

# CITY OF HILLSBORO

Commission Members:  
Terry Sando, President  
Levi Reese, Vice President  
Dave Sather & 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 21, 2022, 6:30PM at MSCC**

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

1. **Open with Pledge of Allegiance**
2. **Reading of Minutes** – June 6, 2022, Regular Meeting Minutes.
3. **Presentation of Bills**
4. **Disconnects – June 2022**
5. **City Commissioners Reports**
6. **Report of City Officers**
  - 6.1 Superintendent
  - 6.2 Attorney
  - 6.3 Auditor
  - 6.4 Sheriff's Office
  - 6.5 City Engineer
7. **BC Ticket Items – See Attachment**
8. **Old Business**
  - 8.1 City Wide Street Paving Project - update
  - 8.2 Building Permit Process recommendation from P&Z
  - 8.3 ND Community Foundation - updates
  - 8.4 Railroad Park - update
  - 8.5 Mural Contest - update
  - 8.6 1881 Extraction Application for Tax Incentives – update
  - 8.7 Petition to Rezone RW Block 1 Lots 3 & 4 – Second Reading
  - 8.8 Outdoor Drinking Ordinance- First reading
9. **New Business**
  - 9.1 Confirmation of Special Assessment Committee with a vote according to NDCC 40.23.01 & 40.23.02
    - Jon Myers
    - Les Hurt
    - Unknown
  - 9.2 Olson Softball complex Lighting Project – Musco- Invoice approval
  - 9.3 Tap That Liquor License Transfer to MSCC for Wedding Dance
  - 9.4 Façade Grant Application – 3R Floral
  - 9.5 Admin Assistant Myers 6-month review Recommendation
10. **Citizens Addressing the Commission**
11. **Adjournment**

**NEXT REGULAR MEETING:  
Tuesday July 05, 2022, 6:30 PM  
MAIN STREET COMMUNITY CENTER**

## **HBC Ticket's**

- 7.1 HBC Ticket #2021001 – 318 2<sup>nd</sup> St SE– Referred to Sheriff Department
- 7.2 HBC Ticket #2021002 – 206 4<sup>th</sup> Ave SE- Referred to Sheriff Department
- 7.3 HBC Ticket # 2021003 – 222 4<sup>th</sup> Ave SE – Referred to Sheriff Department
- 7.4 HBC Ticket # 2021004 – 105 4<sup>th</sup> St NE– Arraignment set for 7.13.22 at 10AM
- 7.5 HBC Ticket # 2021005- 13 S Main St- New deadline July 31<sup>st</sup>
- 7.6 HBC Ticket #2021007- 322 1<sup>st</sup> Ave NW- Property has been sold
- 7.7 HBC Ticket # 2022001- 203 4<sup>th</sup> St SW- Motion was made to move to Commission.
- 7.8 HBC Ticket # 2022004- 218 4<sup>th</sup> St NE- Motion was made to move to Commission.

DATE: 06/06/2022

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: Sando, Kress, Sather, and Geray

Commissioners Absent: None

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

**Public Hearing: Rezoning Block 1 Lots 3&4 6:31pm – Move to approve the petition.**

*Commissioner Reese makes the motion to approve the petition. Commissioner Kress seconded.*

***In a roll call vote:***

***Yes- Reese, Sather, Kress, Geray, and Sando***

***Motion Carried***

- Closed at 6:35pm

**Reading of the Minutes:**

*Commissioner Sather moved to approve the May 16, 2022, Regular City Commission Meeting Minutes.*

