

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

REGULAR CITY COMMISSION MEETING

July 18, 2022, 6:30PM at MSCC

A G E N D A

- 1. Open with Pledge of Allegiance**
- 2. Reading of Minutes** – June 21, 2022, Regular Meeting Minutes
- 3. Presentation of Bills**
- 4. Monthly Disconnects -June**
- 5. City Commissioners Reports**
- 6. Report of City Officers**
 - a. Superintendent
 - b. Attorney
 - c. Auditor
 - d. Sheriff's Office
 - e. City Engineer
- 7. BC Ticket Items – See Attachment**
- 8. 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 3rd possible member
 - h. Façade Grant Clarifications
- 9. New Business**
 - a. 2023 Budget Discussions
 - b. Tax Equalization 2023 Letter of intent approval
 - c. Senior Citizens Local Bingo Permit approval
- 10. Citizens Addressing the Commission**
- 11. Adjournment**

**NEXT REGULAR MEETING:
Tuesday August 1, 2022, 6:30 PM
MAIN STREET COMMUNITY CENTER**

HBC Ticket's

- a. HBC Ticket #2021001 – 318 2nd St SE– Referred to Sheriff Department
- b. HBC Ticket #2021002 – 206 4th Ave SE- Referred to Sheriff Department
- c. HBC Ticket # 2021003 – 222 4th Ave SE – Referred to Sheriff Department
- d. HBC Ticket # 2021004 – 103 4th St NE– Arraignment set for 7.13.22 at 10AM
- e. HBC Ticket # 2021005- 13 S Main St- New deadline July 31st
- f. HBC Ticket #2021007- 322 1st Ave NW- Property has been sold
- g. HBC Ticket # 2022001- 203 4th St SW- Referred to Sheriff Department
- h. HBC Ticket # 2022004- 218 4th St NE- Referred to Sheriff Department

DATE: 07/05/2022

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, Sather, Geray, Nicole

Commissioners Absent: None

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

Swearing in new Commissioners:

- All Commissioners signed

Re-organization Meeting

- **Building Inspectors: Mike Kress & Michael Blevins**
- **City Auditor: Ashley Frederick**
- **City Assessor: Michelle Mooney & Kayla Knudson**
- **City Attorney: John Juelson & J.R. Strom**
- **City Engineer: AE2S**
- **City Health Inspector: Dr Breen**
- **City Superintendent: Jim Anderson**
- **Fire Chief: Jaime Reed**
- **City Commission Vice President: Dave Sather**
- **City Newspaper: Hillsboro Banner**
- **Depositories: Dakota Heritage Bank & Goose Riverbank.**

Portfolio Assignments:

- **Commissioner Reese:** Finance, Personnel, Beautification, Recreation/Pool, Sheriff Department
- **Commissioner Geray:** Electrical, EDC, Beautification
- **Commissioner Sather:** Fire Department, Streets & Garbage.
- **Commissioner Kress:** Planning & Zoning, Buildings & Ground, Cemetery.
- **Commissioner Evans:** Airport, Visitors Committee, Water & Sewer

Commissioner Sather made the motion to accept the re-organization plan, Commissioner Kress seconded.

In a roll call vote

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

Motion carried

Reading of the Minutes:

Commissioner Kress moved to approve the June 21, 2022, Regular City Commission Meeting Minutes.

Commissioner Geray seconded. Motion carried.

Presentation of Bills

<u>AP to be approved on</u> <u>7/5/2022</u>	<u>7/5/2022</u>	<u>Amount</u>	<u>Check #</u>	
<u>Acme Tools - Fgo</u>	<u>Chainsaw, pole saw</u>	<u>\$598.00</u>	<u>25700</u>	
<u>Alicia's Cleaning Services</u>	<u>Cleaning service</u>	<u>\$600.00</u>	<u>25701</u>	
<u>Aramark</u>	<u>Rugs/ Mops</u>	<u>\$93.74</u>	<u>25702</u>	
<u>Border States</u>	<u>Parts</u>	<u>\$498.66</u>	<u>25703</u>	
<u>Cole Papers</u>	<u>Supplies City Hall & MSCC</u>	<u>\$308.25</u>	<u>25704</u>	
<u>ECRWD</u>	<u>Raw Water</u>	<u>\$10,258.99</u>	<u>25705</u>	
<u>Electric Pump</u>	<u>Lift Station Park Entrance</u>	<u>\$614.00</u>	<u>25706</u>	
<u>Erickson Agency, Inc</u>	<u>Fire & Tornado Ins</u>	<u>\$16,199.00</u>	<u>25707</u>	
<u>F & S Concrete</u>	<u>Riverwalk</u>	<u>\$80,068.85</u>	<u>25708</u>	
<u>Halstad Telephone Company</u>	<u>Phones & internet</u>	<u>\$964.10</u>	<u>25709</u>	

