

Legal Notice

CITY OF PORTLAND COUNCIL  
REGULAR MEETING  
MONDAY, OCT. 13, 2025, 6 P.M.

The Portland City Council met in regular session on Monday October 13 at 6:00 pm in the Memorial Hall Building. The meeting was called to order by Mayor JoAnna Nielson. Also, present were Aldermen Penny Hanson, Jeff Stevens, Craig Klabo, Justin Burley and Public Works Director Ben Basol.

Pledge of Allegiance.  
Public comments.

Resident in attendance to receive update on properties that were in violation at previous meeting. Resident in attendance to update progress at 826 Parke Ave. Eviction notice served with notice to remove personal property. No response or action taken on tree removal at 819 7th Street. Property at 817 7th Street still in need of junk removal.

Sheriff Hunt in attendance. Contract for Circle of Friends reviewed. Motion Klabo. Second Stevens to approve contract, all aye, motion carried. Parking on 200 discussed. Adherence to 48-hour parking ordinance to be enforced.

Resident in attendance to review floor plans for new home build in Hesklin Meadows. Motion Burley, second Klabo to approve building permit, Hanson abstain, Stevens, Burley and Klabo aye, motion carried.

Minutes for the September 8, 2025 were presented. Motion Hanson, second Burley to approve minutes with correction to “up to \$500.00 per meter”, all aye, motion carried.

Mail - Traffic on Broadway discussed. Motion Hanson, second Stevens to install a 4 way stop at intersection of 4th and Broadway, all aye, motion carried. Letter to be sent to K Enterprises regarding the damaged fence in need or replacement or repair.

Permits - Motion Hanson, second Stevens to approve gaming permit for Portland Fire Department, all aye, motion carried.

The following bills were presented: Salaries, \$7,139.27; Aflac, \$328.51; American Funds, \$440.30; American Funds, \$256.17; Portland Park, \$573.96; Job Service, \$13.58; ND State Commissioner, \$84.00; IRS, \$2,021.67; Ben Basol, \$858.54; Chris Karlstad, \$200.00; City of Fargo, \$14.00; City of Mayville, \$1,600.00; East Central,

\$12,676.87; Farmers Union Oil, \$306.82; Hillsboro Banner, \$139.79; HUB, \$4,622.00; MayPort Hardware Hank, \$71.98; Midco, \$116.56; Moore Engineering, \$7,109.50; NAPA, \$46.35; NDLC, \$275.00; Nilson Brand, \$3,308.50; ND One Call, \$28.50; Postmaster, \$183.00; Sonia Burley, \$50.00; Starion Bond, \$8,267.50; Traill County Treasurer, \$7,807.56; Waste Management, \$5,279.91; Xcel, \$1,112.61; East Central, \$1,309.80; Dakota Natural Gas, \$150.00; RVS, \$1,071.46; Xcel, \$1,148.10; Tyler Hoyt, \$375.00; JoAnna Nielson, \$232.54. Total \$69,219.35

Motion Klabo, second Burley to pay bills, on roll, motion carried.

Financial reports presented - Motion Burley, second Stevens to approve financials as presented, on roll, all aye, motion carried.

Department Head Reports:  
Police – Jeff Stevens: no report.  
Streets – Craig Klabo: Street signs to be ordered and installed on State Avenue. Water – Penny Hanson: Overdue bills discussed. Four (4) accounts scheduled to be turned off on Monday October 27, 2025 for non-payment. The owners of these accounts are: Terry Onerheim, Billy Balstad, Pal Auto Body and Danny Peterson. Letters to be sent to overdue accounts stating that the balance of these accounts must be paid in full to prevent water from being shut off. A \$200.00 turn on fee must be paid before water service will be restored. Failure to pay the fee and turn water on without the city approval will result in theft of services charges being filed by the City of Portland through the Traill County Sheriff’s office. All outstanding bills in October will be added to residents’ property with a \$500.00 administrative fee added. Sheriff’s office to be contacted regarding certain account(s) when they on the shut off list to help assist in collection of monies.

Buildings/Grounds/Equipment – Justin Burley: no report.  
Director of Public Works - Ben Basol: Tree removal on Broadway, ditch at lagoon mowed. City to arrange for aerial spraying of weeds in the spring at the abandoned city lagoon. Property on 6th Street discussed. Continued to be cleaned up and container to be removed before additional property to be purchased. RD Application has been submitted for water tower project.

