

# CITY OF HILLSBORO

Commission Members:  
Terry Sando, President  
Levi Reese, Vice President  
Shawn Skager, Dave Sather, and  
Mike Kress

19 S Main, PO Box 400  
Hillsboro, ND 58045  
Phone: (701) 636-4620 Fax (701) 636-4621

Auditor: Ashley Frederick  
Public Works Director: Jim Anderson  
City Attorney: John Juelson

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## **REGULAR CITY COMMISSION MEETING**

**June 7, 2021, 6:30PM at MSCC**

### **A G E N D A**

1. **Open with Pledge of Allegiance**
2. **Reading of Minutes** – May 17, 2021, Regular Meeting Minutes
3. **Presentation of Bills**
4. **City Commissioners Reports**
5. **Report of City Officers**
  - 5.1 Superintendent
  - 5.2 Attorney
  - 5.3 Auditor
  - 6.4 Sheriff's Office
6. **Old Business**
  - 6.1 105 3<sup>rd</sup> Ave SW Utilities-Ryan W.
  - 6.2 Aggie Foundation – Terry P. & Tony K.
7. **New Business**
  - 7.1 1<sup>st</sup> Reading – Sundae Brew – Pace Loan Match
  - 7.2 River Walk Bid Award
  - 7.3 Façade Grant Approval – Craig Rothfusz, DDS
  - 7.4 Traill County Equalization Assessor Letter questionnaire
  - 7.5 Liquor License Amendment – Microbrew Pub
  - 7.6 Hillsboro Days Liquor License Transfers
    - June 18, 2021- Vets Club Parking Lot
      - Vets Club
    - June 19, 2021 - to Street Dance
      - Vets Club
      - Tap That
      - A&R Bar
  - 7.7 Gaming Site Authorization Forms Approval
  - 7.8 Shipping Containers for Storage – Approve or disapprove
  - 7.9 Commissioner Shawn Skager's Letter of Resignation
8. **Citizens Addressing the Commission**
9. **Adjournment**

**NEXT REGULAR MEETING:  
MONDAY, June 21, 2021, 6:30 PM  
MAIN STREET COMMUNITY CENTER**

DATE: 05/17/2021

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: Sando, Reese, Kress, and Sather

Commissioners absent: Skager

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

**Reading of the Minutes:**

*Commissioner Sather moved to approve the May 3, 2021, Regular City Commission Meeting Minutes.*

*Commissioner Kress seconded. Motion carried.*

**Presentation of Bills:**

AP to be approved on 05/17/2021	As of 05/17/2021		
AE2S	GIS updates/workshop , riverwalk	\$15,580.88	24686
Aramark	mops & rugs	\$92.25	24687
Bell Bank	1st quarter base fees	\$375.00	ACH
Border States Electric	insulated mittens	\$187.93	24688
Bradco Restoration Inc.	refund of building permit	\$10.00	24689
Brite-Way Window Cleaning	window cleaning	\$45.00	24690
Cole Papers	Armory- towels, toilet paper	\$118.55	24691
Ewing Oil	fuel	\$141.46	24692
Farnams	shop supplies	\$181.64	24693
Grainger	pressure regulator, high vis vest	\$65.48	24694
Hancock	manhole cover	\$280.35	24695
Hillsboro Airport Authority	April 2021 contribution	\$224.43	24696
Hillsboro Banner	April 2021- ads and legals	\$734.75	24697
Hillsboro Drug	tape & bandages	\$9.38	24698
Hillsboro Lumber	grinding wheels	\$13.90	24699
IRBY	elec. Safety equipment testing	\$111.50	24700
Lemm, Bernadine	Refund of MSCC rental	\$150.00	24701
Locators & Supplies	red flags	\$107.13	24702
Loffler	April 2021- copies	\$72.44	24703
Melby, Beth	Facade Grant	\$5,000.00	24704
Midwest Inspection Services	Building permit fees	\$803.95	24705
Midwest Pest Control	pest control- police, wtp, fire	\$183.00	24706
MRES	April 2021- Elec. Service	\$141,742.91	ACH
Myers, Jon	BES- window AC rebate	\$25.00	24707
ND One Call Concepts	April 2021- regular tickets	\$122.40	24708
Ohnstad Twichell	prof. services	\$4,350.00	24709
Premium Waters Inc	shop & city hall- water	\$42.59	24710
PSN	April 2021 fees	\$313.07	ACH
RMB	water testing	\$165.00	24711

Team Lab	mega & super bugs	\$3,585.50	24712
Total Ag	water connectors	\$93.27	24713
Verizon	cell phone	\$395.00	24714
Waste Management	refuse & recycling	\$22,890.41	24715
Wheeler, Dustin	BES- LED light rebate	\$12.00	24716
Total Accounts Payable		\$198,226.17	

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

Disconnects -Commissioner Reese made a motion to approve May disconnects. Commissioner Sather seconded. None said no. Motion carried.

**City Commissioners Reports:**

Commissioner Reese – Hoping to start working on tearing out the liner and fixing the concrete. Once that is complete the plan is to apply epoxy. If this solution works, it could carry the pool through the next 5-7 years.

Commissioner Skager – Not present.

Commissioner Kress – P&Z approved a Variance for a new garage where their old one was at 316 W Caledonia Ave.

Commissioner Reese made a motion to approve a variance for a garage at 316 W Caledonia Ave. Commissioner Sather seconded. In a Roll Call Vote; Yes- Kress, Sather, Reese, Sando. Motion Carried.

- 4H Planted flowers in the pots May 17<sup>th</sup> and Girl Scouts will start planting flower beds on May 18<sup>th</sup>. Kress would like a thank you card to go out to both groups.

-Kress asked Admin Lacher to price out new planters for main street and in front of City Hall.

Commissioner Sather – Nothing to report.

Commissioner Sando – Brought in a picture of the new line of Hangers.

**City Officers Reports:**

Public Works Superintendent Anderson –Nothing to report.

City Attorney Juelson – Nothing to report.

City Auditor Frederick – TA Grant for the Sidewalk connecting the New Riverwalk Development to the East part of town was approved for up to \$200K. Construction will be in the 2023 or 2024 period.

-Janet Meyer has put in her resignation and will no longer be doing Property Assessments for the City of Hillsboro. Frederick reached out to Sheri P another assessor in the county, but she does not have time to pick up another city at this time.

Commissioner Reese made a motion to post a job opening for a Full or Part time City Assessor for the City of Hillsboro. Commissioner Kress seconded. In a Roll Call Vote; Yes – Kress, Sather, Reese, Sando. Motion Carried.