<u>Hawkins</u>	<u>Chemicals</u>	<u>\$10,463.00</u>	<u>25710</u>	
<u>Hillsboro Drug</u>	<u>Pool first aid</u>	<u>\$54.72</u>	<u>25711</u>	
<u>Hillsboro Park Board</u>	<u>Rev/Share June</u>	<u>\$2,246.37</u>	<u>25712</u>	
<u>Loffler Companies Inc</u>	<u>Lift Station alarms</u>	<u>\$74.85</u>	<u>25713</u>	
<u>Lowry Engineering</u>	<u>Construction Documents</u>	<u>\$1,518.70</u>	<u>25714</u>	
<u>Simon Mau</u>	<u>Mowing Contract</u>	<u>\$1,333.33</u>	<u>25715</u>	
<u>Millers Fresh Foods</u>	<u>Supplies</u>	<u>\$45.94</u>	<u>25716</u>	
<u>Missouri River Energy Services</u>	<u>AMI meter count & mthly fees</u>	<u>\$462.40</u>	<u>25717</u>	
<u>ND Dept of Environmental</u>	<u>License renewal & exam fees</u>	<u>\$175.00</u>	<u>25718</u>	
<u>Nodak Electric</u>	<u>Nodak shop, 3 phase lines</u>	<u>\$1,637.70</u>	<u>25719</u>	
<u>Olsen Hardware</u>	<u>Pool, WTP, Beautification</u>	<u>\$987.92</u>	<u>25720</u>	
<u>Scott Olsen</u>	<u>Fireworks Shooting</u>	<u>\$100.00</u>	<u>25721</u>	
<u>Tom Olsen</u>	<u>Fireworks Shooting</u>	<u>\$100.00</u>	<u>25722</u>	
<u>Paulson Gravel Service</u>	<u>Shop Gravel</u>	<u>\$660.00</u>	<u>25723</u>	
<u>Rec Supply</u>	<u>Clock & skimmer</u>	<u>\$141.10</u>	<u>25724</u>	
<u>Levi Reese</u>	<u>Reimburse pool purchases</u>	<u>\$957.01</u>	<u>25725</u>	
<u>RMB Environmental Lab</u>	<u>WTP & Pool water testing</u>	<u>\$115.00</u>	<u>25726</u>	
<u>Jacob Rust</u>	<u>Fireworks Shooting</u>	<u>\$100.00</u>	<u>25727</u>	
<u>Sorum Oil</u>	<u>Fuel May</u>	<u>\$4,021.28</u>	<u>25728</u>	
<u>Team Lab</u>	<u>Sea Klear , road patch</u>	<u>\$1,604.50</u>	<u>25729</u>	
<u>Traill County Treasurer</u>	<u>Policing Contract</u>	<u>\$17,254.08</u>	<u>25730</u>	
<u>Sonia Trinidad</u>	<u>Armory Cleaning - final</u>	<u>\$251.00</u>	<u>25731</u>	
<u>Jennifer Vigen-Iverson</u>	<u>Refund Credit</u>	<u>\$482.93</u>	<u>25732</u>	
<u>Viking Insurance</u>	<u>Tent, tractor pull, dance</u>	<u>\$374.00</u>	<u>25733</u>	
<u>Robert Wilson</u>	<u>Fireworks Shooting</u>	<u>\$100.00</u>	<u>25734</u>	
<u>William E Young</u>	<u>Pressure transmitter</u>	<u>\$1,463.30</u>	<u>25735</u>	
		<u>\$156,927.72</u>		

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

City Commissioners Reports:

Commissioner Geray:

- Cemetery- Dave is working on the monuments
 - Looking at upping the budget from 2K to 4K
- HEDC- Made another payment on their sewer bill, has about 4 years left.
- Riverwalk- One house is going up.
 - Jordahl finished housed on Toronto's Court.
- Personnel- Zach's review is in the works

Commissioner Kress- Nothing to report

Commissioner Sather: Nothing to report

Commissioner Evans- Nothing to report

Commissioner Reese:

- Pool- Reached out to do a leak detection but cannot find a company to come out this far. Reese Bought his own camera and we are going to have to rip up and replace the pipe and gutter system. At the same time, we should look at replacing the ballast tank. Will do more investigating and get a quote on cost.
 - Lesson's start Monday July 11. 2022

- Mural Project- Two entries are pretty much tied. This will close next week.
- \$10k grant for forestry has been approved for tree work

City Officers Reports:

Public Works Superintendent Anderson:

- Getting ready to put new powerline across I29
- Talked to someone about patching up to get us through to next year for our streets and gutters.

