

# CITY OF HILLSBORO

Commission Members:

Levi Reese, President

Dave Sather, Vice President

Mike Kress, Paul Geray & Nicole Evans

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 & J.R. Strom

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## **REGULAR CITY COMMISSION MEETING**

**August 1, 2022, 6:30PM at MSCC**

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

- 1. Open with Pledge of Allegiance**
- 2. Reading of Minutes** – July 18, 2022, Regular Meeting Minutes
- 3. Presentation of Bills**
- 4. City Commissioners Reports**
- 5. Report of City Officers**
  - a. Superintendent
  - b. Attorney
  - c. Auditor
  - d. Sheriff's Office
  - e. City Engineer
- 6. BC Ticket Items – See Attachment**
- 7. Old Business**
  - a. City Wide Street Paving Project - update
  - b. Building Permit Process recommendation from P&Z
  - c. ND Community Foundation - updates
  - d. Railroad Park - update
  - e. Mural Contest - update
  - f. 1881 Extraction Application for Tax Incentives – update
  - g. Special Assessment Committee – update on 3<sup>rd</sup> possible member
  - h. 2023 Budget Discussions
  - i. Hillsboro Days Outdoor Drinking
- 8. New Business**
  - a. City Hall Business Hours
- 9. Citizens Addressing the Commission**
- 10. Adjournment**

**NEXT REGULAR MEETING:  
Monday August 15, 2022, 6:30 PM  
MAIN STREET COMMUNITY CENTER**

## **HBC Ticket's**

- a. HBC Ticket #2021001 – 318 2<sup>nd</sup> St SE– Referred to Sheriff Department
- b. HBC Ticket #2021002 – 206 4<sup>th</sup> Ave SE- Referred to Sheriff Department
- c. HBC Ticket # 2021003 – 222 4<sup>th</sup> Ave SE – Referred to Sheriff Department
- d. HBC Ticket # 2021004 – 103 4<sup>th</sup> St NE– Arraignment set for 7.13.22 at 10AM
- e. HBC Ticket # 2021005- 13 S Main St- Joyce will be present 08/01/22
- f. HBC Ticket #2021007- 322 1<sup>st</sup> Ave NW- Property has been sold
- g. HBC Ticket # 2022001- 203 4<sup>th</sup> St SW- Referred to Sheriff Department
- h. HBC Ticket # 2022004- 218 4<sup>th</sup> St NE- Referred to Sheriff Department

DATE: 07/18/2022

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: Reese, Kress, Geray, Evans

Commissioners Absent: Sather

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

**Reading of the Minutes:**

Commissioner Kress moved to approve the July 5, 2022, Regular City Commission Meeting Minutes. Commissioner Geray seconded. Motion carried.

