

DATE: 05/03/2021

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, Skager and Sather

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 April 19, 2021 Regular City Commission Meeting Minutes and April 19, 2021 Special Tax Equalization Meeting Minutes. Commissioner Kress seconded. Motion carried.

Presentation of Bills:

EOM to be approved on 05/03/2021	PAID on 04/30/2021	Amt	Ck#
James P. Baumgartner	Payroll	\$3,402.46	
Thomas C. Keeney	Payroll	\$184.75	
Jay J. Alfson	Payroll	\$3,025.56	500390
James M. Anderson	Payroll	\$4,195.35	500391
Julie H. Bjorklund	Payroll	\$2,995.94	500392
Ashley D. Frederick	Payroll	\$3,447.41	500393
Jonthan E. Hams	Payroll	\$3,694.20	500394
Gerald M. Hovet III	Payroll	\$2,918.53	500395
Desiree K. Lacher	Payroll	\$2,622.25	500396
Taxes Federal	Payroll taxes	\$9,289.45	
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$839.20	
Bell State Bank & Trust	Profit Sharing Plan	\$2,468.37	
ND Pers	May Health Ins	\$10,870.46	
US Post Office	Permit mailing	\$2,500.00	
Total Accounts Payable		\$52,453.93	

AP to be approved on 05/03/2021	As of 05/03/2021	Amt	CK#
Aramark	rugs & mops- city hall/ armory	\$90.25	24650
BNSF	I29 project licensing	\$4,966.00	24651
Border States Electric	insulated mittens, LED optical assembly (8)	\$8,410.04	24652
Bowersox, Bruce	P & Z salary May 2021	\$200.00	24653
Cardmember Services	pool drain tile, camera, checks, paint	\$1,707.25	24654
Carmona, Armando & Cynthia	refund of meter deposit	\$83.66	24655
Doherty, Elizabeth	refund of credit balance	\$333.24	24656
ECRWD	water	\$9,712.20	24657
Electric Pump	lift station inspections- svc agreement	\$1,100.00	24658
Evans, Nicole	Building permit refund	\$92.00	24659

Evenson, Elaine	refund of meter deposit	\$90.97	24660
Ferguson Waterworks	water meter, hydrant flushing tool	\$4,690.03	24661
Frederick, Ashley	conference mileage- Bismarck	\$261.11	24662
Grainger	press. Regulator & guage, connectors	\$125.56	24663
Halstad Telephone Company	phone & internet	\$1,065.42	24664
Hawkins	chemicals	\$5,066.15	24665
Hillsboro Public School	shop sign & decals	\$626.00	24666
Hovet, Gerald	WTP- bowls	\$4.28	24667
Kress, Mike	P & Z salary May 2021 & mowing	\$1,241.67	24668
KRJB- FM	April 2021- ads	\$450.00	24669
Lessard, Mike	P & Z salary May 2021	\$200.00	24670
Locators & Supplies	red marking paint	\$107.08	24671
Meyer Group	Tax Assessing Services	\$6,800.00	24672
Microsoft Online	Online services	\$296.00	ACH
Miller's Fresh Foods	shop supplies	\$25.67	24673
MRES	April 2021- meter count fee	\$372.60	24674
ND One Call	March 2021 calls	\$64.80	24675
Nodak Electric Cooperative	repair broken cutout	\$402.51	24676
Olsen Hardware	painting supplies, batteries	\$192.13	24677
Power Plan	RDO- gov't transaction	\$544.91	24678
RMB	water testing	\$70.00	24679
Sorum Oil	fuel	\$1,253.16	24680
Team Lab	wipes	\$152.50	24681
Traill County Abstract	bright energy star rebate	\$220.32	24682
Traill County Treasurer	May 2021- police	\$15,031.00	24683
USA Blue Book	Chlorine analyzer	\$2,471.58	24684
Willison, Mike	P & Z salary May 2021	\$200.00	24685
Total Accounts Payable		\$68,720.09	

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

City Commissioners Reports:

Commissioner Reese – Pool repairs are moving slow. No new information.

Commissioner Skager – Nothing to report.

Commissioner Kress – Nothing to report.

Commissioner Sather – *Commissioner Sather made a motion to buy a stove and a freezer for the Community Center. Commissioner Skager seconded. In a Roll call vote; Yes – Skager, Kress, Sather, Reese, Sando. Motion Carried.*

Commissioner Sando – State Audit is still on going.

