

# CITY OF HILLSBORO

Commission Members:

Levi Reese, President

Dave Sather, Vice President

Mike Kress, Paul Geray & Nicole Evans

19 S Main, PO Box 400

Hillsboro, ND 58045

Phone: (701) 636-4620 Fax (701) 636-4621

Auditor: Ashley Frederick

Public Works Director: Jim Anderson

City Attorney: John Juelson & J.R. Strom

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## **REGULAR CITY COMMISSION MEETING**

**September 19, 2022, 6:30PM at MSCC**

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

- 1. Open with Pledge of Allegiance**
- 2. Budget Hearing 6:30 PM**
- 3. Reading of Minutes – September 6, 2022, Regular Meeting Minutes**
- 4. Presentation of Bills**
- 5. September Disconnects**
- 6. City Commissioners Reports**
- 7. Report of City Officers**
  - a. Superintendent
  - b. Attorney
  - c. Auditor
  - d. Sheriff's Office
  - e. City Engineer
    - i. Storm Water Masterplan Proposal
    - ii. Building Permit Task Order
    - iii. Sewer force main Update
- 8. BC Ticket Items – See Attachment**
- 9. Old Business**
  - a. City Wide Street Paving Project - update
  - b. ND Community Foundation – still work in progress
  - c. Railroad Park - update
  - d. Mural- update
  - e. Hillsboro Days Outdoor Drinking
  - f. Demo grant collaboration with HEDC
  - g. Landfill
  - h. FEMA Disaster Relief
  - i. Building permit Fees
- 10. New Business**
  - a. Liquor License Renewals
  - b. Vets Club Liquor License Transfer
  - c. Temp Employee for upcoming Employee Medical Leave
- 11. Citizens Addressing the Commission**
- 12. Adjournment**

**NEXT REGULAR MEETING:**

**Monday October 3, 2022, 6:30 PM**

**MAIN STREET COMMUNITY CENTER**

### **HBC Ticket's**

- a. HBC Ticket #2021001 – 318 2<sup>nd</sup> St SE– Referred to Sheriff Department
- b. HBC Ticket #2021002 – 206 4<sup>th</sup> Ave SE- Referred to Sheriff Department/ motion was made to close this ticket.
- c. HBC Ticket # 2021003 – 222 4<sup>th</sup> Ave SE – Referred to Sheriff Department
- d. HBC Ticket # 2021004 – 103 4<sup>th</sup> St NE– Waiting on finalization from District court.
- e. HBC Ticket # 2021005- 13 S Main St- New deadline set for October 1st
- f. HBC Ticket #2021007- 322 1<sup>st</sup> Ave NW- Property has been sold/ motion was made to close this ticket for now.
- g. HBC Ticket # 2022001- 203 4<sup>th</sup> St SW- Referred to Sheriff Department
- h. HBC Ticket # 2022002- 205 4<sup>th</sup> St SW- Property is up for sale, Kumar is willing to work with city.
- i. HBC Ticket # 2022003- 310 E Caledonia- Motion was made to refer to City Commission.
- j. HBC Ticket # 2022004- 218 4<sup>th</sup> St NE- Referred to Sheriff Department

**DATE: 09/06/2022**

**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: Reese, Sather, Kress, Geray

Commissioners Absent: Evans

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

**Reading of the Minutes:**

*Commissioner Sather moved to approve the August 15, 2022, Regular City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.*

**Presentation of Bills**

<b>EOM to be approved on 09/06/2022</b>	<b>PAID on 08/31/2022</b>	Amount	Check #
James P. Baumgartner	Payroll	\$3,595.92	25882
Kathleen A. Duval	Payroll - Pool	\$6,768.03	25883
Alexander J. Ellingson	Payroll - Pool	\$1,831.68	25884
Ella J. Forseth	Payroll - Pool	\$435.90	25885
Gregorio Garza	Payroll - PW	\$1,823.14	25886
John H.. Geray	Payroll - Pool	\$2,156.00	25887
Hannah G. Luithle	Payroll - Pool	\$503.68	25888
Katherine M. Oanes	Payroll - Pool	\$1,911.91	25889
Peter A. Oanes	Payroll - Pool	\$1,766.09	25890
Peyton M. Quam	Payroll - Rec	\$827.19	25891
Landen J. Reed	Payroll - PW	\$1,921.43	25892
Terry A. Wika	Payroll - PW	\$153.75	25893
Jay J. Alfson	Payroll	\$2,971.43	500515e
James M. Anderson	Payroll	\$4,783.58	500516e
Zachary Anderson	Payroll	\$2,833.40	500517e
Julie H. Bjorklund	Payroll	\$3,046.87	500518e
Ashley D. Frederick	Payroll	\$3,453.27	500519e
Bryan D. Hall	Payroll	\$2,624.75	500520e
Jonthan E. Hams	Payroll	\$3,649.01	500521e
Jack S. Huckins	Payroll - Pool	\$2,032.37	500522e
Sara Myers	Payroll	\$2,348.93	500523e
Taxes Federal	Payroll taxes	\$15,353.09	801e
Blue Cross Blue Shield of ND	Dental & Vision Ins	\$1,047.00	802e
Bell State Bank & Trust	Profit Sharing Plan	\$2,705.56	803e
JP Morgan Chase Bank	July Charges	\$1,118.45	804e
Microsoft Online	July 2022 Services	\$397.10	805e
ND Pers	Health Ins	\$12,679.60	806e
<b>Total Accounts Payable</b>		<b>\$84,739.13</b>	