City attorney Juelson: Nothing to report

City Auditor Frederick: Nothing to report

Sheriff Hunt

- Would like to discuss rumors about the policing coming back to the City of Hillsboro
- Per Commissioner Reese it would not be in the next year.
- Beautification Committee- If the city is planning on taking back the police department, then Charlie Stock will not prosecute on any ticket items.
- Cannot always make it to each Hillsboro City Commission meetings.
- Commissioner Sather would like to sit down and meet with the Sheriff's department once a month.

City Engineer Swanson

- **Riverwalk Development**
 - Building Permits- Lowy provided first floor elevation map
 - Want front and rear drainage checked before signed off on
 - AE2S will make sure elevations are checked and the FFE's are being followed. Work with City Engineer Swanson and Mike Blevins to figure out when this inspection will happen and how to add it to the building process

Commissioner Sather made the motion to have AE2S do the elevations and setbacks over in the Riverwalk Development. Commissioner Kress seconded.

In a roll call vote

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

Motion Carried.

- **I29 Water and Sewer**
 - Still on schedule if pipe shows up in July
- **Lead Service Line Inventory**
 - Grant paper was submitted Friday July 1, 2022
 - Track Jon Hams hours for reimbursement from the Grant
- **DOT I29 Pedestrian Bridge**
 - State took the cap off and will do 80/20 for construction does not include engineering or design fee.
 - AE2S will bring task order to the City for approval in November or December.
 - Construction will start in 2024 for both the pedestrian bridge and the sidewalks
 - DOT needs to know if the city wants asphalt or concrete for both pathways.
 - Commissioner Sather and Super intendent Anderson would like to bid both. If possible, the city wants concrete
- **City Wide Paving Project**
 - How does the city want to proceed?
 - Commissioner Sather would like to see more work done on drainage.
 - So far, no grants for the storm sewer
 - Storm sewer can be paid with rate adjustment
 - City engineer Swanson will come back with a task order to give an estimate on drainage.
 - HWY 81 Manhole intersection
 - Street sunk and manhole stayed
 - Super Intendent Anderson will work with City Engineer Swanson on how to get this fixed.

Beautification Ticket Items

- No Updates from the last meeting.

Old Business:

Building Permit Process Recommendation from Planning & Zoning: - No updates

ND Community Foundation-

- City Attorney Juelson is working on this and will have much more detail at the next City Commission Meeting.
- Communication is being made

Railroad Park Project: No updates

Mural Contest: This was covered in Commissioner Reese's section.

1881 Extraction Application for Tax Incentives: City Attorney Juelson reached out to Tim Kozojed on the School Board.

Outdoor Drinking Ordinance: City attorney Strom is out sick

- Tabled

Special Assessment Committee:

- Please contact City Hall if you are interested.

Façade Grant Application – 3R Floral.

Commissioner Kress made the motion to approve the 3R Floral Façade Grant Application for \$767.50.

Commissioner Sather seconded.

In a roll call vote

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

Motion carried.

New Business:

Façade Grant Clarification:

- Wording may need to be clarified from the permanent to temporary
- Items to be changed on the application
 - Concrete or landscaping is NOT part of the Façade Grant
 - Stickers allowed if it is being used as the business's sign.
 - Grant can only be applied one time per fixture for the life of the business.

Façade Grant Application- Olson's Hardware

Commissioner Sather made the motion to approve Olson's Hardware Façade Grant Application at \$2558.10. Commissioner Evans seconded.

In a roll call vote

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

Motion carried

TV Commercials:

Commissioner Sather made the motion to approve to help HEDC and the Lodging Committee pay for the Hillsboro Commercials in the amount of \$1100. Commissioner Geray seconded.

In a roll call vote

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

Motion carried

Citizens Addressing the Commission: None

Adjournment:

Commissioner Sather moved to adjourn the meeting at 8:06pm. Commissioner Kress seconded. Motion carried.

Ashley Frederick
City Auditor

Levi Reese
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners
will be at 6:30 PM on Monday July 18, 2022, at Main Street Community Center.**

