

# 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 6, 2022, 6:30PM at MSCC**

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

- 1. Open with Pledge of Allegiance**
- 2. Reading of Minutes** – August 15, 2022, Regular Meeting Minutes
- 3. Presentation of Bills**
- 4. City Commissioners Reports**
- 5. Report of City Officers**
  - a. Superintendent
  - b. Attorney
  - c. Auditor
  - d. Sheriff's Office
  - e. City Engineer
- 6. BC Ticket Items – See Attachment**
- 7. Old Business**
  - a. City Wide Street Paving Project - update
  - b. ND Community Foundation – still work in progress
  - c. Railroad Park - update
  - d. Mural- update
  - e. Special Assessment Committee- Have all 3 members
  - f. Hillsboro Days Outdoor Drinking
  - g. Budget – Final Due October 10
  - h. Demo grant collaboration with HEDC
- 8. New Business**
  - a. Road Closure for OSLC
  - b. Landfill
  - c. City Shirt/Jacket prices
  - d. Placemaking Grant Application
  - e. FEMA Disaster Relief
- 9. Citizens Addressing the Commission**
- 10. Adjournment**

**NEXT REGULAR MEETING:**

**Tuesday September 19, 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: 08/15/2022

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, Evans

Commissioners Absent: None

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 1, 2022, Regular City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.*

**Presentation of Bills**

<u>AP to be approved on 8/15/2022</u>	<u>8/15/2022</u>	<u>Amount</u>	<u>Check #</u>
<u>3R Floral</u>	<u>Funeral Flowers</u>	<u>\$120.00</u>	<u>25834</u>
<u>AE2S</u>	<u>July Professional Services</u>	<u>\$1,477.83</u>	<u>25835</u>
<u>Aramark</u>	<u>Supplies</u>	<u>\$136.39</u>	<u>25836</u>
<u>Ardo's Aquatics &amp; Safety Training</u>	<u>WSI &amp; Lifeguard cert</u>	<u>\$1,315.00</u>	<u>25837</u>
<u>Beltrami Electric</u>	<u>500 MCM Wire</u>	<u>\$42,500.00</u>	<u>25838</u>
<u>Border States</u>	<u>Supplies</u>	<u>\$2,123.30</u>	<u>25839</u>
<u>Brite-Way Window Cleaning</u>	<u>Window Cleaning</u>	<u>\$51.00</u>	<u>25840</u>
<u>Business Essentials</u>	<u>Office supplies</u>	<u>\$88.21</u>	<u>25841</u>
<u>CHS - Warren MN</u>	<u>Chemicals</u>	<u>\$813.75</u>	<u>25842</u>
<u>Core &amp; Main</u>	<u>Valve box riser, tops</u>	<u>\$2,969.46</u>	<u>25843</u>
<u>Crown Trophy</u>	<u>Plaque for Terry</u>	<u>\$110.46</u>	<u>25844</u>
<u>Dakota Natural Gas</u>	<u>Gas shop</u>	<u>\$17.05</u>	<u>25845</u>
<u>Ewing Oil</u>	<u>Fuel</u>	<u>\$149.87</u>	<u>25846</u>
<u>F &amp; S Concrete</u>	<u>RW concrete fix</u>	<u>\$2,719.69</u>	<u>25847</u>
<u>Grainger</u>	<u>Backflow Preventer Kit</u>	<u>\$136.44</u>	<u>25848</u>
<u>Green earth Landscaping</u>	<u>Riverwalk</u>	<u>\$25,901.25</u>	<u>25849</u>
<u>Hawkins</u>	<u>Chemicals</u>	<u>\$3,466.92</u>	<u>25850</u>
<u>Hillsboro Airport Authority</u>	<u>July Contributions</u>	<u>\$177.41</u>	<u>25851</u>
<u>Hillsboro Banner</u>	<u>Legal/ads</u>	<u>\$1,188.90</u>	<u>25852</u>
<u>Hillsboro Lumber</u>	<u>Parts/Supplies</u>	<u>\$1,550.96</u>	<u>25853</u>
<u>JP Morgan Chase Bank</u>	<u>July Charges</u>	<u>\$1,118.45</u>	<u>25854</u>
<u>KJRB-FM Radio</u>	<u>Power Ads/SB, BB Tourn</u>	<u>\$705.00</u>	<u>25855</u>
<u>Lawson Products</u>	<u>Parts/Supplies</u>	<u>\$99.38</u>	<u>25856</u>
<u>Loffler Companies</u>	<u>July Copies</u>	<u>\$43.46</u>	<u>25857</u>
<u>Midwest Inspection</u>	<u>Building Permit</u>	<u>\$359.06</u>	<u>25858</u>
<u>Midwest Pest</u>	<u>Pest Control</u>	<u>\$152.00</u>	<u>25859</u>
<u>Missouri River Energy Services</u>	<u>MISC Services July</u>	<u>\$1,893.42</u>	<u>25860</u>
<u>Missouri River Energy Services</u>	<u>Energy Charge July</u>	<u>\$133,111.30</u>	<u>798e</u>
<u>Naastad Bros</u>	<u>Dozer Rental</u>	<u>\$5,465.00</u>	<u>25861</u>
<u>NAPA Central</u>	<u>Parts/Supplies</u>	<u>\$97.59</u>	<u>25862</u>
<u>ND Department of Environmental Quality</u>	<u>Registration Fee Tank</u>	<u>\$101.00</u>	<u>799e</u>

<u>ND League of Cities</u>	<u>Webinars</u>	<u>\$90.00</u>	<u>25863</u>
<u>ND One Call</u>	<u>Locates</u>	<u>\$80.05</u>	<u>25864</u>
<u>Nodak Electric</u>	<u>Terminating cable RW Dev</u>	<u>\$3,629.05</u>	<u>25865</u>
<u>Northern Lights</u>	<u>Christmas Lights</u>	<u>\$9,355.00</u>	<u>25866</u>
<u>Paulson Gravel</u>	<u>Sand</u>	<u>\$480.00</u>	<u>25867</u>
<u>Payment Service Network</u>	<u>July Fees</u>	<u>\$378.08</u>	<u>800e</u>
<u>Premium Waters</u>	<u>Water</u>	<u>\$92.42</u>	<u>25868</u>
<u>Recreation Supply</u>	<u>O-ring</u>	<u>\$29.89</u>	<u>25869</u>
<u>Remark Technology</u>	<u>Wireless access point</u>	<u>\$320.00</u>	<u>25870</u>
<u>RMB Environmental Lab</u>	<u>Water Testing</u>	<u>\$261.37</u>	<u>25871</u>
<u>Sanitation Products</u>	<u>Broom Strip sweeper</u>	<u>\$455.00</u>	<u>25872</u>
<u>Sorum Oil</u>	<u>Fuel</u>	<u>\$3,347.81</u>	<u>25873</u>
<u>Stuart C. Irby</u>	<u>Parts Electric</u>	<u>\$2,902.75</u>	<u>25874</u>
<u>T &amp; R Electric</u>	<u>Pad Mount</u>	<u>\$2,526.48</u>	<u>25875</u>
<u>Team Lab</u>	<u>Fine Road Patch/ Chemical</u>	<u>\$4,478.00</u>	<u>25876</u>
<u>US Post Office</u>	<u>Utility billing postage</u>	<u>\$3,416.00</u>	<u>25877</u>
<u>USA Blue Book</u>	<u>Water Testing Supplies</u>	<u>\$508.13</u>	<u>25878</u>
<u>Waste Management</u>	<u>Roll off &amp; trash</u>	<u>\$3,811.66</u>	<u>25879</u>
<u>Wright Brothers Partnership</u>	<u>60 " blade set</u>	<u>\$92.99</u>	<u>25880</u>
		<u>\$266,414.23</u>	

- Pulled Green Earth bill for Riverwalk out, to go over with Lowery Engineering.

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

#### **Disconnects- August 2022**

Commissioner Kress made the motion to approve the August disconnects. Commissioner Geray seconded. In a roll call vote

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

**Motion Carried.**

#### **City Commissioners Reports:**

Commissioner Sather: Nothing to report

Commissioner Kress: Nothing to report

Commissioner Geray-

- HEDC, Meeting on Monday
- Beautification- Getting caught up on everything.
- Electrical- Work in Progress.

Commissioner Evans-

- Larry Mueller put in his notice to step down from the Airport Authority. Will be attending the next meeting.

Commissioner Reese:

- Pool is going as well as we can.
- Still working on the budget.
- Municipal contract has been approved.

#### **City Officers Reports:**

Public Works Superintendent Anderson- Gone

City attorney Strom:

- Beautification ticket items are going to court.

City Auditor Frederick:

- Pick a hearing date for the budget meeting.
- September 19- 2022, at 6:30pm will be the public budget hearing.

- Will have to miss 3 commission meetings due to coaching JH volleyball. September 6, 19, and October 17. Deputy Auditor Bjorklund will be at those meetings and if she is not available, Administrator Assistant Myers will be available to sit in and take notes.
- MRES Conference in Sioux Falls South Dakota on September 21 and 22, was highly encouraged that the Commissioner with the electrical portfolio and City Auditor attend.

*Commissioner Sather made the motion to allow whoever would like to go to the MRES Leadership conference in Sioux Falls SD. Commissioner Kress seconded.*

***In a roll call vote***

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

***Motion Carried.***

- Heat pump at City Hall needs to be repaired. Cost out of pocket for that is \$2797.50

*Commissioner Sather makes a motion to go ahead with the new heat pump. Commissioner Kress seconded.*

- After discussion motion was amended to go with the heat pump but to check with other vendors.