Motion Klabo, second Hanson to approve up to \$3000.00 for street sweeping, on roll, all aye, Motion Hanson, second Burley to adjourn meeting, all aye, motion carried.  
No further business, meeting adjourned.

**Nadine Rygg, Auditor  
JoAnna Nielson, Mayor**

CITY OF PORTLAND COUNCIL  
REGULAR MEETING  
MONDAY, NOV. 10, 2025, 6 P.M.

The Portland City Council met in regular session on Monday November 10 at 6:00 pm in the Memorial Hall Building. The meeting was called to order by Mayor JoAnna Nielson. Also, present were Aldermen Penny Hanson, Craig Klabo, Justin Burley and Public Works Director Ben Basol. Absent was Alderman Jeff Stevens.

Pledge of Allegiance.  
Public comments.

Minutes for the October 13, 2025 were presented. Motion Klabo, second Hanson to approve minutes all aye, motion carried.

Permits - Motion Klabo, second Burley to approve alternate location permit for Floyd’s to Norseman, all aye, motion carried.

The following bills were presented: Salaries, \$7,139.23; Aflac, \$328.51; American Funds, \$440.30; American Funds, \$256.17; Portland Park, \$751.16; IRS, \$2,218.12; Ben Basol, \$858.54; BND, \$11,180.90; City of Fargo, \$14.00; City of Mayville, \$1,600.00; East Central, \$18,496.02; Medlin Software, \$89.00; Moore Engineering, \$3,609.50; Nilson Brand, \$2,080.50; Postmaster, \$261.00; Sonia Burley, \$50.00; Traill County Treasurer, \$7,807.56; Waste Management, \$357.54; Xcel, \$1,054.02; Brad Beck, \$225.00; Cenex, \$275.22; ND One Call, \$7.50; East Central, \$1,309.80; Ben Basol, \$718.83; Dakota Natural Gas, \$150.00; Hillsboro Banner, \$225.94; Midco, \$222.86; Waste Management, \$5,280.91; Xcel, \$1,335.33. TOTAL \$68,343.46.

Motion Burley, second Klabo to pay bills, on roll, motion carried.

Financial reports presented. Motion Hanson, second Burley to approve financials as presented, on roll, all aye, motion carried.

Department Head Reports:  
Police – Jeff Stevens: no report.  
Streets – Craig Klabo: Street signs to be ordered and installed on State Avenue.

Water – Penny Hanson: Overdue bills discussed. Eight (8) accounts scheduled to be turned off on Monday December 8, 2025 for non-payment. The owners of these accounts are: Terry Onerheim, Jason Newmes, Brent Dale, Amanda Malson, LTN Construction, and Kevin Boyer. Letters to be sent to overdue accounts stating that the balance of these accounts must be paid in full to prevent water from being shut off. A \$200.00 turn on fee must be paid before water service will be restored. Failure to pay the fee and turn water on without the city approval will result in theft of services charges being filed by the City of Portland through the Traill County Sheriff’s office. All outstanding bills in October will be added to residents’ property with a \$500.00 administrative fee added. Sheriff’s office to be contacted regarding certain account(s) when they on the shut off list to help assist in collection of monies. Reviewed on line water bill payment options; Nuvei and Nextbillpay which interface with our current billing program. Motion Klabo, second Burley to contract with Nextbillpay for online payments. Buildings/Grounds/Equipment – Justin Burley: no report. Director of Public Works - Ben Basol: Low head dam program for State of North Dakota discussed as the City of Portland will participate in the program to help with any safety concerns. Parking on 7th Street and Jahr Avenue to be discussed with Palm Auto Body to ensure any parking of vehicles on the streets does not affect snow removal.

Motion Klabo, second Burley to move CD from FCCU to First State Bank with higher rate, on roll, all aye.

Letter to be sent to property owner at 819 7th Street regarding tree removal on property.

Motion Hanson, second Burley to adjourn meeting, all aye, motion carried.

No further business, meeting adjourned.

**Nadine Rygg, Auditor  
JoAnna Nielson, Mayor**

Legal Notice

CITY OF BUXTON  
MEETING MINUTES  
DECEMBER 10, 2025 @ 7:00 PM  
BUXTON FIRE HALL

Present: Travis Soderberg, Jeff Siewert, Keaton Flanagan and Cole Short

Recording: Jackie Siewert, Auditor

Meeting called to order by Mayor Travis Soderberg

Meeting minutes from the November 12, 2025 meeting were read. Motion to approve the minutes was made by Jeff Siewert; seconded by Keaton Flanagan; motion passed unanimously.