<b>AP to be approved on 9/6/2022</b>	<b>9/6/2022</b>	<b>Amount</b>	<b>Check #</b>
Alicia's Cleaning Services	Cleaning Services	\$300.00	25894
Aramark	Mats/Mops	\$272.78	25895
Arvig	Replace Power 500mcm	\$38,859.30	25896
Auto-Owners Insurance	Flood Ins Pool	\$691.00	25897
Beltrami Electirc	500 MCM Wire	\$21,496.50	25898
Border States Electric	Parts	\$1,411.73	25899
Cannon Technologies	Yukon Support Renewal	\$14,745.00	25900
Core & Main	Parts	\$123.44	25901
Dakota Fence	Cantilever Slide Gate shop	\$10,194.00	25902
ECRWD	Raw water	\$10,398.17	25903
Goose River Heating & Cooling	Upstairs Zone in City Hall	\$175.00	25904
Grothmann Trucking	Haul electric supplies	\$300.00	25905
H2O Innovation	Spectraguard	\$9,930.00	25906
Halstad Telephone Company	Phones & Internet	\$976.15	25907
Hawkins	Chemical	\$3,529.77	25908
Hillsboro Economic Dev	Sales Tax	\$10,322.77	25909
Hillsboro Economic Dev	Aug Lodging Tax	\$8.73	25910
Hillsboro Lumber	Misc supplies	\$32.99	25911
Hillsboro Park Board	Aug Revenue Sharing	\$2,308.58	25912
Holcim - MWR Inc	Underlayment	\$1,248.00	25913
Hubert Oye & Sons	Asphalt Paving	\$10,600.00	25914
Huckins, April	Lifeguard training - Jack H	\$225.00	25915
Jerry's Electric	3 Phase Transformer	\$19,950.00	25916
KRB Gravel LTD	Gravel	\$469.96	25917
KRJB- FM	HCV Sports, Energy Ads, Back to school	\$2,540.00	25918
Lawson Products	Parts	\$35.78	25919
Loffler Companies	August Copies	\$146.58	25920
Lowry Engineering	Naastad Brothers -# 1	\$2,175.00	25921
Lowry Engineering	Greenearth Landscaping 1	\$103,524.96	25922
Lowry Engineering	Construction documents 07/01-07/31/22	\$4,622.55	25923
Lowry Engineering	Sidewalk staking - RW	\$1,363.55	25924
Magnuson Tires	Tires	\$373.00	25925
Mau, Simon	Mowing Contract	\$1,333.33	25926
MEI Engineering	Engineering Services	\$4,667.65	25927
Menards	Park Board -Deck Material	\$431.36	25928
Midwest Inspections	Building Permits Twin homes Jordahl	\$18,903.10	25929
Missouri River Energy Services	August Meter Fee	\$462.60	25930
ND One Call	August locates	\$59.80	25931
Nodak Electric	Service call West side, Anchor	\$5,739.85	25932
Olsen Hardware	Supplies	\$329.57	25933
Payment Services Network	August Fees	\$359.94	807 e
Powerplan - RDO	Pin, tooth frost	\$128.98	25934

RMB Environmental Lab	Swimming Pool Testing, WTP	\$168.80	25935
Sandbo Plumbing	Fix W.C. at Armory	\$123.12	25936
Stuart C Irby	Load break elbows & lugs	\$2,456.54	25937
Team Lab	Pond testing, fine road patch	\$871.00	25938
Traill County Treasurer	Sheriff Contract Sept	\$17,254.08	25939
Valley Plains Equipment	Couplers	\$81.92	25940
Verizon	Phones	\$337.51	25941
Viking Insurance	Renewal Policy vehicle	\$28,119.00	25942
Waste Management	Roll offs	\$4,602.02	25943
WDAY	Advertisement	\$200.00	25944
William E. Young Company	Meter Verification	\$4,000.00	25945
		\$363,980.46	