***In a roll call vote***

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

***Carried with amended motion.***

**Beautification Ticket Items:**

- Ticket # 2022003 310 # Caledonia

*Commissioner Kress made the motion to move forward with ticket # 2022003- 310 E Caledonia Ave and refer to sheriff department. Commissioner Sather seconded the motion.*

***In a roll call vote***

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

***Motion carried.***

Citizens Addressing the commission:

- Mary Remore
  - Citizen has complaint about Anchor Ingredients and their dust control.

**Old Business:**

**City Wide Paving Project:**

- Commissioner Sather would like to get more information on chip sealing on some of our city streets.

**Building Permit Process:**

- City Hall Can approve:
  - Re-shingling
  - Re-siding
  - Replacement of decking materials.
- Planning and Zoning:
  - Can approve accessory buildings up to 750 sq ft
  - Permitting fees have changed.
  - Public works will no longer look for property pins.
- Midwest inspection Services:
  - Has their own set prices.
- Planning & Zoning has approved the use of just two Midwest Inspection building permit applications with the necessary changes to be taken into effect immediately.

*Commissioner Geray made the motion to approve the new building permit process that was approved by the Planning & Zoning Committee and Public Works will no longer be locating property line pins. Commissioner Evans seconded the motion.*

***In a roll call vote***

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

***Motion carried.***

**ND Community Foundation:** No update

**Railroad Park Update:**

- Waiting on one entity to sign off on the lease agreement.

**Mural Contest:**

- Looking for a better price,
- Should we talk to the dentist office to see if we can put it on that wall.

**1881 Extraction Application for Tax Incentives:**

- We don't need a hearing due to there is no competing business.
  - Pilot is for \$1 per year for 2022-2026 of the rented premises of the 1881 building.
- Commissioner Kress made the motion to approve the 1881 tax exemption for up to 5 years.  
Commissioner Geray seconded the motion.*

***In a roll call vote***

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

***Motion Carried.***

**Special Assessment Committee-** Have all 3 members need final vote to be approved:

- Jon Myers 3yr term
- Paul Brown 4yr term
- Les Hurt 5yr term

*Commissioner Sather makes a motion to approve Jon Myers, Paul Brown, and Les Hurt as the special assessment committee for \$50 per meeting per candidate.*

**Hillsboro Days Outdoor Drinking:** Nothing to report.

**2023 Budget Due October 10:**

- Debt sheets are being made
- Would like to pay off the Water Tower Project.

**Demo Grant Collaboration with HEDC:** Nothing to report.

**New Business:**

**Airport Authority:**

*Commissioner Sather made a motion to approve new board member Kyle Klapper. Commissioner Kress seconded the motion.*

***In a roll call vote***

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

***Motion Carried***

**HBA, HEDC, City Collaboration for Tailgating event for the Football Game on 8-26-22**

*Commissioner Sather makes the motion to approve to spend up \$1k for the tailgating event at the 8-26-22 football game. Commissioner Kress seconded the motion.*

***In a roll call vote***

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

***Motion Carried.***

**Economic Grant Approval for Riverwalk:**

- Grant is due on September 1<sup>st</sup>.
- Up to \$100K

*Commissioner Kress made a motion to move ahead with the Economic Grant for Riverwalk.  
Commissioner Sather seconded.*

***In a roll call vote***

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

***Motion Carried.***

**Citizens Addressing the Commission:** None

**Adjournment:**

*Commissioner Sather moved to adjourn the meeting at 8:03pm. Commissioner Geray seconded. Motion carried.*

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

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

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

# CITY OF HILLSBORO LANDFILL ACCESS AGREEMENT

This agreement, made on, \_\_\_\_\_ between the City of Hillsboro and \_\_\_\_\_

**ANY PROHIBITED ITEM LISTED BELOW THAT IS DUMPED WILL BE CLEANED UP IMMEDIATELY BY THE PERSON WHO DUMPED IT. FAILURE TO ADHERE TO THESE RULES WILL RESULT IN DENIAL OF FUTURE LANDFILL ACCESS**

## ITEMS PROHIBITED FROM DUMPING AT LANDFILL INCLUDE BUT ARE NOT LIMITED TO:

- HOUSEHOLD GARBAGE, BEVERAGE CONTAINERS, FOOD AND MEAL CONTAINERS
- LIQUIDS OF ANY TYPE
- ALL TYPES OF METAL OR METAL APPLIANCES
- HAZARDOUS WASTES - SOLVENTS, PAINTS, ADHESIVES, CAULKING AND THE EMPTY CONTAINERS, PAILS, OR TUBES
- USED OIL, OIL FILTERS, GREASE AND THE EMPTY CONTAINERS, PAILS OR TUBES
- CONCRETE, ASPHALT
- TIRES
- PESTICIDES AND PESTICIDE CONTAINERS;
- LEAD-ACID BATTERIES, CORROSIVES (acids and alkalis) OR THEIR CONTAINERS, ASBESTOS
- ELECTRONIC WASTE - Televisions, Computers, Monitors, Printers, Copiers, Circuit boards, Ballasts, Capacitors, etc.
- DEVICES CONTAINING MERCURY - Fluorescent Lighting, Thermostats, Switches, etc.
- HAZARDOUS MATERIALS
- WASTE GRAIN, SEED ELEVATOR SCREENINGS, TREATED GRAIN
- MANURE, SLUDGE, SEPTIC TANK PUMPINGS, ANIMAL CARCASSES

## LOAD FEES ARE AS FOLLOWS:

- Pickup or small trailer (up to 10ft long) \$ 25.00
- Single Axle & all other trailers \$ 50.00
- Tandem truck \$100.00
- Semi-trailer \$150.00

The City of Hillsboro is an equal opportunity provider.

**RULES TO ACCESS LANDFILL:**

- Loads will be inspected by a City Employee before granting access
- A key will be given after each load is inspected.
- Key will be returned after each load dumped
- Key will not be kept overnight or over weekends

**VIOLATORS FOR ILLEGAL DUMPING MAY BE SUBJECT TO FINES UP TO \$500**

**RULES FOR BURNABLE ITEMS: NO CHARGE**

Acceptable items for burning:

- Trees
- Branches
- Clean Wood
- Pallets

These items will be free of metal, plastics or any prohibited item previously listed in this agreement

\_\_\_\_\_  
Inspected by:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

The City of Hillsboro is not liable for any bodily harm, or personal property damage acquired while on landfill premises.

The City of Hillsboro is an equal opportunity provider.





# Hillsboro

SMALL TOWN. *Big* OPPORTUNITY.



## City of Hillsboro

Economic Development Administration (EDA)  
Statewide Public Space Initiative - Placemaking (SPSI)  
Planning Grant Application

August 22, 2022

**ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)**  
**STATEWIDE PUBLIC SPACE INITIATIVE GRANT APPLICATION**  
 NORTH DAKOTA DEPARTMENT OF COMMERCE  
 SFN 62200 (07/22)

Organization Name (Please print or type) City of Hillsboro			
Contact Name Levi Reese	Title City Commission President		
Address 19 South Main Street	City Hillsboro	State ND	ZIP Code 58045
Telephone Number (701) 636-4620	Fax Number		
Email Address levi.reese@hillsboro-nd.us	Website Link <a href="https://hillsborond.govoffice3.com/">https://hillsborond.govoffice3.com/</a>		

**Checklist for Application Submission**

Grant Amount Requested \$ 72,100.00	Activity Date October 2022 to March 2023
Activity Location Hillsboro and Traill County	
Name of Activity Strategic Placemaking Plan	
<input checked="" type="checkbox"/>	Picture and/or video of space(s)
<input checked="" type="checkbox"/>	Narrative descriptions for application questions addressed in Statewide Public Space Initiative Guidance (pg. 3)
	Community Identification <input type="checkbox"/> Non-Main Street Community/Region <input type="checkbox"/> Main Street Community <input checked="" type="checkbox"/> Main Street Champion Community
<input checked="" type="checkbox"/>	Estimated budget for activity (provide cost breakdown; demonstrate applicant(s) has committed at least the minimum amount of the total budget activity as outlined in the Guidelines)
<input checked="" type="checkbox"/>	Supplemental Documentation addressed in Statewide Public Space Initiative Guidance (pg. 4)

***\*Final evaluation and written summary documenting the results of the activity will be needed to release approved funds. Recipients of grants must be registered as a "Supplier" prior to funds being distributed. Access online supplier registration: <https://www.nd.gov/omb/vendor/vendor-payments>***

Submit all materials to:

**Mailing Address**

North Dakota Department of Commerce  
 Attn: Tammy Heick, EDA Public Space Initiative Grant Application  
 1600 E. Century Avenue, Ste 6 (58503)  
 PO Box 2057  
 Bismarck ND 58502-2057

OR

**Email**

Tammy Heick - [communitydevelopment@nd.gov](mailto:communitydevelopment@nd.gov)

Please include "EDA Public Space Initiative Grant Application" in the subject line of the email submission.

Phone: 701-328-5300 / Fax: 701-328-5320

# Placemaking Location

15 Points



The City of Hillsboro is nestled neatly in the curves of the Goose River and splits the difference between two of North Dakota’s major metro areas – Grand Forks and Fargo. Because of our perfect positioning in the Red River Valley and along I-29, Hillsboro attracts workforce that would like a smaller community feel while having access to larger metro areas. Additionally, businesses such as Simplot, Degelman and other agri-industries call Hillsboro home due to its location and access to farming related markets.

## Making Sense of Place

We would like to enhance community places for our youth, current residents/workforce, and attract potential boomerang families and other professionals to the area. Therefore, an overall placemaking plan makes the most sense. We would like to plan strategically to develop

greenfield areas that would be related to new housing developments, enhance current gathering areas to be more in line with modern recreational and artistic amenities, create vibrancy in the downtown and school areas, and connect all these places (and potentially other communities) through a system of trails and paths. If planned correctly, it will not only serve current and future residents of Hillsboro, but will enhance livability in Traill County as whole.