*Commissioner Geray seconded. Motion carried.*

**Presentation of Bills**

<u>AP to be approved on</u> <u>06/06/2022</u>	<u>6/6/2022</u>	<u>Amount</u>	<u>Check #</u>
<u>Acme Tools</u>	<u>Gasket</u>	<u>\$20.74</u>	<u>25607</u>
<u>Aramark</u>	<u>Rugs &amp; mops</u>	<u>\$93.74</u>	<u>25608</u>
<u>Banyon Data Systems</u>	<u>Cemetery, PSN, specials</u>	<u>\$975.00</u>	<u>25609</u>
<u>Border States</u>	<u>Parts</u>	<u>\$544.99</u>	<u>25610</u>
<u>Eco Sandblasting &amp; Painting</u>	<u>Sandblasting little pool</u>	<u>\$4,500.00</u>	<u>25611</u>
<u>ECRWD</u>	<u>Raw water</u>	<u>\$8,234.89</u>	<u>25612</u>
<u>Ferguson Waterworks</u>	<u>Curb box tops, meter cham</u>	<u>\$4,785.55</u>	<u>25613</u>
<u>Kim Folstrom</u>	<u>Refund Armory Rental Fee</u>	<u>\$250.00</u>	<u>25614</u>
<u>Goose River Bank</u>	<u>Pool Opening Cash</u>	<u>\$50.00</u>	<u>25615</u>
<u>Grainger</u>	<u>Hour Meter/transformer</u>	<u>\$91.46</u>	<u>25616</u>
<u>Bryan Hall</u>	<u>Parts ( used his own card)</u>	<u>\$53.58</u>	<u>25617</u>
<u>Halstad Telephone Co</u>	<u>Phones &amp; interent</u>	<u>\$940.69</u>	<u>25618</u>
<u>Hawkins</u>	<u>Chemicals WTP &amp; Pool</u>	<u>\$8,998.62</u>	<u>25619</u>
<u>Hillsboro Banner</u>	<u>Ads</u>	<u>\$658.00</u>	<u>25620</u>
<u>Hillsboro Economic Dev</u>	<u>Contribution Sales Tax</u>	<u>\$9,417.52</u>	<u>25621</u>
<u>Hillsboro Economic Dev</u>	<u>Lodging Tax</u>	<u>\$16.49</u>	<u>25622</u>
<u>Hillsboro Park Board</u>	<u>Revenue Sharing</u>	<u>\$1,823.63</u>	<u>25623</u>
<u>Jet-Way</u>	<u>Storm Sewer &amp; pool</u>	<u>\$2,580.00</u>	<u>25624</u>
<u>Ross Keller</u>	<u>Refund credit balance</u>	<u>\$2,087.87</u>	<u>25625</u>
<u>KJRB-FM</u>	<u>Ads</u>	<u>\$68.00</u>	<u>25626</u>
<u>Locators &amp; Supplies</u>	<u>Paint &amp; flags</u>	<u>\$279.07</u>	<u>25627</u>
<u>Loffler</u>	<u>May copies</u>	<u>\$109.25</u>	<u>25628</u>
<u>Lovro Electric</u>	<u>Ripple control Sorum</u>	<u>\$150.00</u>	<u>25629</u>

<u>Kari Matthys</u>	<u>Refund credit balance</u>	<u>\$909.23</u>	<u>25630</u>
<u>Simon Mau</u>	<u>Mowing contract cemetery</u>	<u>\$1,333.33</u>	<u>25631</u>
<u>Microsoft 360</u>	<u>Online Services</u>	<u>\$336.00</u>	<u>778e</u>
<u>Midwest Inspection Services</u>	<u>Bldg Permit H22-003</u>	<u>\$7,102.81</u>	<u>25632</u>
<u>Midwest Pest Control</u>	<u>Pest Control</u>	<u>\$223.00</u>	<u>25633</u>
<u>Miller's Fresh Foods</u>	<u>Supplies</u>	<u>\$15.01</u>	<u>25634</u>
<u>Missouri River Energy Service</u>	<u>Meter count fee</u>	<u>\$475.20</u>	<u>25635</u>
<u>ND One Call</u>	<u>Locates May</u>	<u>\$30.65</u>	<u>25636</u>
<u>Olsen Hardware</u>	<u>Supplies</u>	<u>\$865.20</u>	<u>25637</u>
<u>Payment Service Network</u>	<u>May fees</u>	<u>\$388.38</u>	<u>779e</u>
<u>RMB Environmental Lab</u>	<u>Mthly Water &amp; WTP testing</u>	<u>\$245.00</u>	<u>25638</u>
<u>Sandbo Plumbing</u>	<u>Sump Pump</u>	<u>\$234.90</u>	<u>25639</u>
<u>Sign Solutions</u>	<u>Signs</u>	<u>\$661.78</u>	<u>25640</u>
<u>Team Lab</u>	<u>Fine road patch</u>	<u>\$859.50</u>	<u>25641</u>
<u>Trail County Treasurer</u>	<u>Sheriff Contract May</u>	<u>\$17,254.08</u>	<u>25642</u>
<u>Sonia Trinidad</u>	<u>Armory Cleaning</u>	<u>\$251.00</u>	<u>25643</u>
<u>Valley Plains Equipment</u>	<u>Parts</u>	<u>\$21.06</u>	<u>25644</u>
<u>Van Diest Supply Company</u>	<u>Briquets mosquito</u>	<u>\$7,876.00</u>	<u>25645</u>
<u>Verizon</u>	<u>Phones</u>	<u>\$336.05</u>	<u>25646</u>
<u>Waste Management</u>	<u>Rolloffs &amp; relocate</u>	<u>\$5,235.89</u>	<u>25647</u>
<u>Wright Implement</u>	<u>Oil filter</u>	<u>\$10.40</u>	<u>25648</u>
		<u>\$91,393.56</u>	

