

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

REGULAR CITY COMMISSION MEETING **March 21, 2022, 6:30PM at MSCC**

A G E N D A

1. **Open with Pledge of Allegiance**
2. **Reading of Minutes** – March 07, 2022, Regular Meeting Minutes.
3. **Presentation of Bills**
4. **Monthly Disconnects – March 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. **Old Business**
 - 7.1 HBC Ticket #2021002 – 206 4th Ave SE – Update if any
 - 7.2 HBC Ticket #2021004 – 105 4th St NE – update – if any
 - 7.3 HBC Ticket # 2021007 – 322 1st Ave NW – Has a potential buyer – in negotiations
 - 7.4 HBC Ticket # 2021005 – 13 S Main St. – New deadline June 30th
 - 7.5 Building Permit Process – update
 - 7.6 Building Incentives for new builds
 - 7.7 ND Community Foundation updates
 - 7.8 City Wide Street Paving Project -Town Hall Meeting Tuesday 03/22/21 @ 6:30PM in the Community Center.
 - 7.9 Railroad Park & Shop Fencing from last fall
8. **New Business**
 - 8.1 Application approval for Property Tax Exemption for Improvements – 12 N Main St.
 - 8.2 Food Truck Permit Pricing even if it's \$0 – needs to be added to ordinance.
 - 8.3 Mural Approval on South Side of Community Center Building
 - 8.4 Beatification Line-Item Spending Process
9. **Citizens Addressing the Commission**
10. **Adjournment**

NEXT REGULAR MEETING:
Monday, April 4, 2022, 6:30 PM
MAIN STREET COMMUNITY CENTER

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**

N.D.C.C. ch. 57-02.2

(File with the city assessor or county director of tax equalization)

Property Identification

1. Legal description of the property for which exemption is claimed 12 N. Main
80547311 2515 22 ft wide site

2. Address of Property 12 N. Main

3. Parcel Number 26800800028008

4. Name of Property Owner Michael Anderson Phone No. (701)430-0812

5. Mailing Address of Property Owner 305 3rd Ave SE Hillsboro ND 58045

Description Of Improvements For Exemption

6. Describe type of renovating, remodeling, alteration or addition made to the building for which exemption is claimed (attach additional sheets if necessary). Taking down old 5,000 bu bin and replacing with 25,000 bu bin Reuse some concrete

7. Building permit No. _____ 8. Year built (residential property) _____

9. Date of commencement of making the improvements November 2021 Complete July 2022

10. Estimated market value of property before the improvements \$ 5,000 bu bin ^{EST} 15,000.00

11. Cost of making the improvement (all labor, material and overhead) \$ 47,000

12. Estimated market value of property after the improvements \$ 30,000 resale

Applicant's Certification And Signature

13. I certify that the information contained in this application is correct to the best of my knowledge.

Applicant Michael Anderson Date 3/7/2022

Assessor's Determination And Signature

14. The assessor/county director of tax equalization finds that the improvements described in this application do do not meet the qualifications for exemption for the following reason(s): _____

Assessor/Director of Tax Equalization _____ Date _____

Action Of Governing Body

15. Action taken on this application by the governing board of the county or city: Approved Denied

Approval is subject to the following conditions: _____

Exemption is allowed for years 20 __, 20 __, 20 __, 20 __, 20 __.

Chairperson _____ Date _____



City of Hillsboro
 PO Box 400
 Hillsboro ND, 58045
 Phone: 701-636-4620
 Fax: 701-636-4621