**Pulled Lowry Engineering checks to discuss more later in meeting.**

**Pulled Lowry Engineering check 25924 – sidewalk invoice for Riverwalk, to go over with Lowry Engineering.**

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

**City Commissioners Reports:**

Commissioner Sather: Checking with chip sealing company will report to Jim Anderson with what I find out

Commissioner Kress: Nothing to report

Commissioner Geray-

- HEDC – no meeting last month, special thanks to City workers to help with tent for tailgating event
- Beautification- nothing to report

Commissioner Reese:

- Email from Steve Swanson to access what need to be done on storm sewers by next meeting
- Trees marked with orange will be taken down with grant money, another grant will be available at the end of October that will help with more trees.
- Anchor Ingredients end of September to get a second filter inside plant for dust control when they receive it. Dust on the south end is from loading rail cars is a separate issue that will be looked at.

**City Officers Reports:**

Public Works Superintendent Anderson:

- Working on street leveling the gate valves risers
- Later this fall Naastad will be doing waterloop and couple water hydrants
- Replace lid on south lift station
- Still waiting for material for circuit on westside

Commissioner Reese discussing the work that Naastad and GreenEarth Landscaping did at Riverwalk. Superintendent Anderson stated that some of the invoice amounts were due to weather related damage and later all costs will have to be looked at with Lowry and Parsons. Contractors need to be paid for work performed.

*Commissioner Geray made a motion to approve the Lowry Engineering checks as presented in bills.*

*Commissioner Kress seconded the motion.*

***In a roll call vote***

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

***Motion Carried***

City Attorney Strom: nothing to report  
City Deputy Auditor Bjorklund: nothing to report

**Beautification Ticket Items:**

- Ticket # 2021001 - 318 2<sup>nd</sup> St SE – next court date 12/21/2022
- Ticket # 2021002 - 206 4<sup>th</sup> Ave SE – owner working on cleaning up
- Ticket # 2021004 - 103 4<sup>th</sup> St NE – next court date 12/21/2022

**Old Business:**

**City Wide Paving Project:** no update

**ND Community Foundation:** no update

**Railroad Park Update:**

- Waiting on one entity to sign off on the lease agreement, received bid from Dakota Fence for \$70,000 fence would go to south elevator

**Mural:** no update

**Mural Contest:** no update

**Special Assessment Committee:** letters were sent out to 3 members to move forward on process for assessments starting fall of 2023

**Hillsboro Days Outdoor Drinking:** no update

**2023 Budget Due October 10:** any changes

**Demo Grant Collaboration with HEDC:** no update.

**New Business:**

**Road Closure for OSLC Rally Sunday & Block Party**

*Commissioner Sather made a motion to approve the road closure of 2<sup>nd</sup> St NE for OSLC Rally Sunday. Commissioner Kress seconded the motion.*

***In a roll call vote***

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

***Motion Carried***

**Landfill:** Check with Public Works on the sign ordered for landfill. Need to look at getting a camera for landfill and better one for at shop. City Attorney Strom will go over the landfill agreement by next meeting.

**City Shirt/Jacket prices:** Commissioner Reese suggested the city to look at getting employees shirts or jackets with City logo on for Christmas.

**Placemaking Grant Application:**

Lowry asked us to put this grant together it is not just for Riverwalk, it is for planning we asked for \$74,000 to work on making areas in community better.

**FEMA Disaster Relief:**

- Ashley and Levi are working on
- Inspect the bridge, Commissioner Reese has contacted bridge inspector  
*Commissioner Sather made a motion to have the bridge into Woodland Park inspected due to the flooding. Commissioner Kress seconded.*

***In a roll call vote***

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

***Motion Carried.***

**HCV Baseball – local permit for raffle:**

*Commissioner Geray made a motion to approve a local permit for HCV Baseball raffle board.*

*Commissioner Sather seconded.*

***In a roll call vote***

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

***Motion Carried.***

**Citizens Addressing the Commission:**

- Tara Fandrich
  - Complaint about building permit fees being so high

**Adjournment:**

*Commissioner Sather moved to adjourn the meeting at 7:43pm. Commissioner Kress seconded. Motion carried.*

\_\_\_\_\_  
Julie Bjorklund  
City Deputy Auditor

\_\_\_\_\_  
Levi Reese  
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners  
will be at 6:30 PM on Monday, September 19, 2022, at Main Street Community Center.**

This is Task Order No. 10,  
consisting of 3 pages.