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

**City Commissioners Reports:**

Commissioner Geray:

- EDC- Nothing to report
- Cemetery- There was some mowing concerns, but they got it worked out.
- Electric- Nothing to report

Commissioner Sather:

- Get some Calcium Chloride on the road by the ball diamond before Hillsboro Days.

Commissioner Reese:

- Pool will hopefully start filling tonight.
- Kiddie pool getting a lot of repairs done.
- Hoping to open this weekend but no guarantees.
- Pool rates same as last year.

*Commissioner Reese made the motion to keep the pool rates the same as they were last year.*

*Commissioner Sather seconded.*

***In a roll call vote***

***Yes- Geray, Kress, Sather, Reese, Sando***

***Motion Carried***

- Would like to get an estimate for repainting the pool
  - Yes
- Rec district is up and running. A lot of programs going on, numbers are down a little bit.
- Thanks to Paul and Sheila and 4H for planting the flowers around town.

Commissioner Sando-

- Airport- Don Hanson is retiring off the airport authority board. They want to approve a new person.
- They want to change their bylaws for the airport authority and would like the City to be involved and informed.
- Candidate Nomination Approval is Devon Cote

*Commissioner Reese makes the motion to accept the nomination for the new airport authority board member. Commissioner Kress seconded.*

***In a roll call vote***

***Yes- Kress, Geray, Sather, Reese, and Sando***

***Motion Carried.***

**City Officers Reports:**

Public Works Superintendent Anderson Nothing to report

City Attorney Juelson- States Attorney Stock emailed update reference for our contract with Traill County to pass an ordinance to prosecute our municipal ordinance.

- First Reading  
*Commissioner Reese makes the motion to approve the first reading of ordinance 530.  
Commissioner Sather seconded.*

***In a roll call vote***

***Yes- Sather, Kress, Geray, Reese, and Sando***

***Motion Carried***

Auditor Frederick-

- Out of the 716 maps we have sent out for public input, we have only received 32 back. If you have one and would like to get your input in. Please send them back to City Hall.
- Set to fix the road by the Brewery this Thursday weather permitting.
- Would like a motion to amend the agenda  
*Commissioner Kress made the motion to amend the agenda to add the contract for the cleaning of City Hall, City Shop, Armory, and Community Center. Commissioner Geray seconded.*

***In a roll call vote***

***Yes- Reese, Kress, Geray, Sather, and Sando***

***Motion Carried.***

Sheriff: Nothing to report

**HBC Ticket# 2021001:**

- Checking to see if there has been any progress on this property.

**HBC Ticket # 2021003-**

- Pretty much cleaned up and is looking better.
- Still needing some work on garage.
- Most of the yard has been cleaned out.

**HBC Ticket # 2021002- 206 4<sup>th</sup> Ave SE:**

- Grass is not cut.
- Needs to be moved to the sheriff's department.

