

DATE: 09/7/2021

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: 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 August 16, 2021, Regular City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.

Commissioner Kress moved to approve the August 17, 2021, Special City Commission Loyal Ave Drainage meeting minutes. Commissioner Sather Seconded. In a roll call vote, yes – Kress, Sather, Reese Abstained – Sando. Motion Carried.

Presentation of Bills:

EOM to be approved on 09/07/2021	PAID on 08/31/2021		
James P. Baumgartner	Payroll	\$4,225.60	24967
Kathy Duval	Payroll Pool	\$7,661.02	24968
Ella Forseth	Payroll Pool	\$1,766.19	24969
Gregorio Garza	Payroll PW	\$2,026.05	24970
John Geray	Payroll Pool	\$963.45	24971
Hannah Luithle	Payroll Pool	\$544.44	24972
Kelsey Moore	Payroll Pool	\$1,507.83	24973
Lydia Nelson	Payroll Pool	\$505.35	24974
Katherine Oanes	Payroll Pool	\$2,122.75	24975
Peter Oanes	Payroll Pool	\$1,753.84	24976
Landen Reed	Payroll PW	\$2,430.23	24977
Paul Whitaker	Payroll Pool	\$1,583.80	24978
Jay J. Alfson	Payroll	\$3,730.55	500425e
James M. Anderson	Payroll	\$4,702.77	500426e
Julie H. Bjorklund	Payroll	\$3,553.72	500427e
Ashley D. Frederick	Payroll	\$3,447.41	500428e
Jonthan E. Hams	Payroll	\$3,981.10	500429e
Gerald M. Hovet III	Payroll	\$3,563.30	500430e
Desiree K. Lacher	Payroll	\$3,049.61	500431e
Taxes Federal	Payroll taxes	\$17,570.31	695e
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$839.20	696e
Bell State Bank & Trust	Profit Sharing Plan	\$2,886.27	697e
ND Pers	Sept Health Ins	\$11,627.80	698e
Total Accounts Payable		\$86,042.59	

AP to be approved on 09/07/2021	As of 09/07/2021	Amount	Check #
Aggregate industries	Caledonia & Loyal- street work	\$456.00	24979
Aramark	armory & city hall- rugs/mops	\$190.69	24980
Armstrong, Donald	refund of deposit	\$50.00	24981
Bank of ND	Evans- Flex loan payment	\$1,219.26	24982
Bell Bank	account fees	\$1,547.38	693E
Border States Electric	clamps & polymer cutouts	\$1,558.51	24983
Business Essentials	printer ink, planners	\$150.20	24984
Cannon Technologies	Yukon support	\$13,911.00	24985
Cardmember Service	microphone/speaker, flashlights, etc	\$2,681.36	24986
Cole Papers	TP, towels, garbage bags	\$164.60	24987
Core & Main	pipe & couplers, manhole frame/grate	\$1,732.82	24988
Curt's Lock & Key	Amory- repair west door lock	\$758.00	24989
DBM Contracting	Amory- entry carpet, window repair	\$1,250.00	24990
ECRWD	Aug 2021- water	\$12,126.73	24991
Farnams	tools, gloves, hardware, trico blade	\$306.85	24992
Grainger	u-bolts	\$13.50	24993
H2O Innovation	spectraguard	\$8,989.50	24994
Halstad Telephone	phone & internet	\$897.75	24995
Hawkins	Pool & WTP- chemicals & parts	\$4,436.98	24996
Hillsboro Banner	August 2021 legas & ads	\$486.68	24997
Hillsboro Park Board	Aug 2021- revenue sharing	\$2,248.15	24998
Jet-Way	clean sewer lines- SE side of town	\$16,068.75	24999
Kress, Mike	Sept 2021- mowing contract	\$1,041.67	25000
KRJB- FM	MRES, BES, sports advertising	\$2,500.00	25001
Microsoft Online	Aug 2021- online services	\$296.00	700E
Midwest Inspection Services	105 3rd ave SW- blighted inspection	\$275.00	25002
Midwest Pest Control	Police- all pests, fire A/F	\$58.00	25003
Millers Fresh Foods	shop supplies	\$5.99	25004
Moen, Sandra	refund of deposit	\$88.51	25005
MRES	riser, transformer service, meter count	\$3,297.42	25006
Neset Land Surveys	survey- pedestrian easement	\$230.00	25007
Ohnstad Twichell	Riverwalk- annexation & rezoning	\$14,625.00	25008
Olsen Hardware	pool & shop supplies	\$198.09	25009
PSN	August 2021 transaction fees	\$342.47	699E
RMB	WTP & Pool- water testing	\$105.00	25010
RS Electric	Anchor ingredients- materials/service	\$1,757.20	25011
Sorum Oil	fuel	\$1,799.98	25012
Stanovich, Krishna	refund of deposit	\$100.00	25013
Team Lab	Crack sealer plus	\$1,100.00	25014
Traill County Highway Dept	signs & installation	\$256.97	25015
Traill County Treasurer	Sept 2021- Sheriff contract	\$15,031.00	25016
Valley Plains Equipment	saw blade, couplers, hose	\$89.88	25017