The following bills were presented for payment: Direct, Waste Management, \$4586.80; Direct, Xcel Energy, \$1200.58; Direct, Visa Card, \$48.00; 13263, AE2S, \$3651.50; 13264, East Central Regional Water Dist, \$251.92; 13265, Farmers Union Oil Co, \$48.60; 13266, Immense Impact, LLC, \$737.00; 13267, Midco, \$49.76; 13268, Thomas Moe, \$150.00; 13269, US Post Office, \$78.00; 13270, Xcel Energy, \$28.53; 13271, Jaqueline Siewert, \$1616.12.

Keaton Flanagan motioned to approve the bills; Jeff Siewert seconded the motion; motion passed unanimously.

Jackie Siewert, city auditor, presented the council with the 2025 year to date budget review. Jackie advised the council that she will have a final year to date budget review to present at the January meeting once all the 2025 funds are received.

Mayor Soderberg noted that no one was present for public comments.

Mayor Soderberg advised the council that there are two hockey nets available to use at the park. Mayor Soderberg also stated that the fire department has been flooding the ice rink at the park. This weekend should be a good weekend for making ice.

Mayor Soderberg and the council discussed and reviewed the projects completed for 2025. The biggest monetary projects completed were the installation of the lagoon fence and the installation of the new pickleball court. Several trees were donated and planted at the park and on the Broadway boulevard. Additional projects included crack sealing of the city streets, the monument at the city park was repaired and the city infrastructure maps were updated. Travis asked the council to think of any future goals and plans in addition to the lagoon infrastructure for 2026 and 2027 to discuss at the January meeting and to possibly include in the budget planning for 2027.

Jackie Siewert, city auditor, advised the council that she has forwarded the ACH forms that she has received to Kathy at First State Bank to begin creating a template. Once the initial template is completed Jackie will be shown how to implement it and make any changes to it.

Mayor Soderberg advised the council that the city shed door has been ordered.

Mayor Soderberg advised the council that we have not received any cost estimates so there are no updates on the lagoon at this time.

Mayor Soderberg advised the council that the donated trees have been planted and they look very nice. Travis extended a thank you to all of the volunteers.

Mayor Soderberg advised the council that the city tree lighting event was a success. Mayor Soderberg stated that if anyone has any suggestions on how we can make the event better to please let him know. He also extended a thank you to the Buxton Town and Country Center.

Jackie Siewert, city auditor, advised the council that the US Department of Treasury had announced that it was offering early closeout for recipients that have obligated and expended the entire amount received in AARPA funds. Jackie stated that she completed the closeout confirmation and final project expenditure report and the US Department of Treasury confirmed that closeout was successful.

Jackie Siewert advised the council that notice was received from Municipal Impact that starting in 2026 there will be an additional ADA Compliance Annual Educational fee of \$75 for the webpage.

Mayor Soderberg advised the council that he received an email inquiring if there was a local residential snow removal/cleaning service. Travis was not aware of any besides Anderson Excavating.

Mayor Soderberg stated that our city employees were out snow blowing by 6am after the most recent snowfall.

Mayor Soderberg advised the council that Jackie has started the 12 Days of Mystery Christmas Pics.

Mayor Soderberg advised the council that next city council meeting will be January 14th at 7pm.

Mayor Soderberg wished everyone a merry Christmas and a happy New Year.

Jeff Siewert made a motion to adjourn; Keaton Flanagan seconded the motion; motion passed unanimously.

**Jackie Siewert, Auditor  
Travis Soderberg, Mayor**

Legal Notice

HATTON CITY COUNCIL  
REGULAR MEETING  
SEPTEMBER 2, 2025

The Hatton City Council met Tuesday September 2nd, 2025 at 6:00 PM at City Hall. Council members attending were: Mayor Stuart Letcher, Council Members, Bernie Johnson, Ben Naastad, Scott Phipps and Darrin Carlson and Mark Duncan. Absent, Matthew Kempel. Also attending was Cole Short, Steven Gylten. Letcher called the meeting to order at 6:00, and opened with the Pledge of Allegiance. The agenda was confirmed. It was moved by Naastad, seconded by Phipps to approve the minutes to the last meeting. Motion carried. It was moved by Naastad, seconded by Carlson to approve the maintenance report. There was no sheriff report. It was moved by Naastad, seconded by Johnson to approve the financial report. Motion carried. It was moved by Naastad, seconded by Carlson to approve the bills. Motion carried.