Some of the places included in the plan are green spaces such as Riverwalk, City-owned lots in the south end of town while others are brown spaces like the current City park near the Goose River and Railroad Park across from City Hall and downtown businesses. There are current pathways that exist, but could be connected with new pathways including the new pedestrian bridge across I-29 that will be constructed in 2024.

# Current Placemaking Locations



**Riverwalk Development**



**Goose River Golf Course**



**Woodland Park**



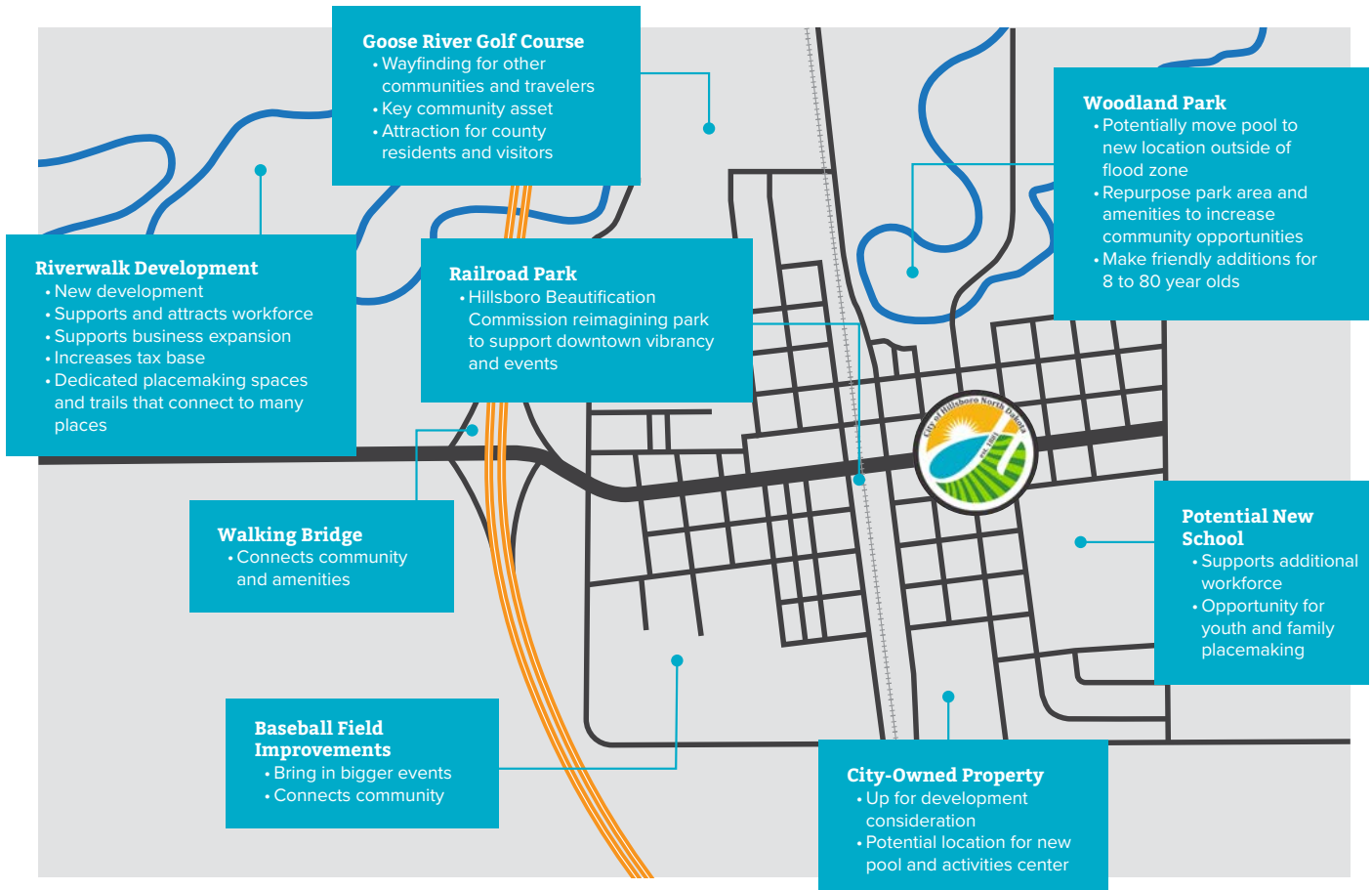
**Baseball Field**



**Railroad Park**



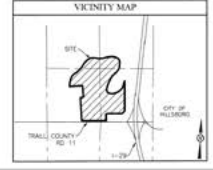
**City-Owned Property**



# Riverwalk Development to House Current and Future Workforce



  
**riverwalk**  
 goose river • hillsboro, nd



MASTER AREA SUMMARY TABLE		
COLOR	ZONING DISTRICT	# OF LOTS
	C1 - COMMERCIAL	2
	E2 - HIGHWAY COMMERCIAL	5
	R1 - ONE AND TWO-FAMILY RESIDENTIAL	81
	R2 - GENERAL RESIDENTIAL	1
	R3 - ONE AND TWO-FAMILY RESIDENTIAL	102
	PUBLIC	10



## How People Move

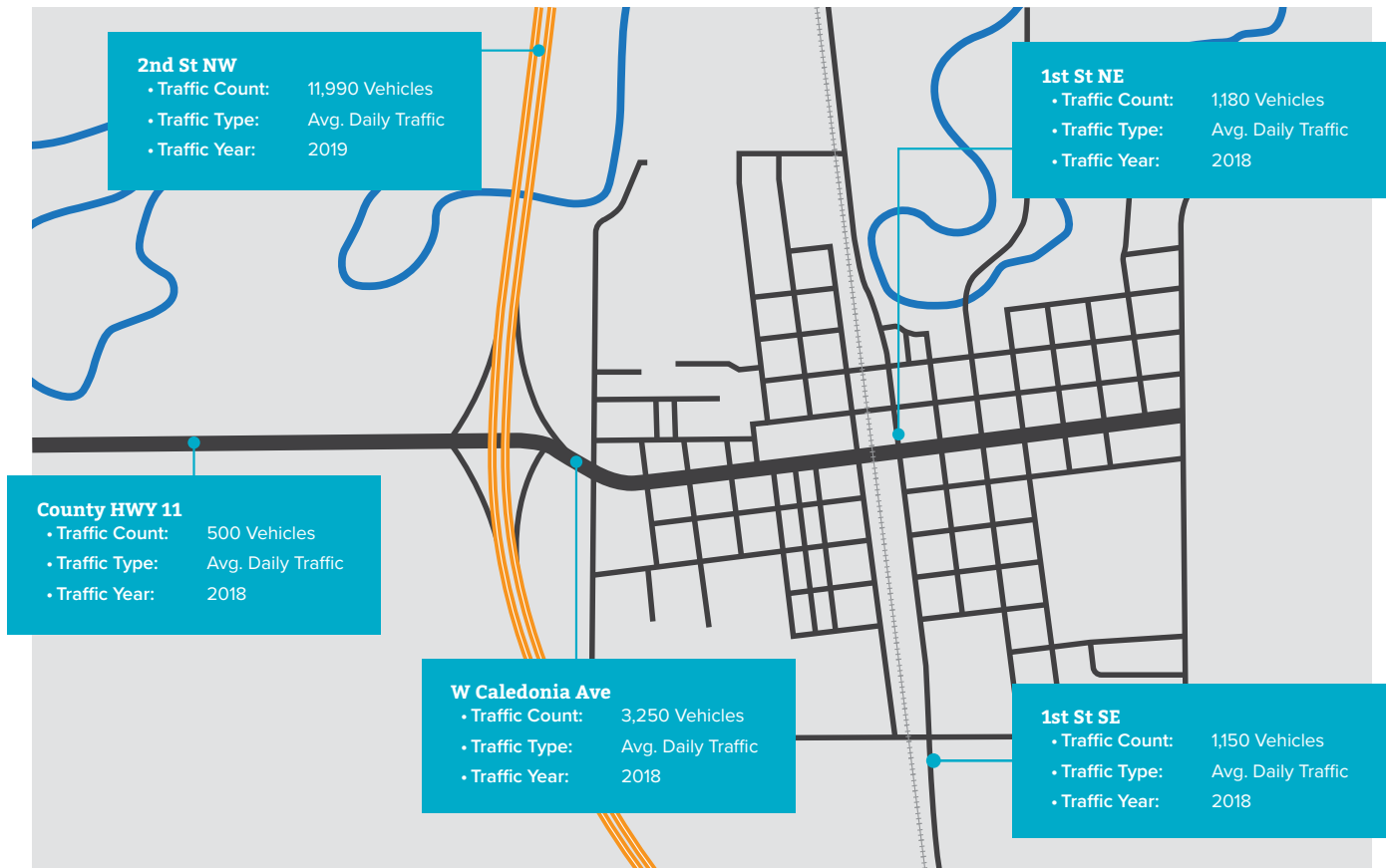
Current pedestrian and vehicle traffic patterns vary greatly across Hillsboro from an average of 500 vehicles a day driving on Hwy 11 to nearly 12,000 vehicles a day on I-29. In general, over 1,000 vehicles a day pass through Hillsboro main arteries.

There is currently no data on usage of pedestrian patterns, but understanding how residents use current pedestrian paths could be included in the Strategic Placemaking Plan. We know that Hillsboro has received an EPA walkability index of 7.6 out of 20 (with 1 being low walkability and 20 being high walkability).

The EPA Walkability Index is a nationwide geographic data resource that ranks block groups according to their relative walkability. For more information, review the EPA documentation [here](#). We would aim to increase the walkability and connectedness of our community through this plan.