BUILDING PERMIT

Date Applied for 7/28/2021

Date Issued 7/30/21

26800800028000

Applicant to supply the following information

1. Job Address <u>12 N Main</u>		Use Zone <input type="checkbox"/> A <input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> MH <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> I <input type="checkbox"/> W	
2. Legal Description	Lot No. <u>Lease # 805473111</u>	Block <u>25150 sqft leased site</u>	Subdivision
3. Owner <u>Michael Anderson</u>	Mail Address <u>305 3rd Ave SE</u>	Phone <u>(701) 430-0812</u>	
4. Contractor <u>Advanced Green</u>	Mail Address <u>Fergus Falls, MN.</u>	Phone	
5. Architect or Designer	Mail Address	Phone	
6. Class of Work <input type="checkbox"/> Deck <input type="checkbox"/> Fence <input checked="" type="checkbox"/> Exterior Repairs <input type="checkbox"/> Patio <input type="checkbox"/> Driveway/Sidewalk <input type="checkbox"/> Drain tile			
7. Describe Work & Heating Plans <u>Replace Damaged overhead bin with new grain bin South of existing bin.</u>			
8. Type of Construction	Foundation Type		Dwelling Units
9. Size of Building	Width Ft.	Length Ft.	Height Ft. Stories
10. Off-Street Parking Spaces	Covered	Uncovered	Accessory Buildings
11. Total Building Area on Lot	Sq. Ft.	Lot Size Sq. Ft.	Percent of Lot Occupied %
12. Front Yard Depth <u>18,000.00</u>	Ft.	Side Size Ft.	Rear Yard Ft.
13. Valuation Of Work \$ <u>24,000.00</u>	Permit Fee \$	Fee Paid <input checked="" type="checkbox"/>	Attach receipt for cash or check

FEE SCHEDULE- Building permits shall be required for alterations, additions, remodeling, new construction, demolition, storage sheds, siding, roof repair and changes to electrical service or heating system. Only painting will be considered maintenance, all other work required a building permit.

The fee schedule shall be as follows: \$0-\$500 (No Fee); \$501-\$5,000 (\$5.00); \$5,001-\$20,000 (\$10.00); \$20,001 and over (1/10th of 1% of the total cost of the project). Non-profits- maximum fee of \$25.00

Michael Anderson

Applicants Signature

SPECIAL REQUIREMENTS (to be completed by City)	1. A plan showing the location of all building proposed or existing on lot and other information as required	Required <input type="checkbox"/>	Received <input type="checkbox"/>	Not Required <input type="checkbox"/>
	2. A deposit of \$500 by the property owner to guarantee satisfactory repair of all street cuts due to excavation for sewer or water extensions to the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Public utility easement required by the City.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Other special requirements (attach to application).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIAL APPROVALS		REQUIRED APPROVALS		
Electric Dept. Commissioner _____		Planning & Zoning Commission <u>MAK 7/30/21</u>		
Sewer Dept. Commissioner _____		Building Inspector _____		
Water Dept. Commissioner _____		Date _____		

PAID

This permit shall become null and void if work does not begin within one year of issuance.

The City of Hillsboro is an equal opportunity provider.

JUL 29 2021

CITY OF HILLSBORO

21-0083

CALLING ALL DESIGNERS AND ARTISTS!

WINNING IDEA GETS \$500

*Main Street Community Center
19 S Main Street*



The GHC is calling for the help of the people, how can we best beautify this building with a mural. The sky is the limit, submissions need to be submitted by 12:00 am May 1st 2022. Ideas need to be submitted, in the form of a sketch on www.growhillsboro.com. Official rules and submission can we found at www.growhillsboro.com



GROW HILLSBORO CAMPAIGN

Partners: Hillsboro Beautification Commission

City of Hillsboro

Hillsboro Business Association

Hillsboro Economic Development Corp

www.growhillsboro.com

DATE: 03/07/2022

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, Reese, Kress, and Geray

Commissioners absent: Sather

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

Reading of the Minutes:

Commissioner Reese moved to approve the February 22, 2022, Regular City Commission Meeting Minutes. Commissioner Geray seconded. Motion carried.