99569, CITY OF HATTON, \$2845.46; 99568, HATTON POOL, \$5690.93; 99567, HATTON POOL, \$3811.23; 99566, CITY OF HATTON, \$1905.61; 89904, EFTPS, \$3660.34; 89903, EFTPS, \$4122.79; 909567, EDGELINE BORDERS, LLC, \$783.00; 909568, ADVANCED BUSINESS METHODS, \$129.13; 909569, CL Tree Service, LLC, \$600.00; 909570, CORE & MAIN LP, \$596.65; 909571, ELAN FINANCIAL SERVICES, \$4961.49; 909572, JOHNSON PEST CONTROL, \$65.00; 909573, MIDCONTINENT COMMUNICATIONS, \$164.25; 909574, VERIZON, \$80.75; 909576, ND DEPT. OF ENVIRONMENTAL QUALITY, \$50.00; 909592, NDPERS, \$1146.42; 909593, TRAILL COUNTY SHERIFF, \$7807.56; 909594, My Aquatic Services, \$1525.00; 909595, AFLAC, \$172.80; 909596, EAST CENTRAL REGIONAL WATER DIST, \$10617.29; 909597, GRAND FORKS UTILITY BILLING, \$26.00; 909598, HATTON COOP OIL, \$701.09; 909599, HAWKINS, INC, \$1497.67; 909600, OHNSTAD TWICHELL, PC, \$590.00; 909601, WASTE MANAGEMENT,

\$12692.26; 909602, ONE CALL CONCEPTS, \$12.00; 909603, Maren Askim, \$1000.00; 909616, HILLSBORO BANNER, \$300.00; 909617, MENARDS, \$53.04; 909618, HAWKINS, INC, \$372.00; 909619, MIDCONTINENT COMMUNICATIONS, \$518.44; 909620, XCEL ENERGY, \$821.77; 909621, VERIZON, \$80.75; 909622, CITY OF HATTON, \$40.00; 909623, ND RURAL WATER SYSTEM, \$270.00; 909624, HATTON PARK DISTRICT, \$691.80; 909625, HATTON COMMUNITY CENTER, \$2845.46; 909626, HATTON EDC, \$2845.46; 909627, HATTON COMMUNITY CENTER, \$1905.61; 909628, HATTON EDC, \$1905.61.

Salaries/Wages, \$17,041.87

Pool was discussed; Johnson will provide city council with a full detailed compile of income and expenses since the beginning of the project and send out to each by email.

Dangerous Tree was discussed; Council gave the property owner a deadline notice of September 15th to remove the tree. Shortly thereafter, city received a dangerous tree complaint on the same tree. A tree company was in town, so city council agreed to go ahead and take the tree down before the stated deadline and charge the property owner \$1400.00 for the removal of the same.

Ordinance violation was also discussed. Owners of backyard chickens will have until January 1st, 2026 to remove the chickens from town or face possible fine up to \$1,000.00. Also discussed was to notify people who have disabled vehicles, not registered or running to remove these vehicles from the property. Over grown lawns, dogs and cats were discussed as well. Property owners may view Hatton’s website on ordinances to obtain more information, the city app also has some information available as well.

Sales tax increase was tabled. It was moved by Naastad, seconded by Phipps to approve building permit for Leon & Judith Stensland, windows & siding. Motion carried.

It was moved by Naastad, seconded by Phipps to approve gaming permit for HN Track & Field Team for a raffle. Motion carried.

There being no other business, the next City Council meeting was set for Tuesday October 7th, 2025, at 6:00 PM. Duncan moved to adjourn at 7:15 PM.