## Traffic Counts



# Description of Community & Org.



## 25 Points

The City of Hillsboro's motto has long been "Small Town, Big Opportunity". Our community truly believes we have all the benefits of living in smaller community. Connectedness, strong relationships, access to the great outdoors, and a feeling of "home." All the things that make people want to continue to live here. We also believe we have a lot to offer to further careers and businesses. Hillsboro is home to major employers like Sanford Health, Degelman Industries, and agri-business giant Crystal Sugar. We have our sights on helping our major employers grow and creating new opportunities for our future workforce.

### Main Street Champion City

We also understand the importance of the four key pillars that comprise the Main Street Initiative:

1. healthy, vibrant communities;
2. 21st century workforce;
3. smart, efficient infrastructure; and
4. economic diversification.

We believe in these concepts so much that Hillsboro has earned the distinction of a Main Street Champion Community. To this end, we have developed a strong mission statement and clear goals for our community. We first focused on developing strategic infrastructure and attracting a major natural gas pipeline to the area so that we could have a solid foundation to attract businesses, industries, and housing developers. Our vision for Hillsboro is to attract young and mid-level professionals and families to newly developed residential areas so that we can help current businesses fulfill their strategic growth plans. We have heard from current businesses that they would like to hire over 200+ professional, technical, trade, and other service workers within the next five years.

### Planning for a Happy, Healthy Hillsboro

If we can attract a more diverse workforce, we know we can take steps to retain them long-term by providing expanded year-round youth and

family recreational opportunities related to the Goose River and other areas, connected pathways and trails to enhance a healthy lifestyle and safe options to get around the community and county, and a more vibrant spaces that can host events and gatherings.

The City of Hillsboro is leading the charge on the Strategic Placemaking Plan because we understand that we must engage our residents in the planning to make it successful long-term. We also understand that it is imperative to have partners that are invested and providing meaningful perspectives. We will work closely with Trail County Economic Development, Hillsboro Park Board, Hillsboro School District, Lead Employers, and potential developers to craft a plan that can be realistically implemented.

### Our Mission Statement

The City of Hillsboro, North Dakota, will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure environment for the enjoyment of residents and visitors. Through responsible and professional leadership and partnership with others and organizations, the City and its employees will strive to improve the quality of life for all residents living and working in the community of Hillsboro.



## Challenges Present Opportunities

As partners in our community, we see the opportunities in our region, but we also recognize the challenges from not having the workforce to grow and sustain businesses to lack of housing and amenities to attract that workforce.

COVID-19 also presented challenges to our community, but maybe not in the way you would think. Hillsboro actually saw an influx of people that were leaving larger cities for a smaller community with space to grow and better quality of life.

COVID-19 was the great “reset” in our society and Hillsboro was seen as a great place to start anew. What a unique opportunity for our community and businesses! Though we did not have any housing for those wanting to move here. Our City leaders, staff, and partners in this project have worked diligently to create diverse housing opportunities to support this growth. We are also looking into a new school.

We know that in order to retain (and attract additional residents), we need to truly create a sense of belonging and connectedness.

We see this grant and project as a way to better shape a connected community and create resiliency in the future. We have some wonderful places and amenities in our community such as our beautiful golf course and park situated on the Goose River, community pool and baseball diamonds, Pioneer Museum, which is the completely restored Plummer House built in 1897, along with a new Brewery in town.

We highlighted some the great aspects of our community through a video we used to market Hillsboro to potential boomerangs and new families. Traill County Economic Development made these videos for various communities in our counties through a matching grant from the ND Department of Commerce





# Placemaking in the Community

50 Points



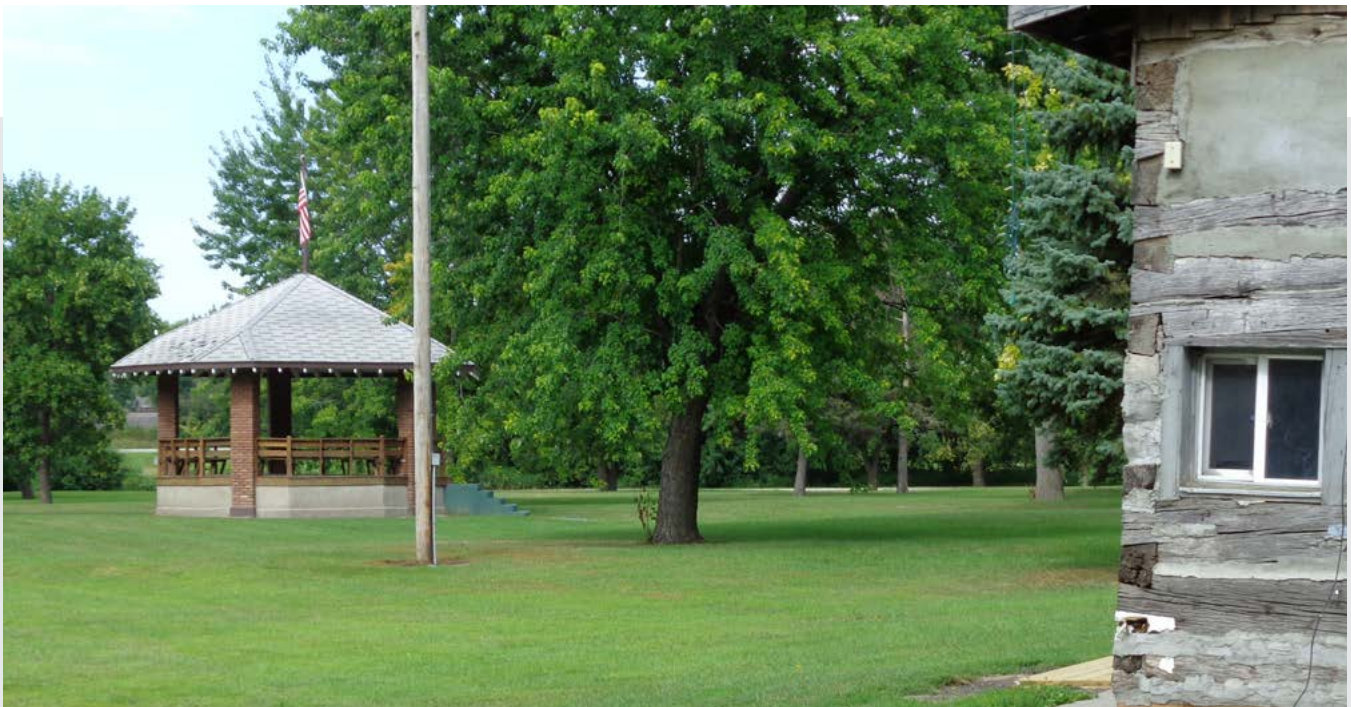
## Project and Goals

**The Strategic Placemaking Plan is an effort to intentionally plan for spaces and amenities that will:**

1. Create healthy (mentally and physically) options for our residents, potential residents, and visitors to connect, share experiences, and move.
2. Enhance potential growth areas and new developments that are already planned for construction to further capture interest of potential residents.
3. More effectively and efficiently utilize current brown spaces based on community engagement with a goal of community resiliency.
4. Connect people and areas through thoughtful trails and pathways to increase usage, visitation, and visibility.
5. Fulfill Hillsboro's mission to maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure environment for the enjoyment of residents and visitors.

To achieve these goals, we have developed a scope that incorporates key interested parties in further developing project goals and milestones, and multiple points of engagement for our residents and interested parties. Additionally, infrastructure review time is included to ensure that the plan can be implemented based on current and planned conditions.

Ultimately, the finished product is envisioned to be a well-thought-out roadmap and high-level design for community wide connectivity and gathering spaces. We also foresee sharing the plan with interested parties, businesses, and communities in our region to show the opportunity for connectivity beyond the Hillsboro area.



## Economic Impacts + Doubling Workforce

Currently, the City has a tax base of \$4,894,497. With the proper planning of green space, parks, and paths and trails, the City can connect to and enhance the Riverwalk Development and other areas of development. In terms of economic impact, the Riverwalk Development alone has the potential to add 191 homes (including more affordable twin homes) and 6 commercial lots. This would add approximately \$3,558,000 to the City's tax base and paves the way for other developments in the future.

This critical housing development is a must for local industries to expand their workforce so that they can carry out their strategic growth plans. For instance, Degelman USA, a primary sector manufacturer of industrial and agricultural equipment, is in the process of doubling its facility's footprint and – of course – nearly doubling its workforce, as well. The potential employees they are most likely to attract and retain are those younger workers who want a vibrant community to live and grow their families in.

Area employers like American Crystal Sugar Company, Mayville State University, our school districts, and Sanford Heath Systems (two area hospitals, two clinics, an assisted living facility and a nursing home) always are in need of workforce. These workers are professionals who want a modern, healthful community with things to do for themselves and their families.

The enhancements to the existing City-owned and brown spaces and additional connections to current amenities such as the golf course and river activities (paddleboarding, kayaking, and fishing) create opportunities for everyday activities, events, and lifestyles opportunities that enhance the life of residents and bring in visitors from around the area to recreate and spend money in Hillsboro.

## Diversification and Resiliency

A Strategic Placemaking Plan can capture unique opportunities by adding a public orchard or community garden, utilizing spaces for winter activities such as snowshoeing or cross-country skiing, developing signature events that brand Hillsboro as a special place, or encouraging new businesses and entrepreneurs because those amenities now exist. All these things help diversify the potential workforce and therefore diversify the economy of Hillsboro and Traill County.