AP to be approved on 7/18/2022	7/18/2022	Amount	Check #
3R Floral	Façade Grant	\$767.50	
Advanced Engineering	Riverwalk Review	\$334.50	
Alpine Mechanical	Little pool repairs	\$13,993.63	
Aramark	Rugs & mops	\$93.74	
Business Essentials	Paper	\$178.68	
CHS Ag Services	Chemicals	\$406.88	
Core & Main	Gate valves	\$977.41	
Dakota Natural Gas	Natural Gas	\$16.00	
Ellingson, Alexander	Lifeguard class	\$220.00	
Ewing Oil	Fuel	\$155.81	
Global Safety	Annual Program fee	\$254.00	
Grainger	Parts	\$80.91	
Great Plains Fireworks	Fireworks	\$2,000.00	
Hawkins	Chemicals pool	\$855.63	
Hillsboro Airport Authority	Contribution June	\$389.97	
Hillsboro Banner	Legals/Ads	\$1,903.70	
Hillsboro Lumber	Supplies	\$2,579.43	
Jet-Way	Storm Sewer & pool	\$14,718.75	
Job Service of ND	2nd Qtr Contribution	\$112.43	ACH
JP Morgan Chase CC	June charges	\$5,621.06	ACH
KRJB FM	Power Ads, HLB Days	\$740.00	
Lawson Products	Misc supplies	\$193.34	
Leeseberg, Darcie & Tom	BES Rebate	\$250.00	
Lowry Engineering	Construction Doc	\$16,213.00	
Midwest Inspections	Building Permits	\$6,543.12	
Midwest Pest Control	Pest Control	\$227.00	
Missouri River Energy Services	Energy Charge June	\$144,023.10	ACH
Mooney, Kathi	BES Rebate	\$350.00	
NAPA Central	Parts	\$211.24	
ND Dept of Environmental	License renewal JA	\$100.00	
ND One Call	Locates	\$94.90	
Olsen Hardware	Façade Grant	\$2,558.10	
Parker, Jennifer	Mural	\$500.00	
Payment Service Network	June Services	\$384.96	ACH
Premium Waters Inc	Water City hall & shop	\$108.12	
Recreation Supply	Pool shot	\$1,217.00	
RMB Environmental Lab	Pool Testing	\$43.56	
Sanitation Products Inc	Broom sweeper	\$455.00	
Sorum Oil	Fuel - June	\$3,499.22	
State Tax Commissioner	2nd Qtr Income Tax	\$1,350.34	ACH
The Idea Shop	Social Media EDC	\$1,100.00	
Waste Management	Trash & rolloffs	\$49,277.90	
		\$275,099.93	

ORDINANCE No. 529

AN ORDINANCE AMENDING TITLE 8 OF THE 2020 REVISED ORDINANCES OF THE CITY OF HILLSBORO.

Be it ordained by the City Commission of the City of Hillsboro, State of North Dakota:

Section 8.0629 of Title 8 of the 2020 Revised Ordinances of the City of Hillsboro is hereby adopted to read as follows:

SECTION 8.0629

8.0629 Outdoor Drinking Facilities ~~(Beer Gardens)~~

1. Outdoor drinking facilities shall be operated by an attached establishment maintaining a current City on-sale beer ~~and-or~~ liquor license.

a. There shall be two types of Outdoor Drinking Facilities:

i. Beer Gardens

ii. Patio

~~a.b.~~ The establishment shall abide by all rules and regulations as set forth by the North Dakota Century Code and any city ordinance involving the sale of alcoholic beverages.

~~b.c.~~ No person other than the business owner or an employee of the business shall serve any alcohol consumed on-site.

~~e.d.~~ The square footage of the outdoor drinking facility shall not exceed one-half (½) of the establishment's current indoor square footage and may not extend more than a combined total of fifty (50) feet parallel to the street beyond the sidewalls of the attached establishment, as determined by the Planning and Zoning Commission.

~~d.e.~~ The ratio of outdoor seats to indoor seats shall not exceed one (1) outdoor seat for each two (2) indoor seats.

~~e.f.~~ The property owner shall daily maintain all areas adjacent to and including areas where tables and chairs are located in a clean and sanitary manner including the provision of appropriate trash receptacles.

i. This shall include sweeping any adjacent right-of-way where the outdoor drinking facility is located and the immediate clearing of any food debris, broken glass and other trash. Materials associated with the bar shall be removed from the right-of-way by sweeping and picking up or vacuuming.

ii. Debris shall not be swept, washed, hosed, or blown into the adjacent streets and/or parking areas.

~~f.g. The outdoor drinking facility~~ Beer gardens shall have a minimum of two (2) exits to include the adjacent bar facility. The exits shall be clearly marked with signs at each exit. These signs will be no smaller than eight and one-half (8½) inches by eleven (11) inches and displayed at a height of five (5) feet from ground level. Patios shall have adequate exits as required by state fire code.