**Marci Johnson, Auditor  
Stuart Letcher, President**

HATTON CITY COUNCIL  
REGULAR MEETING  
NOVEMBER 4, 2025

The Hatton City Council met Tuesday November 4th, 2025 at 6:00 PM at City Hall. Council members attending were: Mayor Stuart Letcher, Council Members, Bernie Johnson, Ben Naastad, Mark Duncan, Scott Phipps, and Darrin Carlson. Absent, Matthew Kempel. Also attending was Cole Short, Harold Rotunda, Steven Gylten, Heather Severinsson. Letcher called the meeting to order at 6:00, and opened with the Pledge of Allegiance. The agenda was confirmed. It was moved by Johnson, seconded by Naastad to approve the minutes to the last meeting. Motion carried. It was moved by Phipps, seconded by Carlson to approve the maintenance report. There was no sheriff report. It was moved by Carlson, seconded by Duncan to approve the financial report. Motion carried. It was moved by Johnson, seconded by Phipps to approve the bills. Motion carried.

99560, CITY OF HATTON, \$2,992.44; 99559, HATTON POOL, \$5,984.90; 89900, EFTPS, \$1,818.01; 909684, ADVANCED BUSINESS METHODS, \$129.13; 909685, EAST CENTRAL REGIONAL WATER DIST, \$10,354.07; 909686, ELAN FINANCIAL SERVICES, \$2,140.90; 909687, HAWKINS, INC, \$536.90; 909688, Larimore P & H, \$369.98; 909689, MIDCONTINENT COMMUNICATIONS, \$164.25; 909691, JOHNSON PEST CONTROL, \$60.00; 909692, MELAND LUMBER, \$586.55; 909693, US DIARY, \$363.27; 909694, VALLEY UNITED COOP, \$120.06; 909696, MELAND LUMBER, \$615.78; 909697, MILLERS FRESH FOODS, \$14.97;

909701, ALL SEASONS GARDEN CENTER, \$8,438.50; 909702, Bank of North Dakota, \$126,882.28; 909703, GRAND FORKS UTILITY BILLING, \$76.00; 909704, HATTON COOP OIL, \$1,485.83; 909705, MENARDS, \$32.92; 909706, MIDCONTINENT COMMUNICATIONS, \$255.77; 909707, NAASTAD BROS., INC., \$8,910.00; 909708, POLLARDWATER, \$246.03; 909709, TEAM LAB CHEMICAL CORP, \$1,032.00; 909710, VERIZON, \$81.12; 909711, WASTE MANAGEMENT, \$12,077.85; 909712, XCEL ENERGY, \$3,121.83; 909713, HATTON COMMUNITY CENTER, \$2,992.44; 909714, HATTON EDC, \$2,992.44; 909715, HATTON PARK DISTRICT, \$710.85; 909718, BLUE CROSS BLUE SHIELD, \$1,291.20; 909719, GOOSE RIVER BANK, \$59,365.54; 909720, NAASTAD BROS., INC., \$845.00; 909721, BRENT STEVENS, \$190.00; 909722, PS DOORS, \$7,295.00. Salaries, \$6,829.04.

Heather Severinsson was present to request the council to give more consideration towards keeping chickens in town. No change was made, Motion was made given to May’s meeting.

Harold Rotunda was present to discuss the Hatton City Budget with the council and an overview of where the city is financially and future needs of the City going forward into 2026.

Sales tax increase discussion was tabled.

It was moved by Johnson, seconded by Duncan to approve 12x24 shed for John and Michelle Huus. Motion carried.

Water damages to the Michael Melfald property, was discussed. Naastad informed the council that the surge was a result of negligence on the part of the city, to turn in a claim to NDIRF, as a result of the same. A valve was closed by the city from a leak earlier in the month and was never turned back on. When current pipe damage was being fixed, construction workers were unaware of the closed pipe and as a result of the closed pipe, caused the surge and damage to property. Auditor will submit damages to the insurance company.

There being no other business, the next City Council meeting was set for Tuesday December 2nd, 2025, at 6:00 PM. Duncan moved to adjourn at 8:43 PM.

**Marci Johnson, Auditor  
Stuart Letcher, President**

CEMETERY CARETAKING BIDS

The City of Mayville will accept bids for caretaking of the Mayville cemetery for one-year, 2026 season, contract. Bids will be received until January 5th, 2026 at 4:00 p.m. and will be opened at the city council meeting that night. All bids must be sealed and clearly marked Cemetery Caretaking Bids 2026 Season.

For full details regarding the contract contact the Mayville city auditor's office at 701-788-2166. The city of Mayville reserves the right to reject any and all bids.

Gail Olstad, City Auditor  
Publish: December 19th, 26th 2025, and January 2nd 2026

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