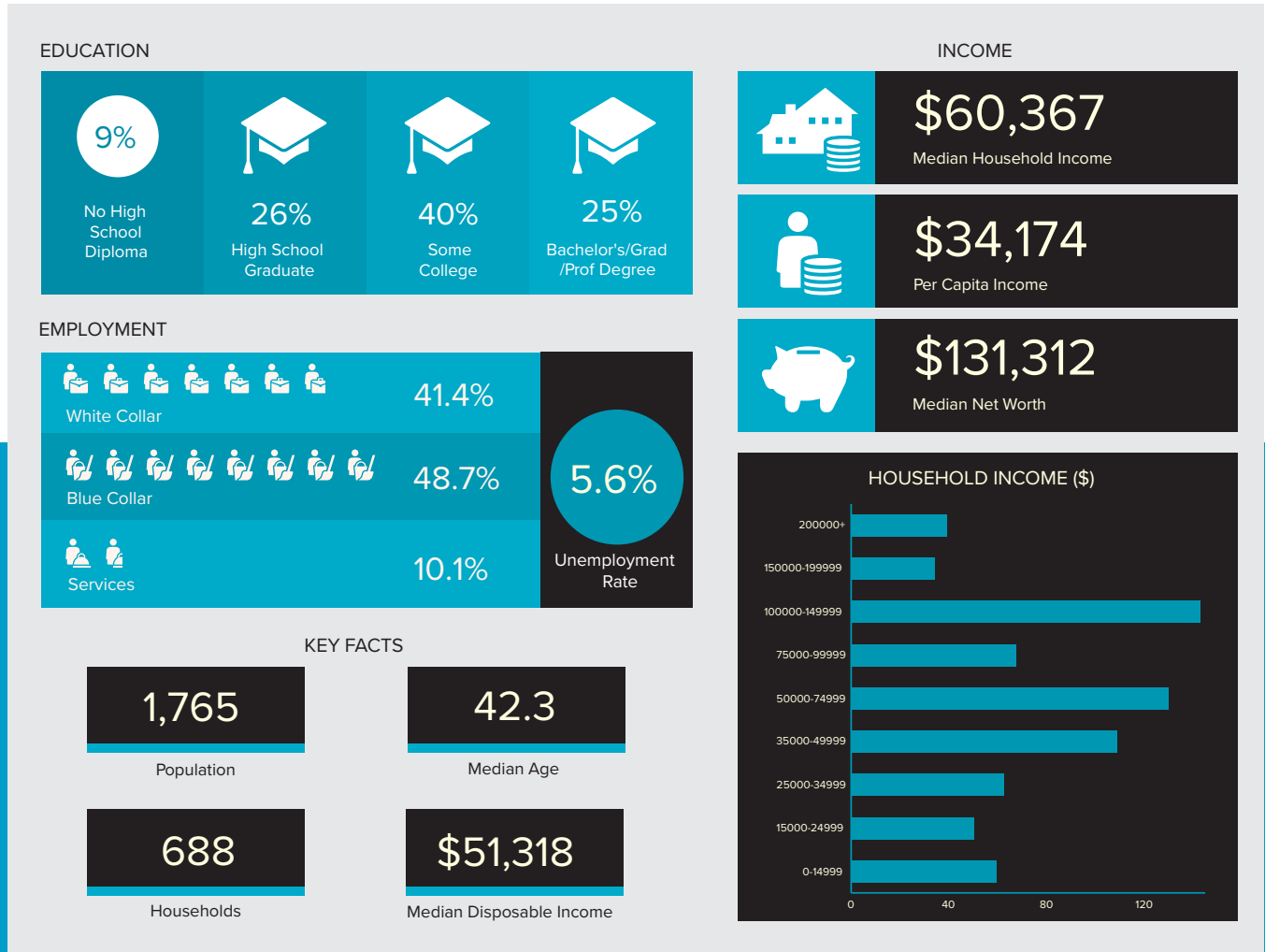
In terms of being resilient, such as in case of COVID-19, the City will have both developed places residents can enjoy regardless of restrictions and diversified the opportunities to attract a varied workforce.



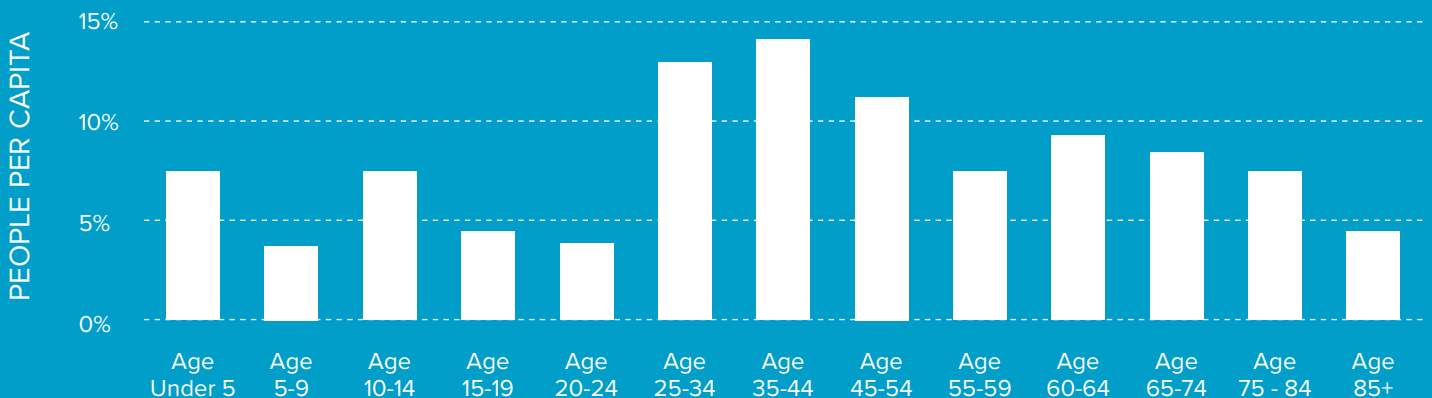
## Workforce Development

Having a vibrant community, will help retain residents long term and bring back young professionals who have moved away. This is an excellent recruitment tool for local business and industries in Hillsboro.

### Hillsboro Demographics



The average age of our residents is 42.3 with an age distribution of the following:



Creating spaces and amenities that appeal to a variety of ages is important for retention and attraction. In Hillsboro, approximately 52.1% of our residents are in the workforce. Of those in the workforce, over a quarter are over the age of 65. To keep our current residents happy and healthy and contributing to our current workforce, outdoor activities and places to connect provide options for a healthy lifestyle and longevity.

Conversely, retaining and attracting young families is incredibly important. Creating spaces and amenities where youth can play and grow, families can flourish, and young professionals can imagine themselves staying long-term will increase enrollment in our school district, diversify our economic base, and set the stage for future leadership in the community.

The Strategic Placemaking Plan will consider how each demographic segment uses spaces through a discovery process including current research and a variety of engagement techniques.

### Getting the Project Done

The City of Hillsboro has been working with engineering firms, landscape architects, and other consultants over the past few years that have completed a number of projects in the City. We have utilized these consultants to help frame out and develop the plan scope detailed in this application and will continue to use these consultants as we work through the plan.

Our City staff and Traill County Economic Development staff will also play a critical role in leading the effort, helping to engage our community and the ND Department of Commerce, and taking the next step of implementation.



# Community Involvement

## 25 Points



Healthy engagement is an essential part of this plan. First, we will seek to truly understand the communication and engagement behaviors of our community through utilizing ESRI Tapestry (GIS based demographics) communication behaviors analytics and the engagement analytics of our own and partner digital media. Then, we will develop an engagement plan that reaches people through the correct media, events-based opportunities, placemaking and special partner activities.

### Engaging All Generation

In order to engage youth 21 and under, we will work with the school district to create specific engagement events and meet the youth of Hillsboro where they are. An example may be a landscape architect joining classroom activities to introduce a STEM career and to perform an activity that results in feedback for the project. Additionally, we will ask our Employer partners to activate engagement tools to their staff who are 25 and younger.

The great news is the Hillsboro residents are ready to engage! In our past discussion on school improvements and the swimming pool relocation, the responses were in favor of improvements to the community. Traill County Economic Development completed their marketing project videos and social media, our community members eagerly engaged and even help to promote our efforts.

### Long-Term Engagement

We know that engaged residents and partners are an important part of making this a success long-term. As a City, we are considering ways to keep residents engaged beyond this plan scope through periodic updates. We also plan to utilize the Beautification Committee plus other special resident volunteers that would focus on placemaking beyond this plan. The City is also working on informal partnerships with the Park District, School, Developers, and others to fully develop the ideas and to commit to long-term operations and maintenance of the areas.



## Outreach in the Strategic Placemaking Plan

### Outreach #1 | School Workshops

The project team will conduct school workshops with both elementary and middle/high school students to introduce through STEM activities the ideas of the project. STEM activities can be incorporated into math and science lessons, including topics such as area and scale, as well as social topics such as play spaces, how people use recreation spaces and what elements could be included in the plans to inspire connection and frequent use of the new spaces.

### Outreach #2 | Scout or other Youth Group Workshops

The project team will conduct landscape architecture merit badge workshops which explain the design process in detail to participating scouts/youth groups. Tasks will include evaluating their current school, worship and recreation spaces and provide hands on design workshops where scouts/youth group can provide ideas about how to improve their surrounding environment. After this exercise, scouts/youth group will have the opportunity to brainstorm with the design team about their grand visions for new outdoor spaces.