**Presentation of Bills**

<u>AP to be approved on 7/18/2022</u>	<u>7/18/2022</u>	<u>Amount</u>	<u>Check #</u>
<u>3R Floral</u>	<u>Façade Grant</u>	<u>\$767.50</u>	<u>25736</u>
<u>Advanced Engineering</u>	<u>Riverwalk Review</u>	<u>\$334.50</u>	<u>25737</u>
<u>Holcim-Mwr inc - Aggregate</u>	<u>Concrete work</u>	<u>\$446.00</u>	<u>25738</u>
<u>Alpine Mechanical</u>	<u>Little pool repairs</u>	<u>\$13,993.63</u>	<u>25739</u>
<u>Aramark</u>	<u>Rugs &amp; mops</u>	<u>\$93.74</u>	<u>25740</u>
<u>Border States Electric</u>	<u>Parts</u>	<u>\$3,799.77</u>	<u>25741</u>
<u>Business Essentials</u>	<u>Paper</u>	<u>\$178.68</u>	<u>25742</u>
<u>CHS Ag Services</u>	<u>Chemicals</u>	<u>\$406.88</u>	<u>25743</u>
<u>Core &amp; Main</u>	<u>Gate valves</u>	<u>\$977.41</u>	<u>25744</u>
<u>Dakota Natural Gas</u>	<u>Natural Gas</u>	<u>\$16.00</u>	<u>25745</u>
<u>Ellingson, Kathy</u>	<u>Lifeguard class - Lex</u>	<u>\$220.00</u>	<u>25746</u>
<u>Ewing Oil</u>	<u>Fuel</u>	<u>\$155.81</u>	<u>25747</u>
<u>Global Safety</u>	<u>Annual Program fee</u>	<u>\$254.00</u>	<u>25748</u>
<u>Grainger</u>	<u>Parts</u>	<u>\$80.91</u>	<u>25749</u>
<u>Great Plains Fireworks</u>	<u>Fireworks</u>	<u>\$2,000.00</u>	<u>25750</u>
<u>Hawkins</u>	<u>Chemicals pool</u>	<u>\$855.63</u>	<u>25751</u>
<u>Hillsboro Airport Authority</u>	<u>Contribution June</u>	<u>\$389.97</u>	<u>25752</u>
<u>Hillsboro Banner</u>	<u>Legal/Ads</u>	<u>\$1,903.70</u>	<u>25753</u>
<u>Hillsboro Lumber</u>	<u>Supplies</u>	<u>\$2,579.43</u>	<u>25754</u>
<u>Jet-Way</u>	<u>Storm Sewer &amp; pool</u>	<u>\$14,718.75</u>	<u>25755</u>
<u>Job Service of ND</u>	<u>2nd Qtr Contribution</u>	<u>\$112.43</u>	<u>788e</u>
<u>JP Morgan Chase CC</u>	<u>June charges</u>	<u>\$5,621.06</u>	<u>789e</u>
<u>KRJB FM</u>	<u>Power Ads, HLB Days</u>	<u>\$740.00</u>	<u>25756</u>
<u>Lawson Products</u>	<u>Misc. supplies</u>	<u>\$193.34</u>	<u>25757</u>
<u>Leeseberg, Darcie &amp; Tom</u>	<u>BES Rebate</u>	<u>\$250.00</u>	<u>25758</u>
<u>Lowry Engineering</u>	<u>Construction Doc</u>	<u>\$16,213.00</u>	<u>25759</u>
<u>Midwest Inspections</u>	<u>Building Permits</u>	<u>\$6,543.12</u>	<u>25760</u>
<u>Midwest Pest Control</u>	<u>Pest Control</u>	<u>\$227.00</u>	<u>25761</u>
<u>Missouri River Energy Services</u>	<u>Energy Charge June</u>	<u>\$144,023.10</u>	<u>790e</u>
<u>Mooney, Kathi</u>	<u>BES Rebate</u>	<u>\$350.00</u>	<u>25762</u>

<u>NAPA Central</u>	<u>Parts</u>	<u>\$211.24</u>	<u>25763</u>
<u>ND Dept of Environmental</u>	<u>License renewal JA</u>	<u>\$100.00</u>	<u>25764</u>
<u>ND One Call</u>	<u>Locates</u>	<u>\$94.90</u>	<u>25765</u>
<u>Ohnstad Twitchell</u>	<u>Legal service</u>	<u>\$13,348.36</u>	<u>25766</u>
<u>Ohnstad Twitchell - WF</u>	<u>Commission mtgs</u>	<u>\$600.00</u>	<u>25767</u>
<u>Olsen Hardware</u>	<u>Façade Grant</u>	<u>\$2,558.10</u>	<u>25768</u>
<u>Parker, Jennifer</u>	<u>Mural contest</u>	<u>\$500.00</u>	<u>25769</u>
<u>Payment Service Network</u>	<u>June Services</u>	<u>\$384.96</u>	<u>791e</u>
<u>Premium Waters Inc</u>	<u>Water City Hall &amp; shop</u>	<u>\$108.12</u>	<u>25770</u>
<u>Recreation Supply</u>	<u>Pool shot</u>	<u>\$1,217.00</u>	<u>25771</u>
<u>RMB Environmental Lab</u>	<u>Pool Testing</u>	<u>\$190.58</u>	<u>25772</u>
<u>Sanitation Products Inc</u>	<u>Broom sweeper</u>	<u>\$455.00</u>	<u>25773</u>
<u>Sorum Oil</u>	<u>Fuel - June</u>	<u>\$3,499.22</u>	<u>25774</u>
<u>State Tax Commissioner</u>	<u>2nd Qtr. Income Tax</u>	<u>\$1,350.34</u>	<u>792e</u>
<u>The Idea Shop</u>	<u>Social Media EDC</u>	<u>\$1,100.00</u>	<u>25775</u>
<u>Trall County Treasurer</u>	<u>Assessors Fee 2022</u>	<u>\$20,730.00</u>	<u>25776</u>
<u>Waste Management</u>	<u>Trash &amp; roll offs</u>	<u>\$49,277.90</u>	<u>25777</u>
		<u>\$314,171.08</u>	

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

**Monthly Disconnects- June:**

Commissioner Kress made the motion to approve the June 2022 disconnects. Commissioner Geray seconded.