- i. ~~All exits~~The exit must remain unobstructed and clearly visible from all areas of the ~~beer garden~~outdoor drinking facility.
- ii. ~~The Any~~ exit mechanism must be easily operated and cannot require a key to exit.

h. Fence/Buffer

- i. ~~The outdoor drinking facility~~A Beer Garden shall be enclosed by a privacy fence at least eight (8) feet tall and shall be constructed in such a way as that no person may crawl through or under it or any beverages may be passed to the other side.
- ii. A Patio shall be effectively partitioned by a permanent fence or other permanent device designed and intended to separate the patio from passersby. Such fence or other enclosure shall allow for clear delineation between the patio area and any City right-of-way, including streets and sidewalks, and between the patio area and any neighboring properties. Such partition shall restrict entrance from outside the patio, other than through the designated entrances and exits of the patio.
- iii. The City Commission may grant a variance to allow for temporary fencing or other enclosure to accommodate new construction patios. Such variance shall be limited to six (6) months, at which point permanent partitioning shall be required.

i. Lighting and Age Restrictions

- i. Outdoor drinking facilities shall follow the age requirements as set forth in Section 8.0620.
- ii. ~~The outdoor drinking facility~~Beer Gardens must be properly lit as to ensure no dark areas within where persons under the age of twenty-one (21) may confine themselves.
- iii. Patios shall only be used as an outdoor, family-friendly restaurant area.

~~g.~~i. Outdoor music/entertainment

- i. All live outdoor music and entertainment, including, but not limited to, live bands or disc jockeys, must end at or before 1:30 a.m., and may only be held after obtaining two (2) times per year at each establishment through permits issued by the City.
- ii. Music played in the outdoor drinking facility through jukebox speakers or otherwise shall be allowed from 12:00 noon to 9:00 p.m., and shall be subject to the noise violation penalties listed in the following section.

k. ~~All outdoor drinking facilities must close by 1:30 a.m.~~Hours of Operation:

- i. Beer Gardens may be open when the bar is open until 1:30 a.m.
- ii. Patios may be open when the bar is open and available to serve food and shall close one hour after the end of food service by the bar but no later than 1:30 am.

l. Outdoor Events

- i. Liquor establishments may utilize outdoor seating, and outdoor alcohol and food service for community events. Such events must have food available and an employee in the outdoor area serving and monitoring the customers at all applicable times.

ii. The events must be for a community, charitable, civic, philanthropic, religious, or other similar purpose.

iii. Requests for events must be presented to the City Auditor for approval, who is hereby authorized to approve such outdoor events. The City Auditor may defer approval of any outdoor event to the City Commission.

2. Penalties:

a. Noise Violations

i. 1st of night — Bar is warned

ii. 2nd of night — Outdoor drinking facility is closed for the night

b. Other Violations

i. Failure of a licensee to comply with the conditions for issuance of an outdoor drinking facility license, as determined by law enforcement, may, after notice and opportunity to be heard, result in immediate suspension or revocation of the license or refusal to renew the license. Violation hereof shall be an infraction punishable by a penalty of one thousand dollars (\$1,000.00) per violation. Each day of a violation shall be considered a separate offense.

ii. The termination or suspension of an establishment's liquor license, for any reason, shall cause the outdoor drinking facility license to also terminate or be held in suspension.

~~iii. The outdoor drinking establishment must be inspected and approved of by law enforcement.~~

3. Approval Procedure:

a. The establishment shall provide a drawing of proposed locations of tables, chairs and partitions to designate the proposed outdoor drinking area.

b. The outdoor drinking establishment must be inspected and approved of by law enforcement.

c. The City Commission will review and decide whether to approve the application.

~~b.d.~~ The establishment will provide any information requested by the City to ensure compliance with conditions and regulations of outdoor drinking area.

~~e.e.~~ The outdoor drinking facility license shall expire at the same time as all other liquor licenses.

~~d.f.~~ The establishment shall pay for the outdoor drinking facility license at the amount of one hundred fifty (\$150.00) per year. This amount will be added to the current cost of the establishment's annual liquor license and will be due at the time of the establishment's license renewal. If an application is made for license hereunder during the license year for the unexpired portion of such year, the fees for said license shall be proportional to represent the number of days which said license will be in effect.

Terry Sando, President of Board of City
Commissioners

ATTEST:

Ashley Frederick, City Auditor

First Reading Date: June 21, 2022

Second and Final Reading: _____, 2022



Experience Hillsboro

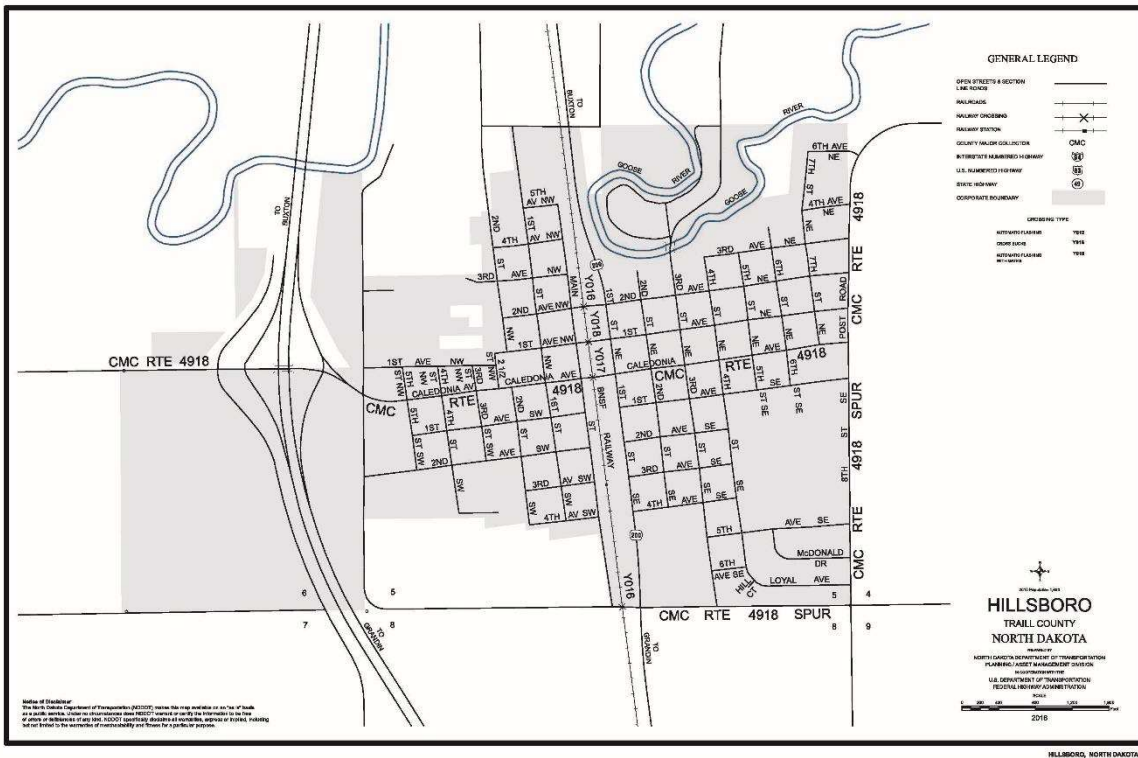
SMALL TOWN. **BIG** OPPORTUNITY.

Facade Grant
City of Hillsboro

1/1/2021

Updated 7/16/2022

The Facade grant program is available to business and/or building owners that are located in the City of Hillsboro.



Facade renovation can be used on any exterior portion of the building that is visible to the public. This can include the front, back, and sides of the building, exterior doors, windows, shutters, gates, and any other decorative elements that are an integral part of the facade. This does include signs for the building. Façade grant funds may not be used for interior renovations or roof repairs or include anything that is not part of the exterior building itself examples are but are not limited to: sidewalks, landscaping, planters, benches, plants, grass

Application Process

Applications are accepted at any time during the year. However, if all available funds have been expended for the fiscal year, the application will not be considered until the next fiscal year.

Application Requirements

The grant application must include a recent price quote for the proposed project from either an architect or a licensed contractor. This quote shall be utilized only for the purpose of determining the amount of grant needed for the project and any costs incurred in obtaining the quote shall be the responsibility of the applicant, not the City of Hillsboro.

Guidelines

All work must be completed within 300 days of the awarding of the grant or the City of Hillsboro reserves the right to revoke the grant.

All Downtown projects that involve exterior changes to a building must be approved by the Hillsboro Planning and Zoning Board. If a grant is awarded, and the project does not meet the design standards, the City of Hillsboro reserves the right to revoke the grant.

All grants require a minimum match of 50% and the max per grant is \$5000 for any business. Any improvements completed under the Facade Grant program shall become permanent fixtures of the building. They may not be removed by the business owner or the building owner in the event of the closing or sale of the business or the sale of the building without the express written consent of the City of Hillsboro. With the Application a Building permit must be submitted to the City of Hillsboro, application fee will be waived by the City of Hillsboro if it is submitted with the application.



Experience Hillsboro

SMALL TOWN. **BIG** OPPORTUNITY.

FACADE GRANT APPLICATION

Applicant _____

Street Address _____

Mailing Address (if different) _____

Contact Person _____ Title _____

Daytime Phone _____ Fax _____ Email _____

Applicant is: Building & Business Owner Business Owner Building Owner

If applicant is not the building owner, please provide the following:

Building Owner Name _____

Mailing Address _____

City _____ State _____ Zip _____

Important: If applicant is not the building owner, please include a letter from the building owner providing endorsement and permission for the proposed façade renovations.

How long has the current business been at this location? _____

How long has the present building owner owned the property? _____

Description of Proposed Facade Work: (if additional space is needed, please attach as an additional page)

Estimated Total Cost of Project: \$ _____
(Please include quote from contractor or architect)

Portion of project that applicant proposes to pay \$ _____
Must be at least the minimum match as specified in the program

Estimated date that project will begin if grant is awarded _____

Estimated completion date for project _____

Certification

I certify to the City of Hillsboro that all of the information contained in this application is true and correct to the best of my knowledge.