Presentation of Bills

AP to be approved on 03/07/2022	3/7/2022	Amount	Check #	
Aramark	Rugs	\$93.74	25410	
Border States	Parts	\$95.98	25411	
Breidenbach Excavating	Power line Bore/ Power Cable Bore	\$7,550.00	25412	
Brite-Way Window Cleaning	Window Cleaning Outsides	\$45.00	25413	
Business Essentials	Office Supplies	\$96.25	25414	
Cardmember Service	Membership, classes, parts	\$1,894.34	25415	
Cole Papers	Paper Towels, garbage bags, TP	\$414.82	25416	
East Central Regional Water District	Raw Water	\$8,066.36	25417	
Electric Pump	After Hours Service Call	\$691.00	25418	
Halstad Telephone	Phones & Internet	\$950.81	25419	
Jon Hams	2 floating tool shelves shop	\$156.92	25420	
Hawkins	Chemicals	\$5,672.07	25421	
Hillsboro Park Board	Revenue Sharing	\$2,570.57	25422	
Lake Agassiz Water Authority	Membership	\$250.00	25423	
Loffler	Copies Feb	\$122.30	25424	
Microsoft Online	Feb 2022 Services	\$316.65	748 e	
Midwest Pest Control	Pest control	\$253.00	25425	
Miller's Fresh Foods	Supplies	\$43.80	25426	
Missouri River Energy Services	Monthly Fee/Meter Count Fee	\$574.40	25427	
Naastad Brothers	Repair gate valve & emerg water leak	\$10,129.50	25428	
NAPA Central	Parts & Supplies	\$751.28	25429	
ND DOT	Treated Sand 48cyds	\$2,404.58	25430	
ND One Call	Locates Feb	\$10.60	25431	
Olsen Hardware	Supplies	\$154.72	25432	
Payment Services Network	February Fees	\$357.30	749 e	
Remark Technology Consulting	Tablet Mice	\$180.00	25433	
RMB Environmental Lab	WTP testing	\$150.00	25434	
Swanston Equipments	Filters	\$791.91	25435	
Sonia Trinidad	Armory Cleaning	\$232.00	25436	

Valley Plains Equipment	Parts	\$83.28	25437	
Waste Management	February garbage	\$21,320.93	25438	
Wright Implement	Battery WTP	\$581.90	25439	
		\$67,006.01		

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

City Commissioners Reports:

Commissioner Geray-

- Having City Super Intendent Anderson put together electrical information for Administrative Assistant Myers to put on the website as an informational for the citizens.
- Personnel
 - Public works application deadline is March 25, 2022
 - Changing the ad to \$17-\$26/ hr
 - City Auditor Frederick will be reaching out to Stephanie at NDLC to find out where to post job on their website.
 - Figuring out what the wages will be for lineman applicants.
- HEDC
 - They gave a loan to the new Café owners to help them get their business up and running.
 - Christmas decorations will be getting ordered.
 - Commission gave the blessing to move forward with this.

Commissioner Kress – Nothing to report

Commissioner Reese – Nothing to Report

Commissioner Sando-

- ND Aviation conference going on in Fargo.
- Hillsboro is getting an award for the Best General Aviation Airport in North Dakota.

City Officers Reports:

Public Works Superintendent Anderson – Nothing to report.

City Attorney Juelson- Nothing to report

Auditor Frederick-

- We sent out Surveys to get the publics opinion on questions that were brought to the attention of City Hall.
- Commissioner Reese would like commissioners to see and approve surveys in the future.

Sheriff Hunt – Nothing to report.

City Engineer Swanson: Public Forum on March 22, 2022, at 6:30pm

Old Business:

HBC Ticket #2021002- 206 4th Ave SE –

- Deadline has passed. There has been some improvement, but some of the vehicles are moving from property to property.

HBC Ticket # 2021004- 105 4th St NE-

- This individual has asked for an extension until June. It was relayed to this property owner that if they wanted an extension, they needed to come to the commission meeting tonight. Owner was not present.
- Roe and Jo would take on this property later this month once it starts to warm up.

Commissioner Kress makes the motion to move forward on ticket # 2021002 and 2021004. Commissioner Geray seconded.

In a roll call vote

Yes- Kress, Geray, Reese, and Sando

Motion Carried

HBC Ticket #2021007- 322 1st Ave NW-

- Beautification Committee reach out to see where things were at with this property. No buyer currently, but they did lower the price
- They might try to do an auction on this property.
- Was asked if they could keep the committee updated on their plan going forward.

HBC Ticket #2021005- 13 S Main Street-

- Deadline for this property is tomorrow March 9, 2022. Owner in at the meeting tonight.
- Property owner would like more time. Pushing the deadline until June 30, 2022, they are working on getting auctioneers.

Commissioner Kress makes the motion to approve extending the deadline for June 30, 2022. Commissioner Reese seconded.

In a roll call vote

Yes- Geray, Kress, Reese, and Sando.