### Outreach #3 | City / Community Leaders / Commerce Workshop

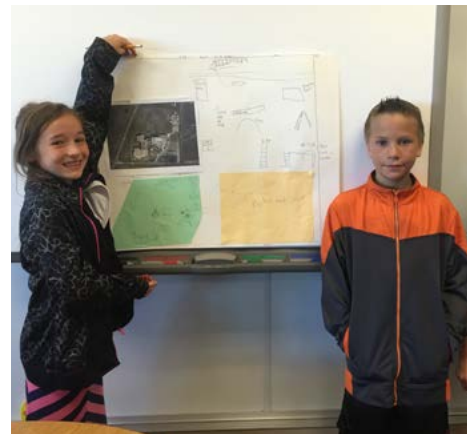
The project team will facilitate a workshop with City officials and staff, Community Leadership, and Department of Commerce members. Topics will include visions for City placemaking, realistic expectations of budgets and maintenance and ideas for design elements that will increase or improve public economic investment surrounding the project improvements.

### Outreach #4 | Main Street Pop Up Park

The project team will facilitate the temporary installation of a pop-up park, located right in the heart of Main Street. The goal will be to present and gather ideas about activating and improving Main Street and the adjacent outdoor spaces. The pop-up park will be conspicuously located in a central area usually dedicated to high pedestrian and vehicular traffic, such as an on-street parking space. By converting this space into a new use for a day, it will attract a broad cross section of users to participate in the open house event. The pop-up park event will also include outdoor games, live entertainment and food and beverage offerings to increase visual attraction and participation in the event.

### Outreach #5 | Online Feedback

A short digital survey will be deployed to gather community feedback about the project in a format that is available 24/7 for community members who might not be available during live events. A collection box for printed surveys will also be located at public venues such as City Hall and the public library for those without access to technology.



# Project Budget & Timeline

## 10 Points



Task	Description	Budget	Responsibility	Timeline
Plan outline and goals	Engage key interested parties to develop clear goals and expectations for the plan.	\$1,500	City, Traill EDC, Community Leaders, and Consultant	Week of Oct. 10, 2022
Discovery and engagement	Demographic/consumer trends, business needs, and other research to support plan. Additionally, engagement in conjunction with City events, sporting events, holidays (potential boomerangs), place marketing, interactive art, digital/social outreach. Engagement aims to reach all age groups. <i>*Invite Department of Commerce to participate.</i>	\$15,700	City, Traill EDC, School District, Lead Businesses, and Consultant	Oct. 2022 – Jan. 2023
Infrastructure coordination/ review	Reviews related to feasibility of ideas and concepts. Legal and zoning reviews.	\$2,700	City and Consultant	Feb. 2023
Plan development	Aggregating community input with best practices to develop conceptual ideas for spaces, trails, connections, and wayfinding. Development includes exploring options for design, operation and maintenance, costs, and high-level drawings. Involve key interested parties as needed.	\$34,900	City and Consultant	Feb. 2023 – Jun. 2023
Community review and comment	Reveal draft concepts and take additional comments at two public events that are aimed at various age groups. (Hillsboro days) <i>*Invite Department of Commerce to participate.</i>	\$7,800	City and Consultant	Jun. 2023 – Jul. 2023
Department of Commerce review	Provide updated draft final Placemaking Plan to Department of Commerce for review and comment.	\$400	City, Consultant, and Department of Commerce	Aug. 2023
Final plan delivered to City and Department of Commerce	Finalize plan based on comments and additional interested party reviews. Present plan at City Commission meeting. Final plan/display boards. <i>*Invite Department of Commerce to participate.</i>	\$6,100	City staff and Consultant	Sept. 2023
Community communications and call for action	Communications via various owned and shared media to continue the excitement and movement of the plan to realization.	\$3,000	City, Traill EDC, Interested Parties	Oct. 2023 – Mar. 2023
TOTAL		\$72,100		

# Need for Project Funding

## 15 Points



The City of Hillsboro typically has not allocated budget for placemaking. In broader terms, the Trill County EDC has taken on some community development initiatives which are funded through local tax dollars.

Although the City of Hillsboro does not have specific budget allocated to complete an overall Strategic Placemaking Plan or dollars allocated for green space development, we do enjoy great relationships with partners in our county and we are not afraid to get creative.

Currently, the City is working with partners to assess the cost and ways to raise money to move the pool. We are also in talks with developers to donate land for public spaces/public trailheads.

If the Strategic Placemaking Plan requires funding above the grant amount, the City will evaluate the scope and may have to reduce to include only greenfield spaces or we may reallocate funding from another project/delay another project. We also recognize that the plan will help us budget in the future.





# Main Street Initiative

30 Points



**The City of Hillsboro is proud to be a Main Street Champion Community!**

Please see the proclamation in the supplemental materials.



**We also understand the importance of the four key pillars that comprise the Main Street Initiative:**

1. healthy, vibrant communities;
2. 21st century workforce;
3. smart, efficient infrastructure; and
4. economic diversification.

The Strategic Placemaking Plan meets all of the criteria of the Main Street Initiative.

By redeveloping brown spaces and creating opportunities to connect our community through thoughtful placemaking and trails to our natural environment, we will certainly create a healthy and vibrant community that is attractive to the 21st century workforce (all year long!).

We have been upgrading our current infrastructure and developing critical infrastructure such as water and natural gas to ensure we can support the growth plans of our current agri-businesses and attract new, diverse businesses.

**Supplemental Materials**

# **Main Street Proclamation**



*city of*

# *HILLSBORO*

## *Main Street ND Proclamation*

**WHEREAS**, the City of Hillsboro has made a commitment to developing a healthy, vibrant community through fiscally responsible planning and attracting the talent needed to support our economy; and

**WHEREAS**, this development has included actively working to differentiate and enhance the quality of life for residents through new and planned civic spaces and projects to enhance walkability; and

**WHEREAS**, innovative partnerships and planning have led to more efficient development and infrastructure through new and planned mixed-use development and in-fill; and

**WHEREAS**, the City of Hillsboro has committed to increasing the amount of community programming to expand resident and visitor experiences to increase vibrancy in the city; and

**THEREFORE, BE IT RESOLVED** that I, Terry Sando, President of the Hillsboro City Commission, do hereby proclaim on this day, Monday, April 8<sup>th</sup>, 2019, that the City of Hillsboro shall join the Governor's Main Street ND initiative and be known as a Main Street ND community.

Let this proclamation support the continued success and efforts of our commission, staff, businesses, and residents in creating a vibrant, engaged community.

Terry Sando, Commission President  
City of Hillsboro

**Supplemental Materials**

# **Main Street Action Plan**

# City of Hillsboro North Dakota

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

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

## Reorganization Plan 2022



Prepared by Levi Reese Hillsboro City Commission President Elect  
[levi.reese@hillsboro-nd.us](mailto:levi.reese@hillsboro-nd.us)

# CONTENTS



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# Mission Statement



**The City of Hillsboro, North Dakota, will maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure environment for the enjoyment of residents and visitors. Through responsible and professional leadership and partnership with others and organizations, the City and its employees will strive to improve the quality of life for all residents living and working in the community of Hillsboro.**

# Vision



**The City of Hillsboro will provide a safe, healthy, and attractive community. The leaders and employees of the City will accomplish the vision with emphasis on:**

**Fiscal Responsibility**

**Exceptional Customer Service**

**Economic Vibrancy**

**Informed & Engaged Community**

**Safe & Healthy Community**

**Balanced, Quality Housing**

**Community Services & Facilities**

**Infrastructure & Mobility**

**Arts & Culture**

**Sustainability**





## SHORT-TERM GOALS: TOP PRIORITY LIST

---

1. Identify critical infrastructure needs for electrical, sewer, and stormwater systems.
2. Address the needs for street and road replacement and enhancement and create a maintenance plan.
3. Create a Comprehensive Plan, Infrastructure Plan, and Needs Assessment for the community.
4. Explore public safety service options and levels.
5. Complete the audit and evaluations of 2019 to current budgets.
6. Work with ECWD and the City of Mayville to update and evaluate the agreements and funds for the system's sustainability.
7. Enhance and maintain relationships with key stakeholders in the community.
8. Identify needs for staffing the City Departments.
9. Create a replacement/repair/enhancement plan for the City Swimming pool.

## SHORT-TERM GOALS: TOP SECONDARY LIST

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1. Evaluate and review the rates for city infrastructure.
2. Evaluate and assess the software for the fund accounting for the City.
3. Receive and evaluate public input on major projects in the community.
4. Revise and revisit the Façade grant and Hillsboro Beautification fund and policies.
5. Evaluate properties and structures in need of improvements.
6. Develop goals for the city with input for all stakeholders in the community.

# Appointments & Reappointments



- **Building Inspector – Michael Blevins & Mike Kress**
- **City Auditor – Ashley Frederick**
- **City Assessor – Michelle Mooney and Kayla Knudson**
- **City Attorney – John Juelson & J.R. Strom**
- **City Engineer – Advanced Engineering and Environmental Services, Inc**
- **City Health Officer – Dr. Charles Breen**
- **City Superintendent – James Anderson**
- **Fire Department Chief – Jamie Reed**
- **Commission Vice President – Dave Sather**
- **City's official depositories: Dakota Heritage Bank and Goose River Bank**
- **City of Hillsboro's official newspaper – Hillsboro Banner**

# Portfolio Assignments



- **Levi Reese**
  - **Finance, Personnel, Beautification, & Sheriff Department and Recreation (Rec Board & Pool)**
- **Paul Geray**
  - **Electrical, Economic Development, & Beautification**
- **Dave Sather**
  - **Fire Department, Streets, and Garbage**
- **Mike Kress**
  - **Planning and Zoning, Buildings and Grounds, and Cemetery**
- **Nicole Evans**
  - **Airport, Visitors Committee, and Water and Sewer**