I understand that if I am approved for this grant, the City may be required to issue me an IRS Form 1099-G for the grant payments I receive from the City, depending upon the federal tax classification status marked on the IRS Form W-9 that I will be required to complete as a condition of obtaining this grant.

Date _____

Applicant's Signature



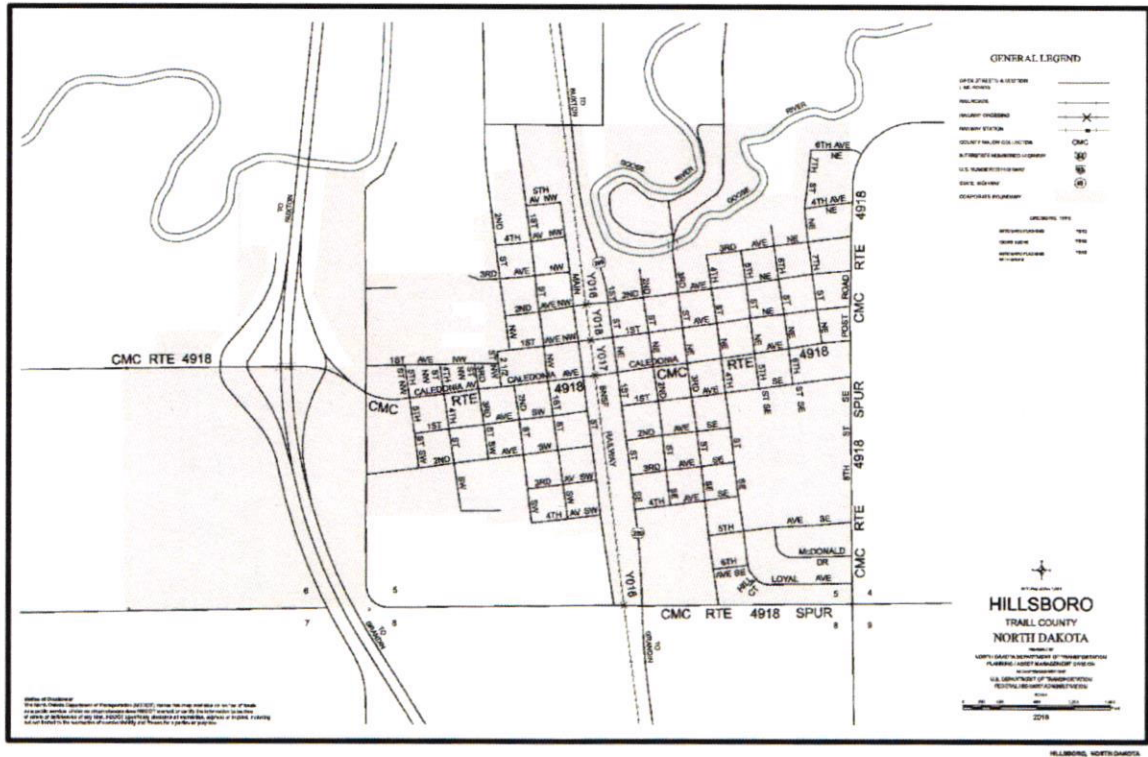
Experience Hillsboro

SMALL TOWN. **BIG** OPPORTUNITY.

Facade Grant
City of Hillsboro

2022

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Facade grant renovation can be used on any exterior portion of the building that is visible to the public. This can include the front, back and sides of the building, exterior doors, windows, shutters, gates, and any other decorative elements that are an integral part of the facade. **Facade grant money may not be used for interior renovations or roof repair.**

Application Process

Applications are accepted at any time during the year. However, if all available funds have been expended for the fiscal year, the application will not be considered until the next fiscal year.

Application Requirements

The grant application must include a recent price quote for the proposed project from either an architect or a licensed contractor. This quote shall be utilized only for the purpose of determining the amount of grant needed for the project and any costs incurred in obtaining the quote shall be the responsibility of the applicant, not the City of Hillsboro or Hillsboro Economic Development Corporation.

Guidelines

The City of Hillsboro is an equal opportunity provider.

All work must be completed within 300 days of the awarding of the grant, or the City of Hillsboro reserves the right to revoke the grant.

All Downtown projects that involve exterior changes to a building must be approved by the Hillsboro Planning and Zoning Board. If a grant is awarded, and the project does not meet the design standards, the City of Hillsboro reserves the right to revoke the grant.

All grants require a minimum match of 50% and the max per grant is \$5000 for any business. Any improvements completed under the Facade Grant program shall become permanent fixtures of the building. They may not be removed by the business owner or the building owner in the event of the closing or sale of the business or the sale of the building without the express written consent of the City of Hillsboro. With the Application a Building permit must be submitted to the City of Hillsboro, application fee will be waived by the City of Hillsboro if it is submitted with the application.