## Task Order

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated April 6, 2020 ("Agreement"), Owner and Engineer agree as follows:

### 1. Background Data

- a. Effective Date of Task Order: September 19, 2022
- b. Owner: City of Hillsboro
- c. Engineer: Advanced Engineering and Environmental Services, LLC.
- d. Specific Project (title): Building Permit Review
- e. Specific Project (description): **Single family home building permit review.** Services will include verifying or staking the finish floor elevations and seatbacks. No boundary survey will be included.  
**Multifamily or commercial development site plan review.** Services will include reviewing of site plan and may include verifying elevations and setbacks. No boundary survey will be included.

### 2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:
  - Other Services (A1.08)
- B. Other Services  
  
Engineer shall also provide the following services:  
  
None
- C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### 3. Additional Services

None

### 4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:



N/A

**5. Task Order Schedule**

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

N/A

**6. Payments to Engineer**

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Part 1 of Exhibit A)	N/A	-
a. Study and Report Phase (A1.01)	N/A	-
b. Preliminary and Final Design Phase (A1.02, A1.03)	N/A	-
c. Bidding or Negotiating Phase (A1.04)	N/A	-
d. Construction Phase (A1.05)* 1. Single Family Homes 2. Multifamily or Commercial Development	\$800 Varies	- Fixed Fee Cost Plus
e. Resident Project Representative Services* (A1.05.A.2).	N/A	-
f. Post-Construction Phase (A1.06)	N/A	-
g. Commissioning Phase (A1.07)	N/A	-
h. Other Services (see A1.08, and 2.D above)	N/A	-
<b>TOTAL COMPENSATION (lines 1.a-h)</b>	varies	varies
2. Additional Services (Part 2 of Exhibit A)	(N/A)	-

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. Engineer shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

**7. Consultants retained as of the Effective Date of the Task Order:**

N/A

**8. Other Modifications to Agreement and Exhibits:**

N/A

**9. Attachments:**

N/A

**10. Other Documents Incorporated by Reference:**

N/A

**11. Terms and Conditions**

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is September 19, 2022.

OWNER:

By: \_\_\_\_\_

Print Name: Levi Reese

Title: City Commission President,  
City of Hillsboro

ENGINEER:

By: 

Print Name: Jordan Grasser

Title: Operations Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Ashley Frederick

Title: Auditor

Address: PO Box 400  
Hillsboro, ND 58045-0400

E-Mail Address: ashley.frederick@hillsboro-nd.us

Phone: 701-636-4620

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Steve Swanson

Title: Project Manager

Address: 4050 Garden View Dr.,  
Grand Forks, ND 58201

E-Mail Address: Steve.Swanson@AE2S.com

Phone: 701-746-8087

This is Task Order No. 11,  
consisting of 3 pages.

## **Task Order**

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated April 6, 2020 ("Agreement"), Owner and Engineer agree as follows:

### **1. Background Data**

- A. Effective Date of Task Order: September 19, 2022
- B. Owner: City of Hillsboro
- C. Engineer: Advanced Engineering and Environmental Services, LLC.
- D. Specific Project (title): Storm Water Master Plan
- E. Specific Project (description): The Storm Water Master Plan project includes data review, survey, and other tasks necessary to develop a 2D existing conditions hydrologic & hydraulic (H&H) model for the City of Hillsboro. The Engineer will work with representatives from the City of Hillsboro to identify goals for master planned storm sewer improvements and use those goals to develop up to three (3) improvement alternatives. The improvement alternatives will be incorporated into the 2D H&H model for review and revisions before being summarized and documented with figures and within a master plan technical memorandum that will also include phasing, prioritization, and implementation guidance as well as conceptual cost estimates for the improvements. The detailed breakdown of the assumed tasks along with the associated costs is presented in Exhibit A.

### **2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:
  - Other Services (A1.08)
- B. Other Services  
  
Engineer shall also provide the following services: None
- C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

**3. Additional Services**

None

**4. Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

N/A

**5. Task Order Schedule**

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

Preliminary storm water report presented to City Commission in March 2023.

**6. Payments to Engineer**

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Part 1 of Exhibit A)	N/A	-
a. Study and Report Phase (A1.01)	\$156,000	Fixed Fee
b. Preliminary and Final Design Phase (A1.02, A1.03)	N/A	-
c. Bidding or Negotiating Phase (A1.04)	N/A	-
d. Construction Phase (A1.05)*	N/A	-
e. Resident Project Representative Services* (A1.05.A.2).	N/A	-
f. Post-Construction Phase (A1.06)	N/A	-
g. Commissioning Phase (A1.07)	N/A	-
h. Other Services – Surveying (see A1.08, and 2.D above)	\$10,000 est.	Cost Plus
<b>TOTAL COMPENSATION (lines 1.a-h)</b>	\$166,000	varies
2. Additional Services (Part 2 of Exhibit A)		

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. Engineer shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

**7. Consultants retained as of the Effective Date of the Task Order:**

N/A

**8. Other Modifications to Agreement and Exhibits:**

N/A

**9. Attachments:**

N/A

**10. Other Documents Incorporated by Reference:**

N/A

**11. Terms and Conditions**

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is September 19, 2022.