*In a roll call vote*

*Yes- Evans, Kress, Geray, and Reese.*

*Motion carried.*

**City Commissioners Reports:**

Commissioner Kress:

- Jordahl apartments out at the Riverwalk development do not have curbing in their plans between the parking lot and grass. Commissioner Kress will call and talk to Lowery to see if this will be an issue.
- Cemetery- There are trees that need to come down. Burleys are going to come take down a few other trees around town, so Superintendent Anderson will ask Burleys to run out to the cemetery and get the four trees that are dead. No motion needed.

Commissioner Geray-

- Electric- Working heavily on addressing the needs for Degelmans and Anchor on the west side of the interstate. Making sure they have an adequate electric supply.
- Nothing to report on HEDC and Beautification.

Commissioner Evans- Nothing to report

Commissioner Reese:

- Budget is coming up.
- Pool- Cover is finally here, came July 18, 2022
  - Still working on some quotes to tear up water lines and gutter at the pool to get those fixed. Has been getting a lot better, but the little pool has been a struggle with all the mud getting everywhere.

**City Officers Reports:**

Public Works Superintendent Anderson:

- Getting water leaks and gate valves fixed before anticipated street project.

City attorney Strom: Nothing to report

City Auditor Frederick:

- NDLC Annual Leadership Conference is coming up September 22-24<sup>th</sup> All City employees and elected officials are welcome to attend. Early bird registration closes on August 26.

**Beautification Ticket Items**

- HBC Ticket # 2022004- 218 4<sup>th</sup> St NE- Commission President Reese questioned if this property owner filled out a building permit for the new fence that was recently put up on their property. Commissioner Kress stated they had not.

**Old Business:**

**City Wide Paving Project:** Commissioners Reese and Evans are meeting with City Engineer Swanson and Yarda from AE2S July 19, 2022, to discuss drainage options for the city.

**Building Permit Process:** Planning & Zoning are still working on a solution.

**ND Community Foundation:** Attorney Juelson is still working with the Aggie Foundation to find a solution.

**Railroad Park Update:**

- The fence has been approved to be placed 50' from the main railroad line.
- Now we are just waiting on the lease agreement to be approved by BNSF

**Mural Contest:**

- Mural winner is Jennifer Parker from Tulna
- Measure to see what the cost would be to paint the mural and see if Jennifer would be interested in painting it.

**1881 Extraction Application for Tax Incentives:**

- Attorney Juelson is working on it and will be reaching out to the School Board President Tim Kozojed.

**Special Assessment Committee- Update on 3<sup>rd</sup> possible member:**

- Still looking for third person.

**Façade Grant Clarifications:**

- Two versions were presented

*Commissioner Kress made the motion to approve Commission President Reese's revised façade grant application. Commissioner Evans seconded the motion.*

***In a roll call vote.***

***Yes- Geray, Kress, Evans, and Reese.***

***Motion carried.***

**Second Reading of the Outdoor Drinking Ordinance #529**

*Commissioner Geray made the motion to approve the second reading of the outdoor drinking ordinance #529. Commissioner Kress seconded the motion.*

***In a roll call vote***

***Yes- Evans, Geray, Kress, and Reese***

**New Business:**

**2023 Budget Discussions:**

- Commission started discussions on the 2023 Budget.