This grant does NOT cover concrete or landscaping. It DOES cover stickers if it is the business name. The stickers need to be a part of the building. Grant can only be applied one time per fixture for the life of the business.



Experience Hillsboro

SMALL TOWN. **BIG** OPPORTUNITY.

FACADE GRANT APPLICATION

Applicant

Street Address

Mailing Address (if different)

Contact Person _____ Title

Daytime Phone _____ Fax _____ Email

Applicant is: Building & Business Owner Business Owner Building Owner

If applicant is not the building owner, please provide the following:

Building Owner Name

Mailing Address

City _____ State _____ Zip

The City of Hillsboro is an equal opportunity provider.

Important: If applicant is not the building owner, please include a letter from the building owner providing endorsement and permission for the proposed façade renovations.

How long has the current business been at this location? _____

How long has the present building owner owned the property? _____

Description of Proposed Facade Work: (if additional space is needed, please attach as an additional page)

Estimated Total Cost of Project: \$ _____
(Please include quote from contractor or architect)

Portion of project that applicant proposes to pay \$ _____
Must be at least the minimum match as specified in the program

Estimated date that project will begin if grant is awarded

Estimated completion date for project

Certification

I certify to the City of Hillsboro that all of the information contained in this application is true and correct to the best of my knowledge.

I understand that if I am approved for this grant, the City may be required to issue me an IRS Form 1099-G for the grant payments I receive from the City or HEDC, depending upon the federal tax classification status marked on the IRS Form W-9 that I will be required to complete as a condition of obtaining this grant.

_____ Date

Applicant's Signature

TRAILL COUNTY EQUALIZATION



Letter of Intent for Centralized County Assessor

Jurisdiction: Hillsboro City

Fees: \$26060

This price is subject to change if signed after September 9, 2022

Assessment Year: 2023

This letter of intent is for the County to provide assessing services for the above named Jurisdiction for the assessment year listed.

Jurisdiction signature: _____ Date: _____

Name: _____

Equalization Director: Knudson Date: 5/17/22

Name: Kayla Knudson

Once signed, this contract is good for one year and will be renewed each year by May.



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 LICENSING SECTION
 SFN 9338 (09-2021)

Applying for (check one)
 Local Permit Restricted Event Permit*

Games to be Conducted Raffle by a Political or Legislative District Party

Bingo Raffle Raffle Board Calendar Raffle Sports Pool Poker* Twenty-One* Paddlewheels*

Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit allowed per year.
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS.

Name of Organization or Group of People permit is issued to <i>Hillsboro Senior Citizens</i>		Dates of Activity <i>Thursdays 7:30-1:30 9/06/22</i>		If raffle, provide drawing date	
Organization or Group Contact Person <i>Darlene Moen</i>		Title or Position <i>Treasurer</i>		Telephone Number <i>1-701-330-0877</i>	
Business Address <i>205 N. Main St</i>		City <i>Hillsboro</i>		State <i>ND</i>	ZIP Code <i>58045</i>
Mailing Address (if different) <i>PO Box 364</i>		City		State	ZIP Code
Site Name (where gaming will be conducted) <i>Hillsboro Senior Citizen Center</i>					
Site Address <i>205 N Main St</i>		City		ZIP Code	County

Description and Retail Value of Prizes to be Awarded		
Game Type	Description of Prize	Retail Value of Prize
Total (limit \$40,000 per year)		

Intended Uses of Gaming Proceeds
Hospice & Historical Society

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)
 Yes No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1-June 30? (If yes, the organization or group does not qualify for a local permit or restricted event permit)
 Yes No

Has the organization or group received a local permit from any city or county for the fiscal year July 1-June 30? (If yes, indicate the total retail value of all prizes previously awarded)
 No Yes - Total Retail Value: (This amount is part of the total prize limit of \$40,000 per year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be used for political purposes.)
 Yes No

Organization or Group Contact Person

Name <i>Darlene Moen</i>	Title <i>Treasurer</i>	Telephone Number <i>1-701-330-0877</i>	E-mail Address
Signature of Organization or Group's Top Official <i>Darlene S. Moen</i>		Title <i>Treasurer</i>	Date <i>7-6-2022</i>

Information required to be preprinted on a standard raffle ticket:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or eight thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time of the drawing or drawings and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$8,000

The retail value of a merchandise prize cannot exceed \$8,000.

The total of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$40,000 per year.

If the value of the planned cash and merchandise prizes exceed \$40,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

	<u>Local Permit</u>	<u>Restricted Event Permit</u>
Number of events per year	Limited by prizes	One
Must file an information report	Yes if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit", an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-06.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$40,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is not a prize.