OWNER:

By: \_\_\_\_\_

Print Name: Levi Reese

Title: City Commission President,  
City of Hillsboro

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Ashley Frederick

Title: Auditor

Address: PO Box 400  
Hillsboro, ND 58045-0400

E-Mail Address: ashley.frederick@hillsboro-nd.us

Phone: 701-636-4620

ENGINEER:

By:  \_\_\_\_\_

Print Name: Brian R. Bergantine, PE

Title: Operations Director

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Steve Swanson

Title: Project Manager

Address: 4050 Garden View Dr.,  
Grand Forks, ND 58201

E-Mail Address: Steve.Swanson@AE2S.com

Phone: 701-746-8087

<b>Exhibit A - Hillsboro Storm Sewer Master Plan</b>	<b>Total Labor</b>
<b>Task 1 - General coordination</b>	\$ 19,800
a.) General project management b.) Meetings	
<b>Task 2 - Data &amp; Site Review</b>	\$ 14,300
a.) Review available City data b.) Review/obtain LiDAR data c.) Identify missing data to be surveyed d.) Create Field Map for Survey e.) Download soil data (infiltration)	
<b>Task 3 - Existing Site 2D Modeling</b>	\$ 29,000
a.) Hydraulics Modeling b.) Hydrology Modeling c.) 2D XPSWMM Model Development d.) Quality Control & Review of Modeling	
<b>Task 4 - Model Validation</b>	\$ 5,800
a.) Export Rasters b.) Create GIS Figures c.) Compare findings to notes provided by City/residents d.) Review findings with City	
<b>Task 5 - Goals &amp; Alternative Review</b>	\$ 11,200
a.) Identify Project Goals with the City b.) Perform tabletop analysis of improvement alternatives c.) Coordination meeting with City to confirm goals and available locations to site BMPs	
<b>Task 6 - Master Plan Alts 2D Modeling</b>	\$ 36,000
a.) Initial 1D Modeling b.) <b>ALT 1 - Storm Sewer Limited (2D Model)</b> c.) <b>ALT 2 - Regional Pond (2D Model)</b> d.) <b>ALT 3 - Storm Sewer Overhaul (2D Model)</b> e.) Development of inundation figures/mapping f.) Prepare summary tables g.) Updates to reflect review process h.) Review findings with City i.) Quality Control & Review of Modeling	
<b>Task 7 - Master Plan Development</b>	\$ 33,000
a.) Development of master plan narrative document b.) Improvement phasing and prioritization c.) Implementation Plan d.) Figure development e.) Improvement summary development f.) Create cost estimates g.) Initial Review and Quality Control h.) Review Master Plan with City i.) Updates to reflect review & City input j.) Quality Control & Review of Report and Figures	
<b>Task 8 - GIS Incorporation</b>	\$ 2,400
a.) Incorporate master plan shapefiles into City GIS	
<b>Task 9 - Submittal</b>	\$ 4,500
a.) Complete deliverable document b.) Presentation to city	
<b>Total Engineering Fee</b>	\$ 156,000





SMALL TOWN. **BIG** OPPORTUNITY.

# City of Hillsboro

19 S Main Street / P.O. Box 400

Hillsboro, ND 58045

(701) 636-4620 / Fax (701) 636-4621

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

September 01, 2022

Goose River Investments LLC  
dba Goose River Brewing  
412 5<sup>th</sup> Ave SE  
Hillsboro, ND 58045

To whom this may concern,

Your annual liquor and beer licenses will expire on **September 30, 2022**. Your annual renewal fees, due prior to the September 20, 2022, City Commission meeting, will be as follows:

Liquor on-sale	\$1,600.00
Liquor off-sale	400.00
Beer on and off sale	240.00
Patio	
	-----
	\$2,240.00

Please submit your request for renewal along with applicable fees prior to September 20, 2022.

**One of the requirements to receive a liquor license is to be current on utilities and property taxes for the location to be licensed. I will be checking on September 20 for those two items and they will be factors in determining whether or not your licenses will be renewed at that evening's Commission meeting.**

Please give this your immediate attention.

Sincerely,

Ashley Frederick  
City Auditor



SMALL TOWN. **BIG** OPPORTUNITY.