- **Auditors Office**
  - Ashley Frederick, City Auditor
  - Julie Bjorklund, Assistant City Auditor
  - Sara Myers, Administrative Assistant
- **Public Works Department**
  - James Anderson, City Superintendent
  - Jon Hams, Public Works Specialist
  - Jay Alfson, Public Works Specialist
  - James Baumgartner, Public Works Specialist
  - Zachary Anderson, Public Works Specialist
  - Bryan Hall, Public Works Specialist
  - Landen Reed, Summer Employee
  - Gregorio Garza, Summer Employee
- **Municipal Swimming Pool**
  - Kathy Duval, Pool Manager
  - Kate Oanes, Life Guard
  - Peter Oanes, Life Guard
  - Alexander Ellingson, Life Guard
  - John Geray, Life Guard
  - Jack Huckins, Life Guard
- **Contracted Staff and Business**
  - Alicia Cleaning Services/Alicia Hanson, Cleaning Services for City Buildings
  - Simon Mau, Lawn Care for City Cemetery
  - Wayne Manthey, Snow Removal Armory and City Hall

# Committee & Commission Assignments



## 1. Visitors Committee Assignments

- Nicole Evans City Commission Representative
- Gary Nysveen, HBA Representative
- Paula Suda HBA Representative
- JR Strom, HBA Representative
- Jack Hansen, HBA Representative

## 2. Planning and Zoning

- Mike Kress City Commission Representative/Building Inspector
- Mike Blevins Building Inspector
- Mike Lessard
- Mike Willison Traill County Representative
- Bruce Bowersox
- Brent Mikkelsen
- Leif Swenson

## 3. Beautification Commission

- Aj Aandresen
- Eric Johnson
- Adam Smelden HBA Representative
- Paul Geray City Commission Representative
- Levi Reese City Commission Representative

## 4. Recreation

- Garth Limke
- Melissa Beach
- Cody Harstad Hillsboro Park District Representative
- Kris Brekken Hillsboro School Representative
- Levi Reese City of Hillsboro Representative

## 5. Special Assessment Committee

- Jon Myers
- Les Hurt
- Paul Brown



- 1. Identify critical infrastructure needs for electrical, sewer, and stormwater systems.**
  - Electrical Load Eval
  - Rate Eval for Electrical.
  - Rate Eval for Water and Sewer
  - Storm Sewer and Sewer System Study/drainage study.
- 2. Address the needs for street and road replacement and enhancement and create a maintenance plan.**
  - Street Maintenance Plan Development
  - Street cost eval for fixing current issues.
  - Look at gutter replacement.
- 3. Create a Comprehensive Plan, Infrastructure Plan, and Needs Assessment for the community.**
- 4. Explore public safety service options and levels.**
  - Look at adding more time for the Sheriffs Contract
  - Look at bringing Police Department Back.
  - Look at other communities to work together on staffing issues.
- 5. Complete the audit and evaluations of 2019 to current budgets.**
- 6. Work with ECWD and the City of Mayville to update and evaluate the agreements and funds for the system's sustainability.**
  - Work to true up the past year's cost.
  - Sit down semiannual to annually with everyone to make sure plans are there for the future and keep communication lines open.
- 7. Enhance and maintain relationships with key stakeholders in the community.**
  - HEDC
  - HBA
  - Traill County EDC
  - Traill County Commission
  - Traill County Sheriff's Office



- **Sanford Health**
- **Degelman**
- **Hillsboro Public School District**
- **American Crystal Sugar**
- **Anchor Ingredients**
- **Jordahl Custom Homes**
- **Mayville State University Child Development**
- **Other as Determined by City Commission & City Staff**

**8. Identify needs for staffing the City Departments.**

- **Retirements evaluation**
- **Retention planning**
- **Succession Planning**

**9. Create a replacement/repair/enhancement plan for the City Swimming pool.**

- **Adding Splash Pad**
- **Repair/Upgrade/Replace Locker Room and Changing area.**
- **Add a separate filter for the small pool.**
- **Replace/repair Gutter**
- **Replace/Repair Ballast Tank**
- **Replace/Repair drain and inlet lines.**

**Supplemental Materials**

# **Recent Community Plans**



April 21<sup>st</sup>, 2022

\*|Group|\*  
\*|Fist|\* \*|Last|\*  
\*|Address|\*  
\*|City|\* \*|State|\* \*|Zip|\*



Dear \*|Fist|\*

I am reaching out to invite you to a social on May 5<sup>th</sup> at 6:30 pm in the Hillsboro Main Street Community Center, appetizers and refreshments will be served. As you may have read in the Hillsboro Banner we had an initial social of the Team Grow Hillsboro. The purpose of the social event is to bring all entities, groups, organizations, leaders, advocacy groups, spiritual groups, and so on, together. At the first social we had representatives from HEDC, HBA, Trail Co Historical Society, 4-H, Boy Scouts, Hillsboro Community Foundation, City of Hillsboro, and Veterans Groups. You are receiving this as the group you represent, has been identified as key to our community, and provides valuable programs and services. We all have goals and ambitions and work hard at these things, but sometimes we may feel like it is hard to accomplish due to manpower and support. At times we all may be looking at doing similar projects as another but not even know it. We hope that with this team we can talk and come together in one place and help each other.

The goals of the first social were:

- Have interworking and communicative relationships with key community stakeholders.
- Recognize and promote the community stakeholders and members of the community, monthly and annually.
- Promote the work of the other groups in the community on a unified front. #growhillsborond and #growhillsboro
- Help with recruitment and retention of members of the organizations of the Hillsboro Community.

Action Items for the May Social:

- Look at the School Hall of Fame or design a new recognition program.
- Bring ideas to the May social for a project that this group could do to show the unification of this team, strengthening the Hillsboro community. If you have an idea for this please bring one to the meeting on the 5th and, as a collective, one project will be the first of TEAM GROW HILLSBORO.
  - Example Add planters downtown Hillsboro, add benches around town, street party.

The bigger picture is to work to unify what we are doing in Hillsboro. For all of us to be truly successful we need to work together as one and go back to the roots of what was founded in the community. It is not that we all have to help with each other's projects but promote and enhance what is going on. If you are not able to make it to this please see if someone that



# **CALLING ALL DESIGNERS AND ARTISTS!**

## **WINNING IDEA GETS \$500**



*The GHC is calling for the help of the people, how can we best beautify this building with a painting. The sky is the limit, submissions need to be submitted by 12:00 am May 1st 2022. Only ideas need to be submitted, as a sketch on growthillsboro. Official rules and summation can we found at [www.growthillsboro.com](http://www.growthillsboro.com)*



### **GROW HILLSBORO CAMPAIGN**

**Partners: Hillsboro Beautification Commission**

**City of Hillsboro**

**Hillsboro Business Association**

**Hillsboro Economic Development Corp**

**[www.growthillsboro.com](http://www.growthillsboro.com)**



# 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)

**Ticket#: 2022XX**

**Date**

**Owners Name**

**Owners Address**

Hillsboro, ND 58045

Re: City of Hillsboro Ordinance Chapter 3.02, 10.03 and or 12.04 – **Property Address in need of cleaning up**

Dear **Owner's name**,

The City of Hillsboro has been made aware that the above property that is registered to you, is in violation of Hillsboro City Ordinance Chapter 3.02, 10.03 and or 12.04. Chapter 3.02 refers to streets, sidewalks, and public right of ways, Chapter 10.03 refers to garbage, refuse, and rubbish, Chapter 12.04 refers to automobiles on properties. To review the ordinances please visit [www.hillsboro-nd.com](http://www.hillsboro-nd.com) or stop by city hall during regular business hours.

The Hillsboro Beautification Commission has determined that your property is in violation, the following items need to be addressed:

- One
- Two

The Hillsboro Beautification Commission Mission is: **The Hillsboro Beautification Commission is committed to the aesthetic improvement of the city, and to work collaboratively with the community to enhance the City of Hillsboro.** The commission would like to work with you to resolve the above violations. If you are able to resolve the violations by XXXXX, 00, 202X, then no further action on your part needs to be done, the Commission will close the Ticket and mark as resolved.

If you are in need of assistance or additional time either submit a written plan with a completion date to the City Auditors office or communicate to the City Auditor that you would like to appear before the Hillsboro Beautification Commission next meeting on XXXXX 12, 202X at 7 pm at the Hillsboro Community Center. If there is no correspondence or the violations are not fixed by the above date about the matter will be forwarded to the Hillsboro City Commission. We want you to be aware that the City of Hillsboro has the authority to contract the work to be completed and then accessed to the property taxes. This is not the option the Beautification or City Commission would like to go as we want to work with you to resolve the violations.

Sincerely,

Levi Reese    AJ Andresen    Eric Johnson    Adam Smelden    Mike Kress

**Commissioner: President-Terry Sando / VP-Levi Reese / Dave Sather / Mike Kress /  
Auditor-Ashley Frederick / Public Works Director-Jim Anderson / City Attorney-John Juelson**  
*The City of Hillsboro is an equal opportunity provider.*

**Supplemental Materials**

# Letters of Support

August 18, 2022

North Dakota Department of Commerce  
Attn: Tammy Heick, EDA Public Space Initiative  
1600 East Century Ave. #6  
Bismarck, ND 58503

RE: EDA Public Space Initiative – Placemaking Planning Grant Letter of Support for City of Hillsboro

Dear Ms. Heick:

I am writing on behalf of Traill County Economic Development Commission (we are the JDA for Traill County) regarding the EDA Public Space Initiative – Placemaking Planning Grant. Specifically, I am writing in support of the City of Hillsboro’s application for said grant.

My perspective for this letter is primarily from the perspective of workforce attraction and retention. The City of Hillsboro’s businesses (and other regional business and entities) continue to grow – and with that growth the need to maximize workforce intensifies in its urgency. A few examples of that need include American Crystal Sugar, which currently is trying to fill 40 open positions in Hillsboro; and Sanford Health Systems (two hospitals, two clinics and a nursing home – Mayville and Hillsboro) has a constant need for frontline workers, nurses, and CNAs as they add services within its facilities. Another business with an acute need for workforce is Degelman, USA, a manufacturer of agricultural equipment. In the next five years, they expect to double their workforce.