Total Accounts Payable		\$114,442.89	
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Commissioner Reese moved to pay bills as presented. Commissioner Sather seconded. None voted no. Motion carried.

City Commissioners Reports:

Commissioner Reese – Nothing to report.

Commissioner Kress – A key got broken off in the door at the Armory, so Kurt’s Lock and Key came out to fix it. They also gave a quote of \$700 to rekey all the doors in the Armory. Right now, there are different keys for all the doors. It would be nice to simplify it to one or two keys.

Commissioner Sather made a motion to have Kurt’s Lock and Key come and rekey all the doors in the Armory down 2 or 3 keys. Commissioner Reese seconded. In a roll call vote, yes – Kress, Sather, Reese, Sando. Motion Carried.

-Had the office send out a cleanup letter at 310 1st St. SE to get the garbage cleaned up off the boulevard and back yard before mice, rats etc. start getting into it.

Commissioner Sather –Nothing

Commissioner Sando – Airport fly in went well!

City Officers Reports:

Public Works Superintendent Anderson – Our Saviors is doing their annual Sunday in the Street and needs the street blocked off.

Commissioner Reese made a motion to close off the street by Our Savior’s Church for they Annual Sunday in the Streets. Commissioner Sather seconded. Roll call vote, yes – Kress, Sather, Reese, Sando. Motion carried.

City Attorney Juelson – Nothing to report.

City Auditor Frederick’s Notes – Need a motion to approve the Flex Pace Buy Down Loan payment to come out of Sales Tax Fund for retention and attraction.

Commissioner Reese made a motion to approve the Flex Pace Buy Down Loan payments to come out of the Sales Tax Fund for retention and attraction. Commissioner Kress seconded. In a roll call vote, yes – Kress, Sather, Reese, Sando. Motion carried.

-No applications were turned in for the Part Time cleaning position at the Armory.

Commissioner Reese made a motion to put out an add for bids for Armory Cleaning. Commissioner Kress Seconded. In a roll call vote, yes – Reese, Sather, Kress, Sando. Motion Carried.

Old Business:

Second Reading of Brew Pub Ordinance Fee Amendment – *Commissioner Reese made a motion to approve the second reading of the Brew Pub Ordinance Fee Amendment. Commissioner Kress seconded. In a roll call vote, yes – Reese, Sather, Kress*

Abstain – Sando.

Motion carried.

New Business:

Goose River Brewery License Approval – Sando Stepped down and turned control over to Vice President Reese due to Conflict of interest of this topic.

Commissioners’ discussion concluded the license needs to be more specific.

Commissioner Kress made a motion to approve the Brew Pub liquor License WITHOUT the patio seating.

Commissioner Sather seconded. In a roll call vote, yes – Kress, Sather, Reese.

Abstain – Sando

Motion Carried.

Hillsboro School Cash Raffle Event Permit Approval – *Commissioner Reese Made a motion to approve the Cash Raffle from Sept 13, 2021, through Feb 13, 2022, to purchase batting cages for H-CV baseball and Softball programs. Commissioner Sather seconded. In a roll call vote, yes – Reese, Sather, Kress, Sando. Motion carried.*

Beautification Committee Ordinances, Policies & Procedures – Commissioner Reese presented rough drafts of a Beautification Ordinance and Policies & Procedures.

Reese also stated he found two citizens interested in being on the Beautification Committee. He is still waiting to hear from HBA President J.R. Strom who will be representing the HBA on the Beautification Committee.

Commissioner Reese made a motion to approve AJ Anderson and Eric Johnson to be on the Beautification Committee and to start holding meetings as soon as HBA picks their Representative. Commissioner Kress Seconded. In a roll call vote, yes – Kress, Sather, Reese, Sando. Motion carried.

Citizens/Businesses Addressing the Commission –

C Moen- Jordahl has sod laid down and the weeds have been taken care of.

Adjournment:

Commissioner Sather moved to adjourn the meeting at 7:40 PM. Commissioner Reese 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 Tuesday September 20, 2021, at Main Street Community Center.**