completed prior to governing board approving the tax exemption.

Commissioner Sather moved to deny the Application for Tax Exemption. Commissioner Kress seconded. On a roll call vote, the following Commissioners voted 'Yes' – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Armory Kitchen Rental – Mike Deck – inquiring about renting the Armory kitchen. Suggestion that the Fire Hall might be a better option. No action taken.

MRES Rate Study – Missouri River Energy Services suggests a rate study be completed every 5 years. Hillsboro has not had a rate study done since 2007.

Commissioner Reese moved to approve the MRES recommendation and conduct a utility rate survey. Commissioner Kress seconded. On a roll call vote, the following Commissioners voted 'Yes' – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Public Works Department Old Snowblower – Larry Mueller was present to share his thoughts on how the City and the Airport Authority could both benefit with a MoU on snow removal equipment being available to either party if needed. Commissioner Sando agrees, and is interested in exploring ways to utilize older equipment, rather than selling or trading in. Commissioner Sather would like to see the City keep the older equipment as back-up. No action was taken.

Commissioner Reese moved to adjourn the meeting at 8:23 PM. Commissioner Sather seconded. Motion carried.

Matt Mutzenberger
Deputy Auditor

Terry Sando
Commission President

The next regular meeting of the Hillsboro Board of City Commissioners will be at 6:30 PM on Monday, March 2, 2020 at City Hall.