All of these and so much more business growth is driving a need for young working families to move here, live here, and work in this region. Attracting and keeping younger workers – and hopefully ensuring they become long-term residents – means building communities with “magnets” like parks, multiuse trails, splashpads, and all the other amenities that make a community appealing. This grant can help Hillsboro plan for these and many other unique placemaking amenities.

Thank you for taking the time to read this letter. If you have questions, my email is [director@traillcountyedc.com](mailto:director@traillcountyedc.com) or, if you prefer phone, you can contact my office at 701-636-4746.

Sincerely,



Jim Murphy – Executive Director  
Traill County EDC





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)

August 26, 2022

North Dakota Department of Commerce  
Attn: Tammy Heick, EDA Public Space Initiative  
1600 East Century Ave. #6  
Bismarck, ND 58503

RE: EDA Public Space Initiative – Placemaking Planning Grant Letter of Support for City of Hillsboro

Dear Ms. Heick:

Over the past several years, the City of Hillsboro has expanded its mission, vision, and goals to expand what Hillsboro has to offer. Adopted at the reorganizational meeting of commission, the mission below shows what stance the city will be taking for the next two years and beyond.

The City of Hillsboro, North Dakota, will maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure environment for the enjoyment of residents and visitors. Through responsible and professional leadership and partnership with others and organizations, the City and its employees will strive to improve the quality of life for all residents living and working in the community of Hillsboro.

We have been working hard at enhancing the core of Hillsboro with; the formation of the Beautification Commission, Repair and enhancement of the City Swimming Pool; and working with the key stakeholders to collaborate to find solutions and answers to many issues, with the main focus on workforce and childcare. We have dedicated individuals in our community that has put lots of time and energy in the community. With this grant, the community could go to the next level. We are in a very unique area; we sit in the middle of two metropolitan areas, so we need to up the game and big something that those areas can't offer. This funding could help with the outside resources to make it a possibility.

There are so many issues that face our communities and working to find that place for people to come and enjoy, will attach them to our community. A safe place for people to gather, play, relax, enjoy, celebrate, enhance and collaborate is one of the pillars to hold the community up and provide a strong foundation for all to enjoy. I hope that you could see what we have to offer is worth putting in the extra infusion to make our community a beacon for others to see how to build or strengthen the foundation of the community.

Sincerely,

Levi Reese  
City of Hillsboro Commission President  
Proud Community Member

**Commissioners: President-Levi Reese / VP-Dave Sather/ Nicole Evans / Mike Kress /  
Auditor-Ashley Frederick / Public Works Director-Jim Anderson / City Attorney-John Juelson & J.R. Strom**  
*The City of Hillsboro is an equal opportunity provider.*



August 24, 2022

North Dakota Department of Commerce  
Attn: Tammy Heick, EDA Public Space Initiative  
1600 East Century Ave. #6  
Bismarck, ND 58503  
RE: EDA Public Space Initiative – Placemaking Planning Grant Letter of Support

Dear Ms. Heick:

On behalf of the Hillsboro Business Association, I am writing this letter in full support of the Placemaking Planning Grant for the City of Hillsboro. As the largest business organization in Hillsboro, we strongly support any efforts that can be made to expand our city. As with many small towns in North Dakota, Hillsboro has struggled to grow and retain new people. At this current time, our largest problem is recruiting and keeping new workers in our area to support our current and growing businesses. Several businesses are desperate to hire new workers for their current workload and future expansions.

When faced with other states and cities with more amenities, Hillsboro loses out as a place to work and live. Hillsboro needs to revitalize its attractions to retain new workers and young families. We have seen other cities spark growth via new public spaces, parks, and other amenities that we are lacking. Without these attractions, Hillsboro does not have the competitive edge required to recruit new people, and thus its growth is limited.

We, as a business association, are hopeful that any revitalization of Hillsboro via new amenities will be the spark required to spur new growth. Whatever the new amenity may be, Hillsboro will be showing a dedication to the community and to future growth. This grant can help plant the seed Hillsboro requires to blossom into a growing and thriving city.

Overall, the Hillsboro Business Association wholeheartedly supports any improvement to Hillsboro that will attract newcomers and keep the City of Hillsboro alive and growing. Thank you very much for your time and consideration in reviewing this grant. We hope that you can help the City of Hillsboro expand and continue to thrive.

Sincerely,

A handwritten signature in blue ink, appearing to read "J.R. Strom", is written over a light blue horizontal line.

**J.R. Strom**  
**President**  
**Hillsboro Business Association**

**Our Mission:** The mission of the Hillsboro Business Association is to promote new and established businesses, maintain a favorable relationship and encourage support of one another within our community.





RE: EDA Public Space Initiative – Placemaking Planning Grant Letter of Support for City of Hillsboro

Dear Ms. Heick:

I am writing on behalf of Traill County and Mayville State University regarding the EDA Public Space Initiative – Placemaking Planning Grant. Specifically, I am writing in support of the City of Hillsboro’s application for said grant that will help promote a quality-of-life issues for many young families from our region.

In my professional world there is high demand for the educated workforce that serve our institution and help educate future workforce. The Traill County region which includes Mayville continues to grow, and with that growth the need to maximize workforce intensifies in its urgency. Just recently we had advertised for two of our Vice-President positions and early questions included things about quality of life for their families. Grants like this often provide opportunities to help us attract and retain workforce in the rural areas. Currently, I’m searching for a controller for our public university. Controllers are very high-level competency positions that are critical to our success. Often, people get their experiences in urban areas and are willing to move to smaller communities as the next step. In many of these cases the quality-of-life issues that surround opportunities for their children and their own recreation are vital to their decision.

All of these and so much more business growth is driving a need for young working families to move here, live here, and work in this region. Attracting and keeping younger workers in our Traill County Region and having them live here is partially dependent on things like parks, bike trails, and other opportunities. In Traill County we have a couple that works at Microsoft and a distant insurance company. In both cases these young professionals with two young children could chose anywhere in the multistate region. They chose Traill County because it is a great place to raise a family but spend a significant amount of their time running to cities around us to find recreation. This grant can help Hillsboro thus Traill County continue to improve these opportunities for young families.

Thank you for consideration of this grant from Hillsboro. Should you have any questions, please don’t hesitate to reach out to me.

Sincerely,

Brian Van Horn, President  
Mayville State University



August 25, 2022

North Dakota Department of Commerce  
Attn: Tammy Heick, EDA Public Space Initiative  
1600 East Century Ave. #6  
Bismarck, ND 58503

RE: EDA Public Space Initiative – Placemaking Planning Grant Letter of Support for City of Hillsboro

Dear Ms. Heick:

I am the GM and am writing on behalf of Degelman Industries, USA. Our company is a primary sector manufacturer of agricultural and industrial equipment in Hillsboro, ND.

Like many businesses, one of our biggest challenges is finding qualified workforce we need to keep our plant running at maximum efficiency. We currently employ about 60 people. I say currently because we are in the process of an expansion and will be doubling our workforce within the next few years.

The challenges of finding employees who stay has been daunting. We've studied employee turnover rates and found: the closer to the plant an employee lives, the less likely they are to seek alternative employment in either Grand Forks or Fargo. Long story short, we need more of our workforce to live in Hillsboro or within proximity to Hillsboro.

Therefore, we are in favor of any and all improvements of the amenities that attract the populations of people to the market. This goes for both existing spaces and land in development. It is our belief that this placemaking planning grant can help with those intentions.

Thank you for taking the time to read this letter and consider this grant application. If you have questions, my email is [jkleckner@degelman.com](mailto:jkleckner@degelman.com) or at 701-636-1876.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Kleckner".

Justin Kleckner  
Degelman Industries, USA

# CITY OF HILLSBORO INERT WASTE LANDFILL

ND State Permit # 0092  
Hours - By appointment only  
For access, Contact City Hall (701) 636-4620

## ACCEPTABLE ITEMS INCLUDE BUT NOT LIMITED TO:

### Burn pile items

- Clean burning waste i.e. trees, branches and clean wood  
**NO PAINT, METAL OR PLASTIC**

### Pit items

- Building/structure demolition, construction debris, asphalt roofing/shingles, insulation, siding, carpet, furniture, mattresses etc.  
**(NO METAL OR ITEMS CONTAINING ASBESTOS)**

## ITEMS PROHIBITED INCLUDE BUT NOT LIMITED TO:

- MUNICIPAL WASTE, HOUSEHOLD GARBAGE i.e. **BEVERAGES, FOOD AND MEAL CONTAINERS**
- LIQUIDS OF ANY TYPE
- ALL TYPES OF METAL OR METAL APPLIANCES
- HAZARDOUS WASTES - SOLVENTS, PAINTS, ADHESIVES, CAULKING AND THE **EMPTY CONTAINERS, PAILS, OR TUBES**
- USED OIL, OIL FILTERS, GREASE AND **THE EMPTY CONTAINERS, PAILS OR TUBES**
- MATERIALS CONTAINING ASBESTOS
- PESTICIDES AND PESTICIDE CONTAINERS
- LEAD-ACID BATTERIES, CORROSIVES (acids and alkalis) OR THEIR CONTAINERS
- ELECTRONIC WASTE
- HAZARDOUS MATERIALS
- DEVICES CONTAINING MERCURY - Fluorescent Lighting, Thermostats, Switches
- RADIOACTIVE WASTE
- INFECTIOUS WASTE
- MANURE, SLUDGE, SEWAGE, SEPTIC TANK PUMPINGS, ANIMAL CARCASSES
- WASTE GRAIN, SEED ELEVATOR SCREENINGS, TREATED GRAIN

48 in

48 in