Motion Carried

Building Permit Process: Tabled until next meeting.

Building Incentives for River Walk Development and any new building in Hillsboro: - Up to \$150 Max to be exempt. Must be completed to apply. It is time sensitive. Tabled for the Planning and Zoning meeting.

ND Community Foundation- Hillsboro's revised Agreement. -Tony and Peg have a few concerns. Will be lining up a time to sit and meet and discuss this.

City Wide Street Paving Project: -Town hall meeting on March 22, 2022, at 6:30pm in the Community Center. Commissioner Geray would like to compile the questions from the survey and give them to City Engineer Swanson so he would have time to prepare and have answers for those questions.

Citizens/Businesses Addressing the Commission – Some citizens had questions about the paving project and the surveys that were sent out. Full discussion available on our website under the YouTube tab.

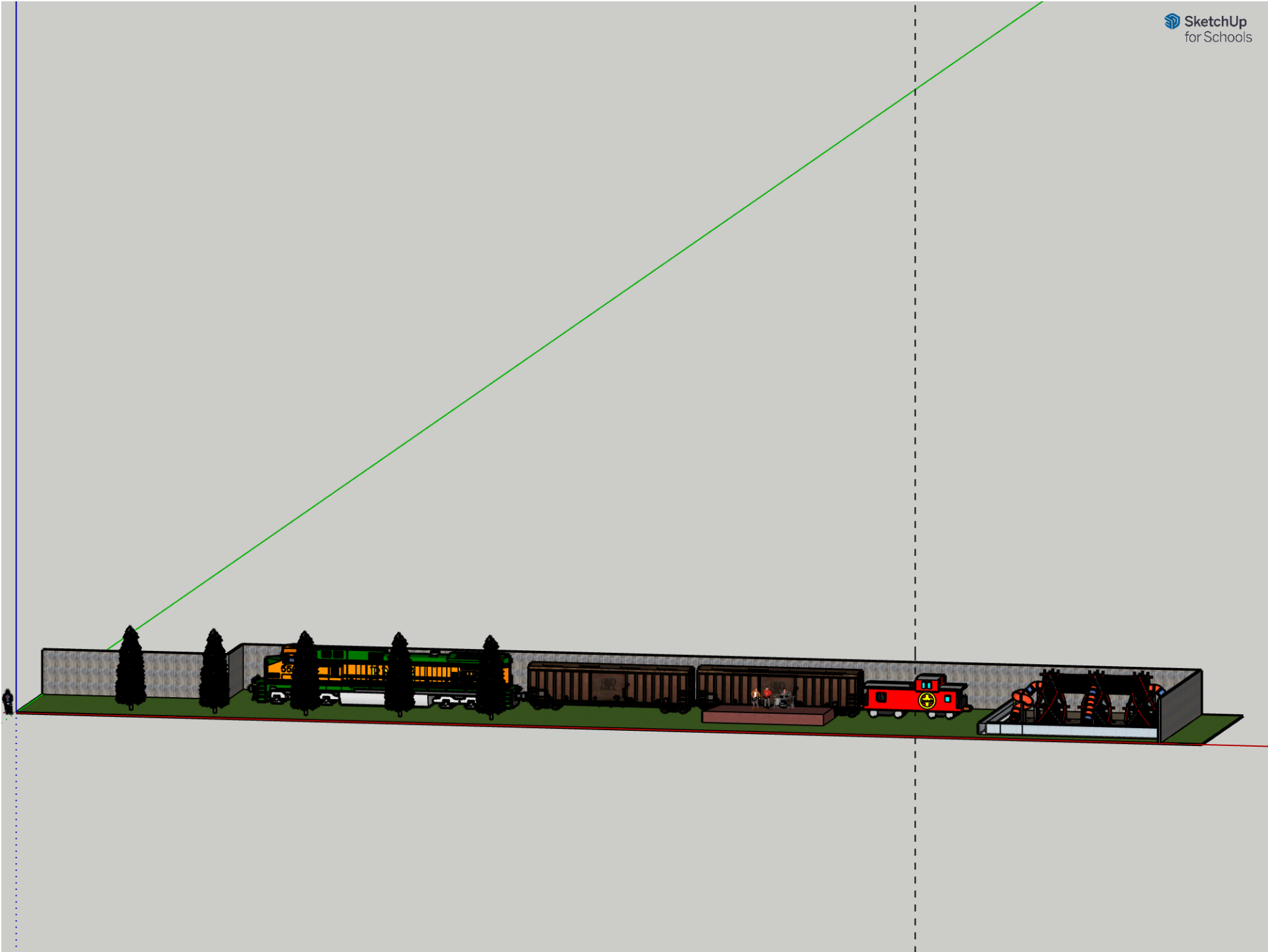
Adjournment:

Commissioner Kress moved to adjourn the meeting at 7:26pm. 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 Monday March 21, 2022, at Main Street Community Center.**



Grow Hillsboro Campaign Building Art Competition Rules

The following are the rules for entering the Grow Hillsboro Campaign Building Art Competition. Please read the rules and the procedures in order to apply properly. If you have any questions, please contact us at info@hillsboro-nd.us and we will help you with the application process.

1. Agreement to Official Rules

Participation in the Competition constitutes entrants full and unconditional agreement to and acceptance of these Official Rules and the decisions of the City of Hillsboro and its partners, which are final and binding. Winning a prize is contingent upon being compliant with these Official Rules and fulfilling all other requirements set forth herein.

BEING A RESIDENT OF THE CITY OF HILLSBORO NORTH DAKOTA DOES NOT INCREASE YOUR CHANCES.

2. Eligibility

Grow Hillsboro Campaign Building Art Competition (Competition) is open to everyone in the United States, and the District of Columbia. Employees and Board Members of the Partners in the Grow Hillsboro Campaign are not eligible, as well as the immediate family (spouse, and children) and household members of each such employee, are not eligible. The Competition is subject to federal, state, and local laws and regulations.

Formats submitted to the Competition must be of original work and be made to be reproduced on the South Wall of the Main Street Community Center at 12 S Main Street Hillsboro North Dakota 58045.

Your art must be your own original concept and not a copy of anyone else's copyrighted material.

You may only submit your own artwork that you, personally created.

If there is any question about authenticity; The City of Hillsboro, reserves the right to demand proof of authorship.... if it is not then your entry will be disqualified.

The Sponsor has the sole right to refuse submissions based on quality of the image, failure to meet show requirements, poor quality, inappropriateness of content, and/or concerns regarding copyright infringement in the original work.

All work submitted will be the property of the City of Hillsboro North Dakota.

3. Sponsor

The Competition is sponsored by Hillsboro Beautification Commission and The City of Hillsboro located at 9 South Main Street Hillsboro ND 58045.

4. Art Competition Period

The Art Competition begins on April 1st, 2022, at 10 am and ends on the April 31st, 2022, at 11:59 pm CST. Entries that are submitted before or after these times will be disqualified. Submissions will be accepted for the duration of the Competition using any of the following methods: Submitting to the online website only.

5. How to Enter

Online: This method of entry will be available by visiting our website at www.growhillsboro.com and following the directions provided. Completing the entry form in its entirety, uploading the compliant images as detailed below.

6. Entry Fee

There is no fee for this Competition.

7. Image Preparation

Prepare your images as required before beginning the submission process. Submissions are only accepted via the online process. Submissions as email attachments, on CD, or prints are not allowed in this competition and will not be returned.

Digital image files must meet the following specifications:

- a. JPG. PDF. files only.
- b. 300 DPI resolution (Please try to keep the file size under 10 MB to ensure proper loading).
- c. Do not send images of your artwork which has been framed or contains watermarks.
- d. The City of Hillsboro may color correct your images in order to enhance the overall presentation.
- e. The City of Hillsboro may crop your images for formatting purposes for use in their slideshow presentations, other off-site slideshows, YouTube presentations, other City of Hillsboro presentations and for the final public vote, if your images are chosen.
- f. The sizing and labeling of your images are very important. Label your image files in the following manner: first and last name, image name. Here is an Example:
JohnBrown_Midnight_Photography.
- g. The file name may not include characters such as #, \$, &, periods or other similar characters as part of the file, and it is important to follow these instructions about the file name to allow the right storage into the image database.
- h. Image name may not exceed 40 characters. Note: the image name is the name of the artwork, not the file name.

i. Complete the entire form and load all images before uploading. If the submitted images are not sized properly, the artist understands that The City of Hillsboro may have to crop the images to conform to the format constraints.