**Tax Equalization 2023 Letter of Intent Approval.**

*Commissioner Kress moved to accept the tax equalization 2023 letter of intent for \$26,060. Commissioner Geray seconded the motion.*

***In a roll call vote***

***Yes- Kress, Evans, Geray, and Reese***

***Motion Carried.***

**Senior Citizens Local Bingo Permit Approval.**

*Commissioner Geray made the motion to approve the local permit application for the senior citizens annual bingo event. Commissioner Kress seconded the motion.*

***In a roll call vote***

***Yes- Kress, Evans, Geray, and Reese.***

***Motion carried.***

**District Court Contract:**

- Commission President Reese, Commissioner Sather, Attorney Strom, and Auditor Frederick met with Traill County States Attorney Stock, Sheriff Hunt, and Deputy Ernst Friday July 15, 2022, to get things moving forward and open the lines of communication on how the Sheriff's department can enforce Hillsboro's City ordinances legally, effectively and in a timely manner.

**Hillsboro Days Outdoor Drinking.**

- Attorney Strom and the HBA will work with the bars and Sheriff Hunt to bring some ideas back to the City Commission for discussion and approval.

**Citizens Addressing the Commission:** None

**Adjournment:**

*Commissioner Geray moved to adjourn the meeting at 7:21pm. Commissioner Kress seconded. Motion carried.*

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Ashley Frederick  
City Auditor

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Levi Reese  
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners  
will be at 6:30 PM on Monday August 1, 2022, at Main Street Community Center.**

AP to be approved on 8/1/2022	8/1/2022	Amount	Check #
Acme Tools	Parts	\$279.00	
AE2S	Professional Services	\$673.75	
Aramark	Supplies	\$93.74	
Border States Electric	Parts	\$2,897.09	
Dakota Fence		\$4,206.00	
Eaton	Meters	\$78,624.00	
Hawkins	Chemical	\$10,018.24	
Irby	Parts	\$7,819.84	
Loffler	June	\$149.54	
MEI Engineering	Engineer Services	\$2,000.00	
Microsoft	Online Service	\$336.00	ACH
NDLC	City Dues	\$1,633.00	
O'day Equipment	Trouble with pumps	\$1,154.53	
RDO	Backhoe Load	\$1,454.10	
Rec Supply	Pool Cover	\$5,728.66	
RMB	Chemical	\$250.24	
T & R Electric	Pad Mount	\$2,953.33	
Valley Plains Equipment	Parts	\$85.35	
Verizon	Phones	\$337.51	

# City of Hillsboro North Dakota

Email: [info@hillsboro-nd.us](mailto:info@hillsboro-nd.us)

Website: [www.hillsboro-nd.com](http://www.hillsboro-nd.com)

## Property Enhancement Project Proposal



Prepared by Levi Reese Hillsboro City Commission President

[levi.reese@hillsboro-nd.us](mailto:levi.reese@hillsboro-nd.us)

**TEAM GROW  
HILLSBORO**







**Joint Partnership and funding from Hillsboro EDC and City of Hillsboro.**

**This is a Grant/Loan for properties in the City of Hillsboro North Dakota that meets at least two of the three requirements not required below.**

- Located inside the City Limits of Hillsboro North Dakota (required)**
- Property Value for land and structure under \$50,000**
- Owner of the Property (required)**
- Inhabited for the past three years**
- The cost to bring home up to code/repair is more than 50% of the current assessed value.**
- Has a permanent structure on the property prior to 2000. (required)**

#### **Timeline and terms**

- This Application and Building Demo application is turned in before the start of the project.**
- Asbestos Inspection completed by Licenced NDDEQ Inspector if structure brought to the City of Hillsboro landfill.**
- Timeline**
  - **Application Submitted**
  - **Applications Approved or Denied by City/HEDC**
  - **Applicated notified of Status**
    - **If the structure has been inspected and no asbestos is brought to the City of Hillsboro landfill all fees for the landfill will be waived.**
  - **Demo completed**
  - **Demo invoices submitted to the city with proof of demo.**
  - **City reimburses for Demolition up to \$4000.**
  - **Applicant builds a new structure on the parcel within 18 months the Applicant will receive an additional \$10,000.**
  - **If the applicant does not plan to build a new structure a loan for the remaining cost of Demolition can be requested. Terms would be 24**



**months 2% APR Companded Monthly with four-month deferred payment.**

- If the loan goes into default the parcel will be turned over to HEDC.**
- The applicant could receive an Additional \$3500 if two properties are connected and both have structures that are demolished.**
- Funding is based on aviliaby each year, if funds have been used up for the current year application may be approved and paid for the next fiscal year.**
- Applications are only limited to one grant/loan per parcel.**