# City of Hillsboro

19 S Main Street / P.O. Box 400  
Hillsboro, ND 58045  
(701) 636-4620 / Fax (701) 636-4621  
[www.hillsboro-nd.com](http://www.hillsboro-nd.com)

September 01, 2022

SimonWeb Ent. Inc  
A&R Bar  
PO Box 249  
Hillsboro, ND 58045-0249

To whom this may concern,

Your annual liquor and beer licenses will expire on **September 30, 2022**. Your annual renewal fees, due prior to the September 20, 2022, City Commission meeting, will be as follows:

Liquor on-sale	\$1,600.00
Liquor off-sale	400.00
Beer on and off sale	240.00
Beer Garden	150.00
	-----
	\$2,390.00

Please submit your request for renewal along with applicable fees prior to September 20, 2022.

**One of the requirements to receive a liquor license is to be current on utilities and property taxes for the location to be licensed. I will be checking on September 20 for those two items and they will be factors in determining whether or not your licenses will be renewed at that evening's Commission meeting.**

Please give this your immediate attention.

Sincerely,

Ashley Frederick  
City Auditor





SMALL TOWN. **BIG** OPPORTUNITY.

# City of Hillsboro

19 S Main Street / P.O. Box 400  
Hillsboro, ND 58045  
(701) 636-4620 / Fax (701) 636-4621  
[www.hillsboro-nd.com](http://www.hillsboro-nd.com)

September 01, 2022

Casey's General Store #3367  
PO Box 3001  
Akeny, IA 50021

To whom this may concern,

Your annual liquor and beer licenses will expire on **September 30, 2022**. Your annual renewal fees, due prior to the September 20, 2022, City Commission meeting, will be as follows:

Liquor off-sale	\$ 400.00
Beer off-sale	140.00
	-----
	\$ 540.00

Please submit your request for renewal along with applicable fees prior to September 20, 2022.

**One of the requirements to receive a liquor license is to be current on utilities and property taxes for the location to be licensed. I will be checking on September 20 for those two items and they will be factors in determining whether or not your licenses will be renewed at that evening's Commission meeting.**

Please give this your immediate attention.

Sincerely,

Ashley Frederick  
City Auditor



TO: Ashley Frederick  
FROM: Gayle Begalske, Licensing Specialist  
DATE: September 8, 2022

Attached is our payment for the beer and liquor license renewal.

Please let me know if you have questions, 515-381-5109 or email  
[Gayle.Begalske@caseys.com](mailto:Gayle.Begalske@caseys.com)



SMALL TOWN. **BIG** OPPORTUNITY.

# City of Hillsboro

19 S Main Street / P.O. Box 400

Hillsboro, ND 58045

(701) 636-4620 / Fax (701) 636-4621

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

September 01, 2022

Tony Klemetson  
dba Tap That, LLC.  
153 158<sup>th</sup> Avenue SE  
Hillsboro, ND 58045

Dear Mr. Klemetson,

Your annual liquor and beer licenses will expire on **September 30, 2022**. Your annual renewal fees, due prior to the September 20, 2022, City Commission meeting, will be as follows:

Liquor on-sale	\$1,600.00
Beer on and off sale	240.00
	-----
	\$1,840.00

Please submit your request for renewal along with applicable fees prior to September 20, 2022.

**One of the requirements to receive a liquor license is to be current on utilities and property taxes for the location to be licensed. I will be checking on September 20 for those two items and they will be factors in determining whether or not your licenses will be renewed at that evening's Commission meeting.**

Please give this your immediate attention.

Sincerely,

Ashely Frederick  
City Auditor

*Commissioners: Levi Reese – President / Dave Sather – VP / Mike Kress / Paul Geray / Nicole Evans  
Ashley Frederick - Auditor / Jim Anderson - Public Works Director / John Juelson / J.R. Strom - City Attorney*



MALL TOWN. **BIG** OPPORTUNITY.

# City of Hillsboro

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Hillsboro, ND 58045  
(701) 636-4620 / Fax (701) 636-4621  
[www.hillsboro-nd.com](http://www.hillsboro-nd.com)

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September 01, 2022

Vet's Club  
PO Box 358  
Hillsboro, ND 58045-0358

To whom this may concern,

Your annual liquor and beer licenses will expire on **September 30, 2022**. Your annual renewal fees, due prior to the September 20, 2022, City Commission meeting, will be as follows:

Liquor on sale	\$1,600.00
Beer on sale	100.00
	-----
	\$1,700.00

Please submit your request for renewal along with applicable fees prior to September 20, 2022.

**One of the requirements to receive a liquor license is to be current on utilities and property taxes for the location to be licensed. I will be checking on September 20 for those two items and they will be factors in determining whether or not your licenses will be renewed at that evening's Commission meeting.**

Please give this your immediate attention.