8. Winner Notification

On or about the May 16th, following the close of a competition, the City of Hillsboro and partners will announce the 4 top entries. The top 4 entries will be put out to the public to vote on from May 30th to June 10th. The final winner will be announced around June 14th.

9. Awards

The winner of the people's vote will receive \$500 in Hillsboro bucks and be asked to consult with the final project being painted on the MSCC Building.

10. Acceptance Notification

Anyone whose image(s) are not chosen will receive an email notification. All other participants will also receive an email with the results of the competition.

11. Jurors

The Jurors of the submissions are Hillsboro Beatification Commissioners.

12. Use Rights

Artists who submit their artwork to for competition and have any of their submitted artwork chosen for participation in that competition agree to the following.

- a. That the City of Hillsboro be granted usage of the artwork only for display, marketing and promotional purposes for the Grow Hillsboro Campaign and the art to be painted on the MSCC building.
- b. The City of Hillsboro will credit each image, with their Artist Name and Image Name.
- c. By entering this, you are granting The City of Hillsboro a non-exclusive, perpetual license to reproduce images of your artwork for the purpose of advertising this Competition and your work may be placed on the wall of the MSCC.

13. Release and Limitations of Liability

By participating in the Competition, entrants agree to release and hold harmless the City of Hillsboro, Hillsboro Beautification Commission, Hillsboro Business Association, and Hillsboro Economic Development Corp, and each of their respective parents, subsidiaries, affiliates, advertising and promotion agencies, other companies associated with the Competition, and each of their respective officers, directors, employees, shareholders, representatives, and agents (the Released Parties) from and against any claim or cause of action arising out of participation in the Competition or receipt or use of the prize (including any travel or activity

related thereto), including, but not limited to: (a) any technical errors associated with the Competition, including lost, interrupted or unavailable Internet Service Provider (ISP), network, server, wireless service provider, or other connections, availability or accessibility or miscommunications or failed computer, satellite, telephone, cellular tower or cable transmissions, lines, or technical failure or jumbled, scrambled, delayed, or misdirected transmissions or computer hardware or software malfunctions, failures or difficulties; (b) unauthorized human intervention in the Competition; (c) mechanical, network, electronic, computer, human, printing or typographical errors; (d) application downloads, (e) any other errors or problems in connection with the Competition, including, without limitation, errors that may occur in the administration of the Competition, the announcement of the winner, the cancellation or postponement of the event and/or the flyover, if applicable, the incorrect downloading of the application the processing of entries application downloads or in any Art Competition-related materials; or (f) injury, death, losses or damages of any kind, to persons or property which may be caused, directly or indirectly, in whole or in part, from entrants participation in the Art Competition or acceptance, receipt or misuse of the prize (including any travel or activity related thereto). Entrant further agrees that in any cause of action, the Released Parties liability will be limited to the cost of entering and participating in the Art Competition, and in no event shall the entrant be entitled to receive attorney's fees. Released Parties are also not responsible for any incorrect or inaccurate information, whether caused by site users, tampering, hacking, or by any equipment or programming associated with or utilized in the Competition. Entrant waives the right to claim any damages whatsoever, including, but not limited to, punitive, consequential, direct, or indirect damages.

14. Disputes

Except where prohibited, each entrant agrees that any and all disputes, claims, and causes of action arising out of, or connected with, the Competition or any prize awarded shall be resolved individually, without resort to any form of class action, and exclusively by the appropriate court located in North Dakota. All issues and questions concerning the construction, validity, interpretation, and enforceability of these Official Rules, entrants' rights, and obligations, or the rights and obligations of the Sponsor in connection with the Art Competition, shall be governed by, and construed in accordance with, the laws of North Dakota, without giving effect to any choice of law or conflict of law rules, which would cause the application of the laws of any jurisdiction other than North Dakota.

15. Privacy

Information collected from entrants is subject to sponsors privacy policy.

16. Changes in Rules

All provisions: including pricing, fees, prizes, requirements and rules may change without notice.