*Commissioner Reese makes the motion to turn this ticket over to the sheriff department.*

*Commissioner Kress seconded.*

***In a roll call vote***

***Yes- Geray, Kress, Sather, Reese, and Sando***

***Motion Carried***

**HBC Ticket # 2021004- 105 4<sup>th</sup> St NE:**

- Property owner had called Commissioner Kress and Commissioner Reese over to come look at the property.

- Beautification Committee decided to leave this Ticket open for the time being.
- The property has been forwarded to the Sheriff department.

**HBC Ticket # 2021005- 13 S Main St:**

- Deadline 6/3/22
- Property owner would like more time. She has been busy working on this every day for the last 3 weeks.
- New Deadline is July 31<sup>st</sup> and Owner will come back and update.  
*Commissioner Reese made the motion to approve moving the deadline to July 31<sup>st</sup>. Commissioner Sather seconded*  
***In a roll call vote***  
***Yes- Sather, Reese, Geray, Kress, and Sando***  
***Motion Carried***

**HBC Ticket # 2021007- 322 1<sup>st</sup> Ave NW**

- New owners are getting estimates for repairs.

Beautification committee will take care of the long grass issues as they come in.

**Old Business:**

**City Engineer Swanson presents:**

**City Wide Paving Project.**

- Getting our 3-person assessment committee put together. Tom Olsen, Les Anderson, and Jon Myers are the suggestions
- Making this a formal request to get this committee put together.
- 2007 was a \$3 million project but not all streets were in the project.
- What outside maintenance after the project is complete should we as a city be doing to make sure we get the life expectancy that we are wanting.
- Full discussion on the City-Wide Paving Project update available on our website under the YouTube tab.

**Watermain project- request for Signatures of Construction Contract:**

*Commissioner Reese makes the motion to approve the signing of the construction contract with East Central Rural Water. Commissioner Sather seconded the motion.*

***In a roll call vote***

***Yes- Sather, Reese, Geray, Kress, and Sando***

***Motion Carried***

**Building Permit Process recommendation from P&Z:**

- Tabled

**ND Community Foundation:**

- City Attorney Juelson talked to Tony. He is having Terry from Agge call City Attorney Juelson.
- Terry has the details of what Tony wants as far as the grant.

**Railroad Park:** No Update

**Mural Contest:** Will know more after the Beautification Meeting next Monday June 13

**1881 Extraction Document:**

- Sent to North Dakota Department of Commerce

**Petition to rezone Riverwalk Block 1 Lots 3&4 from C1 to R3- First Reading**

*Commissioner Reese makes the motion to approve the first reading of the rezoning of Riverwalk block 1 lots 3&4 in the Riverwalk Development from C1 to R3. Commissioner Sather seconded.*

***In a roll call vote***

***Yes-Kress, Geray, Reese, Sather, and Sando***

***Motion Carried***

**Outdoor Drinking Ordinance First Reading:**

- JR will adjust the square footage portion for the outdoor seating,
- Need to clarify restaurant regulations.
- Timeline for Permanent fence or fixture having to be up should be implemented.
- Sheriff Hunt should sign off on items
- Tabled

**MSCC & Armory Rental Rates:**

*Commissioner Sather made the motion to keep the rental rates the same as they are currently.*

*Commissioner Geray seconded.*

***In a roll call vote***

***Yes- Geray, Kress, Sather, Reese, and Sando***

***Motion Carried.***

**City Buildings Cleaning Application**

*Commissioner Reese makes a motion to approve the cleaning bid. Commissioner Kress seconded.*

***In a roll call vote:***

***Yes- Geray, Kress, Sather, Reese, and Sando.***

***Motion Carried***

**New Business:**

**Wright Implement, Inc Façade Grant App:**

- Denied
- Tabled

**Façade Grant Overview of Qualifications for the Grant:**

- Need to fix application to specifically state “building only”.
- May need to find a different fund to pull from that will help property owners.