Sincerely,

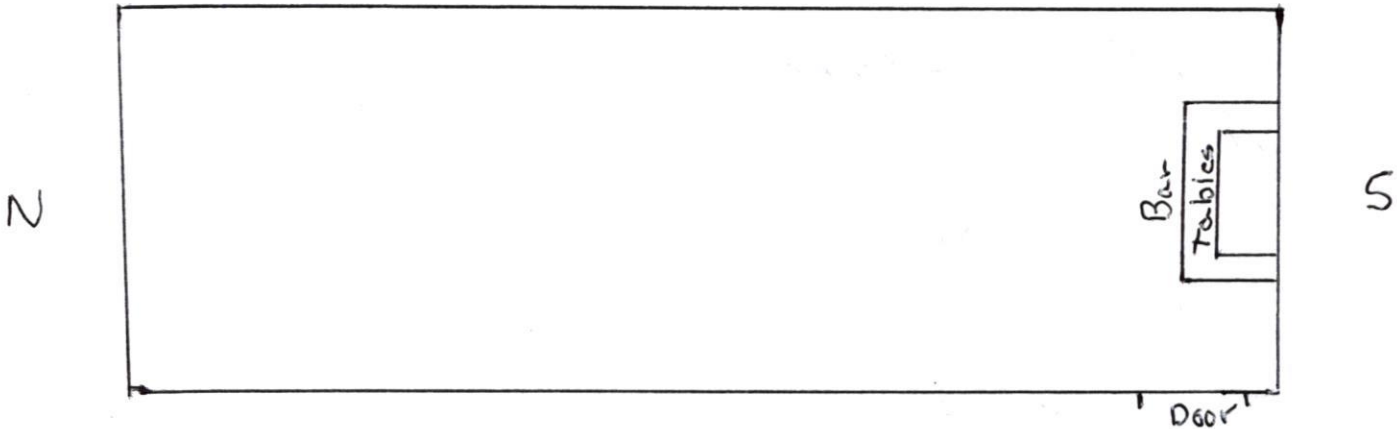
Ashley Frederick  
City Auditor



**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: 408 1<sup>ST</sup> Street SE.
- 4. Give legal description of location of premises: Hillsboro Armory
- 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):

\_\_\_\_\_

\_\_\_\_\_

- 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: \_\_\_\_\_

## Ashley Frederick

---

**From:** Keith Pic <Keith.Pic@ndirf.com>  
**Sent:** Thursday, June 30, 2022 10:58 AM  
**To:** Ashley Frederick  
**Subject:** (EXTERNAL) City of Hillsboro / Claim #: 225931  
**Attachments:** Hillsboro Estimate.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

\*\*\*\*\* **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. \*\*\*\*\*

Good morning, Ashley,

I am attaching the estimate from the independent adjuster we had inspect the heat pump unit. I understand it is based on a bid from a contractor.

The estimate has a breakdown of the owed amount right now after depreciation and deductible. There is recoverable deferment in the amount of \$2,797.50, available once the work has been completed. Please send me the invoice after repairs and I can pay out the remaining balance of the claim.

Payment in the amount of \$797.50 will be sent out next week.

Please let me know if you have any questions.

Thank you,

**Keith Pic, CPCU, CIC**

Director of Claims

**North Dakota Insurance Reserve Fund**

701-751-9117 - Office

701-751-9147 - Fax

800-421-1988 - Toll Free

[www.ndirf.com](http://www.ndirf.com)

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### STATEMENT OF CONFIDENTIALITY

This e-mail message is intended only for the named recipient(s) above and is covered by the Electronic Communications Privacy Act, 18 U.S.C. Section 2510-2521. This e-mail is confidential and may contain information that is privileged, attorney work product or exempt from disclosure under applicable law. If you have received this message in error, please immediately notify the sender by return e-mail and delete this e-mail message from your computer.



Border Area Adjustment, Inc.

Border Area Adjustment
623 Main Ave E, Suite 201
West Fargo, ND 58078
Office: 701-282-8053

Estimate

Claim No. 225931

Table with 6 columns: File No., Policy No., Date of Loss, Status, Report Date, Adjuster. Values: 22-F14911, FT-1362, 12/6/2021, First, 6/15/2022, Marcus Hendricks

Table with 3 columns: Insured, Address, Office. Values: City of Hillsboro, 19 S Main Street Hillsboro, ND 58045, (701) 636-4620

Loss Address
19 S Main Street Hillsboro, ND 58045

City & Police Office/Community Center Limit: \$1,010,400.00 Deductible: \$2,000.00