City Officers Reports:

Public Works Superintendent Anderson – Asked for a motion so for him to sign the MRES Reserve Compacity Agreement extension for another 30 years.

Commissioner Skager made a motion to approve Superintendent Anderson to sign the renewal MRES Reserve Compacity Agreement for another 30 years. Commissioner Sather seconded. On a roll call vote; Yes – Skager, Sather, Kress, Reese, Sando. Motion carried.

City Attorney Juelson – Riverwalk Plat has been filed and the final notice for rezoning will hi the banner Friday May 7, 2021.

City Auditor Frederick – Aske for a motion to approve a FACADE Grant for the Idea shop.

Commissioner Reese made a motion to approve a Façade Grant in the amount of \$5k for the Idea Shop for outside renovations to the outside of the brick building with funds being allocated on the completion of the project. Commissioner Kress seconded. In a roll call vote; Yes- Skager, Kress, Sather, Reese, Sando. Motion Carried.

-Frederick asked for a motion to approve a liquor license transfer for Tap that on May 11, 2021 over to the Armory for the Sanford Medical Center Employee Party. Commissioner Skager is going to talk to Sanford Administration about waiting to serve alcohol until 6pm to make sure the Daycare is closed.

Commissioner Reese made a motion to approve a liquor license transfer from Tap That to the Armory on May 11, 2021 for the Sanford Employee Party with alcohol being served at 6PM. Commissioner Kress seconded. In a roll call vote; Yes – Skager, Kress, Sather, Reese, Sando. Motion carried.

-Frederick was asked if the city could post a the “Bridging Health and Home” broacher on the City’s social media websites. The broacher talks about Chronic Care Management (CCM) Services being provided in between regular visits with your health care provider or doctor.

Commissioner Sather made a motion to approve City Hall staff to post the Bridging Health and Home Broacher on the City’s Social Media sites. Commissioner Kress seconded. In a roll call vote; Yes – Skager, Kress, Sather, Reese, Sando. Motion carried.

Old Business:

BNSF Contract of Execution document and signatures (I29 Watermain & Sewer Project)–

Commissioner Sather made a motion to approve the Commission President to sign the Contract set forth by BNSF for the I29 Watermain Project that crosses BNSF property. Commissioner Skager seconded. In a roll call vote; Yes- Skager, Kress, Sather, Reese, Sando. Motion Carried.

Sundae Brew (Nicole Evans) current business plan presentation for Re-approval - *Commissioner Reese made a motion to approve an interest buy down pace loan for 10 years in the amount of \$10248.06 with a 1% interest on the 11th year. Commissioner Kress seconded. In a roll call vote; Yes – Skager, Kress, Sather, Reese, Sando. Motion Carried.*

Nicole Evans would also like to apply for the FAÇADE Grant to help with the expenditures to renovate and improve the outside of Sundae Brew. Total cost of renovations to the exterior of the building are \$8,691.18.

Commissioner Reese made a motion to approve the FAÇADE Grant for Sundae Brew in the amount of \$4,341 once the Grant application is turned in. Funds will be allocated on completion of the project. Commissioner Sather seconded. In a roll call vote; Yes – Skager, Kress, Sather, Reese, Sando. Motion Carried.

Building Permitting Process Clarification –

Commissioner Skager made a motion to have all building permits and inspections go through Midwest Inspection Services based out of Mapleton ND effective Monday May 10, 2021. Commissioner Sather seconded. In a roll call vote; Yes – Skager, Kress, Sather, Reese, Sando. Motion Carried.

New Business:

Citizens/Businesses Addressing the Commission –

Bambi M. on Behalf of MSU Childcare Development – Someone offered to donate carpet squares to the MSU Childcare Development for the entry ways at the armory. Manthy got an installation estimate of \$465.

Commissioner Reese made a motion to approve the city to pay for the installation cost of \$465 for the carpet squares to be installed at the Armory. Commissioner Kress seconded. In a roll call vote; Yes – Skager, Kress, Sather, Reese, Sando. Motion carried.

-MSU Childcare Development would like the approval to put a permanent sign up for the Daycare at the cost of the Childcare Development Program.

Commission would like cost estimates for a sign at the daycare. No vote taken at this time.

Adjournment:

Commissioner Skager moved to adjourn the meeting at 7:30 PM. Commissioner Sather seconded. Motion carried.

Ashley Frederick
City Auditor

Terry Sando
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners
will be at 6:30 PM on Monday May 17, 2021 at Main Street Community Center.**