**Forseth- Application for Tax exemption for Improvement**

*Commissioner Sather makes the motion to approve Mark Forseth’s application for tax exemption for improvement. Commissioner Kress seconded.*

***In a roll call vote***

***Yes- Reese, Sather, Kress, Geray, and Sando***

***Motion Carried***

**Liquor License Transfers**

*Commissioner Reese made a motion to approve liquor license transfers for Tap That, A&R Bar, and the Vets club for Hillsboro day events. Commissioner Kress seconded.*

***In a roll call vote***

***Yes- Geray, Kress, Sather, Reese, and Sando***

***Motion Carried***

**HEDC Gaming- Site Authorizations**

*Commissioner Reese moved to approve the HEDC gaming site authorizations for A&R Bar and Goose River Brewing. Commissioner Kress seconded.*

***In a roll call vote:***

***Yes- Sather, Kress, Geray, Reese, and Sando***

***Motion Carried***

**HBA- Hillsboro Day’s Street closure request & Insurance**

*Commissioner Reese made the motion to approve all street closures for Hillsboro Day’s Events, with Main Street as a backup for the street dance, if the street by the Brewery can’t get fixed in time. Commissioner Sather seconded.*

***In a roll call Vote***

***Yes- Reese, Sather, Kress, Geray, and Sando***

***Motion Carried***

**4<sup>th</sup> of July Fireworks & Fire Department run and gets \$100 each to work the fireworks as long as they follow the same parameters**

*Commissioner Reese makes the motion to approve Fire Department running the fire works with \$100 each to work the fireworks if they follow the same parameters as in years past. Commissioner Kress seconded.*

***In a roll call vote***

***Yes- Kress, Reese, Geray, Sather, and Sando***

***Motion Carried***

**Citizens Addressing the Commission:**

**Chuck Putnam**

Planning & Zoning – Go and check to make sure the buildings were done right

**Adjournment:**

*Commissioner Sather moved to adjourn the meeting at 8:45pm. Commissioner Kress 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 June 21, 2022, at Main Street Community Center.**