West Side

Area 0 SF

Table with 7 columns: Item / Grade, Qty, Unit, Cost, RC, DEP, ACV. Row 1: 1. Air Source Heat Pump / 2.5 Ton (1) Replace, 1 EA, 5,595.00, 5,595.00, 2,797.50, 2,797.50

West Side Totals: 5,595.00 2,797.50 2,797.50

Summary table for City & Police Office/Community Center Loss with columns: Subtotal, RC, R DEP, NR DEP, ACV. Values: 5,595.00, 2,797.50, 0.00, 2,797.50

Claim Totals: 5,595.00 2,797.50 0.00 2,797.50

Summary table for Maximum Recoverable Depreciation, Total Loss, Less Deductible Applied, Total Claim, Less Recoverable Depreciation, ACV Claim, Advanced Payment, Recommended Payment. Values: 2,797.50, 5,595.00, 2,000.00, 3,595.00, 2,797.50, 797.50, 0.00, 797.50



**Estimate****Claim No. 225931**

File No.	Policy No.	Date of Loss	Status	Report Date	Adjuster
22-F14911	FT-1362	12/6/2021	First	6/15/2022	MarcusHendricks

The previous pages are an estimate to repair the damaged resulting from your recently reported loss. Please present a copy of this estimate to the contractor of your choice prior to the start of the repairs. If they have any questions regarding the cope of the repairs or unit cost on this estimate, it is important that they contact the company representative handling your claim prior to initiating the repairs. We cannot honor supplements without prior authorization.

Minnesota law required that an estimate for residential contractor, adjuster or insurer to provide written notice of the requirements of Minnesota Statutes 325E.66 as follows:

**Subdivision 1. Payment or rebate of insurance deductible.** A residential contractor providing home repair or improvement services to be paid by an insured from the proceeds of a property or casualty insurance policy shall not, as an inducement to the sale or provision of goods or services to an insured, advertise or promise to pay, directly or indirectly, all or part of any applicable insurance deductible or offer to compensate an insured for providing any service to the insured. If a residential contractor violates this section, the insurer to whom the insured tendered the claim shall not be obligated to consider the estimate prepared by the residential contractor.

For the purpose of this section, "residential contractor" means a residential roofer, as defined in section 326B.802, subdivision 14; a residential building contractor as defined in section 326B.802, subdivision 11; and residential remodeler, as defined in section 326B.802, subdivision 12.

A person who submits an application or files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.



# Estimate

Envirotech Heating & Air  
 PO Box 832  
 Hillsboro, ND 58045  
 Office Phone: 701-636-2112  
 envirotech@envirotechnd.net

**Estimate Number:** 7498  
**Estimate Date:** 09/16/2022  
**Payment Terms:** Due On Receipt  
**Estimate Amount:** 5,389.00  
**Created By:** Envirotech Heating & Air

**Bill To**  
 Hillsboro, City  
 CITY OF HILLSBORO  
 PO BOX 400  
 HILLSBORO, ND 58045

**Ship To**  
 Damaged Heat Pump Replacement

Item #	Item Name	Quantity	Unit Price	Taxable	Total
3330	Installation Of 16SEER 1 Stage Heat Pump 1-complete removal and disposal of damaged unit. 2-installation of new heat pump pad. 3-complete proper operation of new heat pump. 4.will perform nitrogen leak test. 5-will evacuate system to below 500 microns. 6-will perform proper start up on system and verify proper operations.	1.00	5,389.00		5,389.00

**Comments:**

You may receive your invoice from 1- 6 months out after job completion due to scheduling of jobs, materials, and other unforeseen incidences.

**Subtotal:** \$ 5,389.00  
**Estimate Amount** \$ 5,389.00

**Terms & Conditions:**

Invoices are due upon receipt. Finance Charges will be applied after 30 days of non-payment.  
 Notices to collect will go out.  
 If non-payment, you will be turned over to collections and/or an attorney with a lien placed on your property.

**Goose River Heating and Cooling, INC.**

PO Box 729  
Hillsboro, ND 58045  
goosriverhtg@gmail.com



# Estimate

**ADDRESS**

City Hillsboro  
PO Box 400  
Hillsboro, ND 58045

**ESTIMATE # 1118**

**DATE 05/24/2022**

---

DATE	DESCRIPTION	AMOUNT
	Heat pump was hit by car over the winter months. Causing unit to be knocked off its stand and twisting unit. Being twisted is staining the coil and twisting it back and moving it could cause damage to the coil and create leaks in the coil. 2 Panels and pad/stand and bent or broken.	5,595.00
	Recommend replacing unit. 2.5 ton 15 SEER heat pump.	
<b>TOTAL</b>		<b>\$5,595.00</b>

Accepted By

Accepted Date