

**DATE: 1/21/2020**  
**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 with the Pledge of Allegiance at 6:30 PM.

**Reading of the Minutes:**

Commissioner Sather moved to approve the January 6, 2020 City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.

**Consent Agenda:** December Financials and Transfers; January 2020 Disconnects.

Commissioner Reese moved to approve the January 21, 2020 Consent Agenda. Commissioner Tibert seconded. Motion carried.

**Presentation of Bills:**

**AP to be approved on  
01/21/2020**

**As of 01/21/2020**

AE2S	Watermain Improvements	\$1,600.00
Ameripride	Rugs	\$410.68
Border States Electric	elec. Box & cover	\$2.21
Business Essentials	Office Supplies	\$111.75
Chris Mueller	2019 Water Payment	\$125.00
Farnams Genuine Parts	shop supplies	\$367.60
Grainger	Shovel (CR), glasses & relay	\$98.40
H2O Innovation USA	Filters	\$3,471.00
Hawkins	Chemicals	\$259.50
Hillsboro Airport Authority	Dec. Contribution	\$7,365.20
Jessica Nielsen	MSCC rental fee- refund	\$50.00
Job Service North Dakota	4th Qtr Contribution	\$29.14
Michael Todd & Company	curb shoe	\$634.70
Midwest Pest Control	Pest Control	\$598.00
Mike Kress	Mowing Contract	\$941.67
Minnesota Revenue	4th Qtr Income Tax	\$41.32
Missouri River Energy Services	Dec. Energy Charge	\$205,391.74
Naastad Brothers Inc.	Curbstop & Riser	\$650.00
ND State Chemistry Lab	Water Testing	\$18.54
Nodak	Cutout repair	\$972.95

North Dakota One Call Inc.	Phone	\$5.45
Premium Waters	Water	\$54.90
RMB Environmental Laboratories	Water Testing	\$150.00
State Tax Commissioner	4th Qtr Income Tax	\$1,380.16
Team Lab	Chemicals	\$5,292.00
Traill County Treasurer	January- Sheriff Contract	\$13,763.24
Traill County Treasurer	2019 Property Taxes	\$7,483.00
Valley Plains Equipments	breather & parts	\$45.23
Verizon	Phone	\$402.96
Waste Management	Refuse	\$22,154.54
Wright Implement	H2O pump, plow & transmission	<u>\$2,220.48</u>
<b>Total Accounts Payable</b>		<b>\$276,091.36</b>

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

Commissioner Kress – considering the size and cost of an addition to the City shop for equipment – working to put some numbers together.

Commissioner Sando – the Airport Authority continues to be interested in the City’s old snowblower and loader if we upgrade.

Commissioner Sather – nothing to report.

Commissioner Reese – provided the Commission with a draft emergency policy; Rec District continues to gather signatures for a mill levy petition; Rec District would like to use the Armory for pickleball and walking; considering options for the orchard grant and possible City tree project.

Commissioner Tibert – nothing to report

Public Works Director Anderson – the I-29 Watermain Project is substantially complete, however, there is still some ground work to finish in the spring.

Commissioner Reese moved to approve payment on 90% of the \$143,386.20 contract and retain 10% until the clean-up is complete. Commissioner Kress seconded. On a roll call vote, the following Commissioners voted ‘Yes’ – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

There were a lot of break-downs and repairs made to the snowblower during the last storm.

City Attorney Juelson – reviewing an 1881 Extraction Company’s Application for Property Tax Incentives and will report at the February 3, 2020 meeting.

City Auditor Mutzenberger – written report submitted. Informed the Commission that the initial inspection of the old Banner building was going well. Preliminary findings do not

indicate hazardous materials or structural issues. The inspection company could not gain access into the west part of the building, but we will have a final report as soon as we can get them in;

Trail County Sheriff's Department – not present, Calls of Service report not submitted.

**Old Business:**

Public Works Department Equipment- presented numbers and preferences for a snowblower and loader. The total was approximately \$\$325,000 after trad-in allowance. Commissioner Sather questioned whether we could make substantial purchases without a bidding process like the State and County have. John Juelson will investigate the legality of making equipment purchases without bidding and report back. The topic will be placed on Old Business for the next meeting.

**New Business:**

Remark Technologies Contract – the base of the annual contract was presented for \$7,600, with optional tablet security for \$1,260 and optional offsite backups for \$1,200.

Commissioner Reese moved to approve the base contract and the two optional services for \$10,060. Commissioner Kress seconded. On a roll call vote, the following Commissioners voted 'Yes' – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

Official Depositories – the City currently banks at the Goose River Bank and Dakota Heritage Bank.

Commissioner Kress moved to designate the Goose River Bank and Dakota Heritage Bank as the City of Hillsboro's official depositories. Commissioner Sather seconded. On a roll call vote, the following Commissioners voted 'Yes' – Kress, Reese, Sando, Sather, and Tibert. Motion carried.

City of Hillsboro, Missouri River Energy Services (MRES), and Western Area Power Administration (WAPA) administrative services contract

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

Commissioner Reese moved to adjourn the meeting at 7:27 PM. Commissioner Sather seconded. Motion carried.

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Matt Mutzenberger  
Deputy 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, February 3, 2020 at City Hall.**