Jennifer Parker

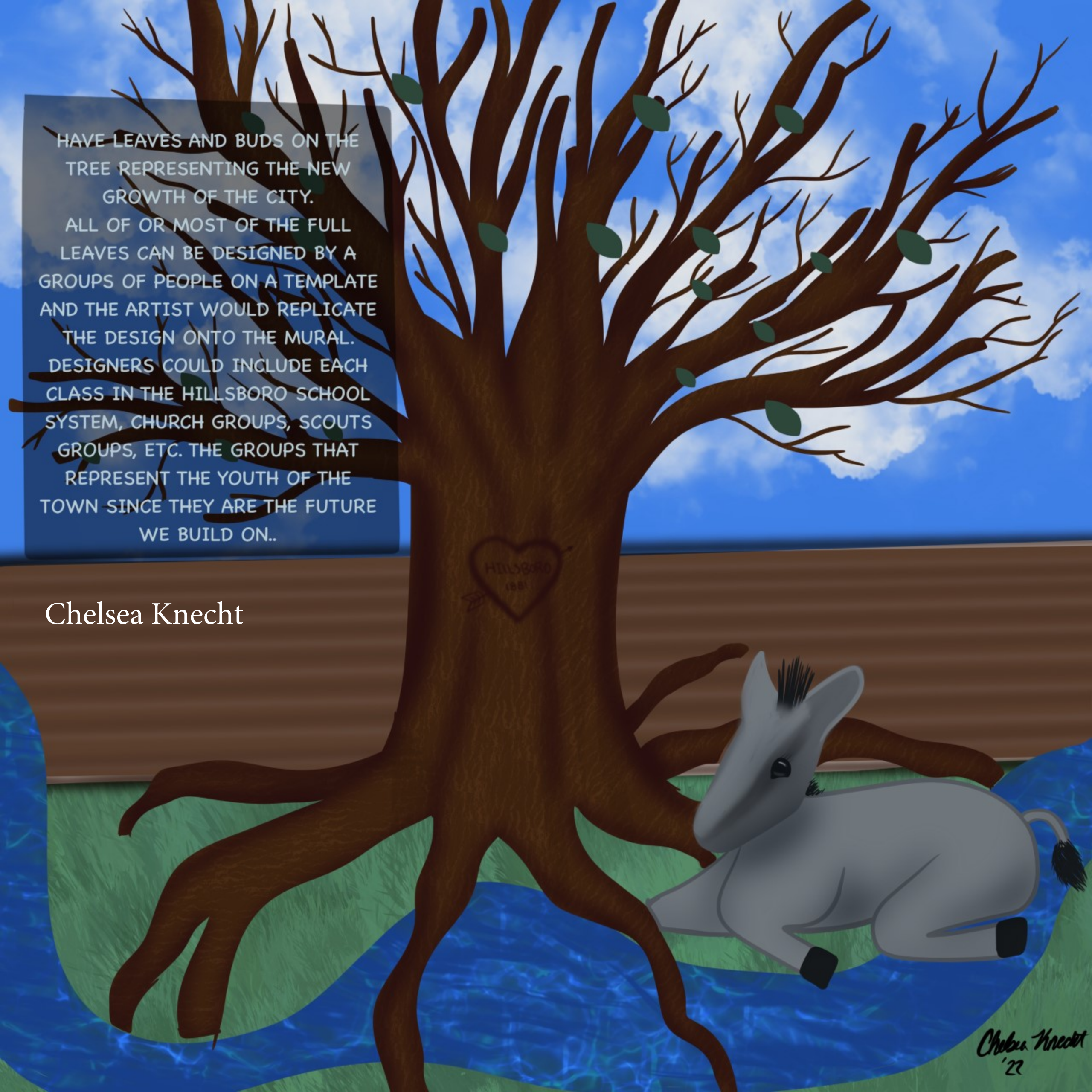


Hilbro  
Beautification  
Commission

City of  
Hilbro



JENNIFER PARKER



HAVE LEAVES AND BUDS ON THE TREE REPRESENTING THE NEW GROWTH OF THE CITY.

ALL OF OR MOST OF THE FULL LEAVES CAN BE DESIGNED BY A GROUPS OF PEOPLE ON A TEMPLATE AND THE ARTIST WOULD REPLICATE THE DESIGN ONTO THE MURAL.

DESIGNERS COULD INCLUDE EACH CLASS IN THE HILLSBORO SCHOOL SYSTEM, CHURCH GROUPS, SCOUTS GROUPS, ETC. THE GROUPS THAT REPRESENT THE YOUTH OF THE TOWN SINCE THEY ARE THE FUTURE WE BUILD ON..

Chelsea Knecht

Chelsea Knecht  
'22

# Thank

Sarah ??



# You



# Farmers



McKenzy Norgard



MON '22

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 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.

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- 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 rope, temporary fence, or other device designed and intended to separate the patio from passersby. Such rope, 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.

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-j.~~ 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 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.

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

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- 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 City Commission will review the application.
- c. The establishment will provide any information requested by the City to ensure compliance with conditions and regulations of outdoor drinking area.
- d. The outdoor drinking facility license shall expire at the same time as all other liquor licenses.
- e. 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.

\_\_\_\_\_  
Terry Sando, President of Board of City  
Commissioners

ATTEST:

\_\_\_\_\_  
Ashley Frederick, City Auditor

First Reading Date: May 16, 2022

Second and Final Reading: \_\_\_\_\_, 2022

# Hillsboro Park District

## Request for short-term funding from City of Hillsboro

21-Jun-22

**Project overview:** The Hillsboro Park District requests assistance in the initial outlay of funds for the equipment to install energy-efficient Musco lights on the main field of Olsen Softball Complex. The majority of the project's funding has been secured; however, because some of the grants are reimbursement grants, the District is requesting the City's assistance in helping to cover the cost of the equipment so the reimbursements can be collected.

Project budget	Column1
LED light structure system	\$ 99,500.00
Installation	\$ 18,000.00
Electrical hookup	\$ 8,500.00
<b>Total project cost</b>	<b>\$ 126,000.00</b>

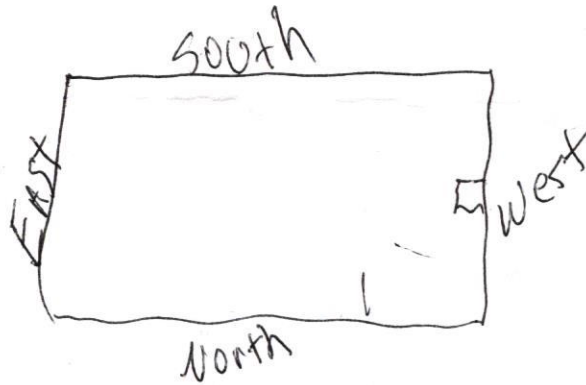
Project activities & timeline	By whom	City funding balance	Park District contributions
<b>Jun-22</b>			
Purchase order signed	City	\$0.00	\$55,968.00
<b>Jul-22</b>			
Outstanding pledges collected	Park District	\$0.00	\$18,000.00
		<b>\$0.00</b>	<b>\$73,968.00</b>
<b>Aug-22</b>			
Payment on equipment due Net/30 of when equipment ships	City	-\$99,500.00	\$73,968.00
Payment on installation	Park District	\$0.00	-\$18,000.00
Payment on electrical	Park District	\$0.00	-\$8,500.00
Payment to city	Park District	\$47,468.00	-\$47,468.00
		<b>-\$52,032.00</b>	<b>\$0.00</b>
<b>Sep-22</b>			
Receive reimbursements from grant programs	Park District	-\$52,032.00	\$37,500.00
Payment to city	Park District	\$37,500.00	-\$37,500.00
		<b>-\$14,532.00</b>	<b>\$0.00</b>
<b>Spring 2023</b>			
2023 funding allocations returned to City*	Park District	\$14,532.00	
<b>Project totals</b>		<b>\$0.00</b>	<b>\$0.00</b>

\*Amount likely will be reduced due to ongoing fundraising



**TRANSFER OF LIQUOR LICENSE APPLICATION**

1. County in which premises are located: Trail
2. Are premises within the limits of an incorporated city?  yes ( ) no
3. Give address of premises: City hall
4. Give legal description of location of premises: \_\_\_\_\_
5. Do premises meet local and state requirements regarding sanitation and safety?  
( yes ( ) no)
6. Draw a clear and understandable floor plan of the premises. Show all exits, bars, dining areas (if any), beverage coolers and beverage storage areas. Indicate which are solid walls, half walls, dividers, and moveable partitions. If any area is enclosed by fences or the like, explain type and height.



7. What part of the building will be used for the alcoholic beverage business (sale of beverages and consumption of beverages sold)? ( ) All ( Less than all. If less than all, fully explain and clearly indicate on the floor plan (outline with a different color):

NOT WEST GARAGE

8. Is there a dining area? ( ) yes ( ) no. If so, do you (will you) serve alcoholic beverages in the dining area? ( ) yes ( ) no.
9. Phone number of premises: \_\_\_\_\_

STATE OF NORTH DAKOTA)

COUNTY OF Trail )<sup>ss</sup>

\_\_\_\_\_, after being first sworn to oath, answers the following questions as follows:

1. Name of licensee: TAP THAT LLC
2. Name of business: TAP THAT
3. Mailing address: 153 158<sup>th</sup> Ave SE Hillsdon
4. State alcoholic beverage license number AA-01000
5. Local license issued by: City of 518 OR  
County of Trail
6. Local license number: 300
7. Date(s) of special event June 27 - 2022
8. Describe special event fully: wedding
9. Indicate premises to be used on reverse side of this application.

Local fee: \$25.00

Dated this 6 day of 6, 2022

Tony Klueser  
(Licensee)

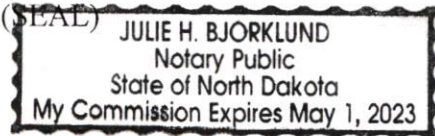
By: \_\_\_\_\_  
(Name and title if corporate officer or manager)

Subscribed and sworn to before me this 6<sup>th</sup> day of June, 2022

Julie Bjorklund

Notary Public  
Trail County, ND

My Commission Expires:





# Experience Hillsboro

SMALL TOWN. **BIG** OPPORTUNITY.

## FACADE GRANT APPLICATION

Applicant Briar Honeyman 3R Floral

Street Address Home: 501 1<sup>st</sup> St NW Hillsboro Business: 5 N Main St

Mailing Address (if different) \_\_\_\_\_

Contact Person Briar Honeyman Title Business owner

Daytime Phone 701-928-0766 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 Dallas & Michelle Hammond

Mailing Address P.O. Box 16

City Hillsboro State NO Zip 58045

**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? ~~2/1~~ June 1<sup>st</sup> 2022

The City of Hillsboro is an equal opportunity provider.

How long has the present building owner owned the property? 2014

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

Signs on windows displaying  
business logo and logo development

Estimated Total Cost of Project: \$ 1535.00  
(Please include quote from contractor or architect)

Portion of project that applicant proposes to pay \$ 767.50  
*Must be at least the minimum match as specified in the program*

Estimated date that project will begin if grant is awarded 6-20-22

Estimated completion date for project 7-1-22

**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.

Bruce Honeyman Date 06-15-22  
Applicant's Signature

The City of Hillsboro is an equal opportunity provider.

Invoice: **3RF.22.001**

From: 01/01/2000  
To: 06/13/2022  
Issued: 06/13/2022  
Due By: 06/28/2022



**TO:**  
3R Floral  
Briar Honeyman  
5 N Main St  
Hillsboro, ND 58045  
  
PH: 701.928.0766

**FROM:**  
The Idea Shop  
PO Box 55  
Hillsboro, ND 58045  
  
PH: 701.636.2104

<b>Project</b>	<b>Total</b>
<b>3RF.22.001-3R Floral logo</b>	
<b>Subtotal Fees</b>	<b>\$496.47</b>
<b>Project Costs for 3RF.22.001-3R Floral logo</b>	
<b>Subtotal Costs</b>	<b>\$3.53</b>
<b>Total for 3RF.22.001-3R Floral logo</b>	<b>\$500.00</b>
<b>3RF.22.002-3R window decals</b>	
<b>Subtotal Fees</b>	<b>\$149.99</b>
<b>Project Costs for 3RF.22.002-3R window decals</b>	
<b>Subtotal Costs</b>	<b>\$200.01</b>
<b>Total for 3RF.22.002-3R window decals</b>	<b>\$350.00</b>
<b>Subtotal</b>	<b>\$850.00</b>
<b>Total</b>	<b>\$850.00</b>

Thank you for your business! Please remit payment to: The Idea Shop PO Box 55 Hillsboro, ND 58045  
\*\*If paying by credit card, there will be an additional 3% charge\*\*



6/15/2022

**Project Proposal:** Briar Honeyman  
3R Floral  
701.928.0766  
Bhoneyman84@gmail.com

**Objectives:**

Create vinyl graphics for 3R Floral, a new flower shop in Hillsboro.

**Description:**

3R Floral needs exterior vinyl graphics for their windows and door. This includes the high front windows and door. The Idea Shop will work with Briar Honeyman on this project.

**Other:**

If at any time changes are needed after approval or the scope of work changes, The Idea Shop will make a change order and 3R Floral may incur additional charges. The Idea Shop will clear all change orders with the client before proceeding.

- Deposit of 50% is required before work will commence. Remainder will be billed monthly until the project is complete.
- Work is billed against the deposit at an hourly rate. Once used, the remainder of the project is billed monthly as *in progress* until the project is complete.

**Costs: \$685**

\$ 335	Four (4) full color vinyl decals
50	Door sign with hours and phone number
300	Design and installation

**Quote:** *Quote is valid for 60 days from date.*

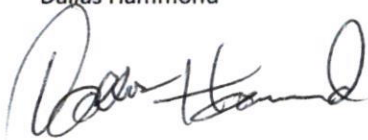
beth@ndideashop.com • 701.636.2104  
15 W Caledonia Ave • PO Box 55 • Hillsboro, North Dakota 58045

June 15th, 2022

To Whom it may concern,

I give Briar Honeyman with 3R Floral permission to file for the facade grant to use at my rented property at 5 North Main St, Hillsboro ND 58045. Thank You!

Dallas Hammond

A handwritten signature in black ink, appearing to read "Dallas Hammond". The signature is written in a cursive style with a large initial "D" and a long horizontal stroke at the end.