

Regular City Council Meeting
Hebron Community Center
July 11, 2022, 7:00 pm

Members of Council present were; Mayor Grant Walth, Council Members; Chester Brandt, Harvey Tibor, and James Hong. Also present were Auditor Erin McCutchan, City Attorney Scott Solem, City Supervisor Chad Stern, Assistant Supervisor and Building Inspector Michael Jensen, Jason Gerving and Abby Ritz of AE2S.

Not present: Council Member, Ray Torres, Michael Coots, and Steven Dittus.

The regular meeting was opened at 7:00 pm.

Jane Brandt of the Hebron Herald arrived at 7:03 pm.

Minutes for the regular June meeting were reviewed. Tibor/Hong MCU

Minutes for the June Re-Organizational meeting were reviewed. Brandt/Tibor

Vouchers were reviewed for the month of June. Hong/Tibor MCU

There were three building permits for the month of July.

Delinquent water bills were discussed and door tags will be sent out. Council stated that the delinquency list was quite extensive and asked as to the procedure that is followed to collect. Auditor McCutchan stated that 90 day past due accounts receive the door tags notifying the property that non-payment within a given time period will result in the discontinuation of water service. She reported that 60 day past due accounts receive a letter as a reminder the account is past due. McCutchan stated that this has been the process handed down to her from previous Auditors. Attorney Solem stated he believed the Ordinance stated that upon 30 days past due water is shut off at the curb; however he stated that he would review the Ordinance for more information.

The police report was reviewed.

Attorney Solem stated that there will be a court hearing in August for nuisance properties.

A question was raised by a resident concerning tree trimming. The resident has a large tree on his property whose branch is hanging over the neighbor's house. The property owner was inquiring as to whose responsibility it was to trim the tree branch. Attorney Solem stated it is a civil matter that falls on North Dakota Century Code and case law.

Jason Gerving and Abby Ritz were present to discuss updates on upcoming projects. Jason stated that the last funds request to SRF was submitted in February for the water meters and that \$44,916 is the remaining balance that is available for the city to pull from. Abby Ritz discussed submitting a project summary for the Drinking Water SRF program so that they have it on file, but does not obligate the city to use it. Ritz discussed working with Auditor McCutchan on the 2023 City Budget. She stated that she would be available for assistance with the budget. The preliminary budget is due August 10th to the County. Gerving stated that the City should be receiving American Rescue Plan Act (ARPA) Funds if the city had not already. Auditor McCutchan stated that the City has not received the second half of the ARPA Funds to date. Ritz stated that there are several funds that need to be looked at for the 2023 budget and will do so in the coming month for the budget hearing.

Supervisor Stern stated that he is working on rental fees for the Bolke Memorial Complex and the Brick City Commerce Plaza building. Stern stated that he would like to meet with the public building portfolio to discuss the fees. Stern stated that the city's water loss is down due to the new meters and once the city goes through an entire season with the new meters, water rates should be reviewed again. Stern stated that he would also like to serve more communities with garbage service in the future.

Assistant Supervisor Jensen stated that he had spoken with BNSF concerning the pedestrian crossing and was given permission to make repairs to the crossing. CDBG funding was discussed as a possible means to fund the repair of the crossing.

Stern stated that he had hired Anthony Fisher for the part time position and started him at \$9 an hour. He stated that once he progresses into learning more on the job his wages would be adjusted accordingly. Stern stated that a company had removed the scrap iron from the landfill and is awaiting payment from the company. Stern stated that the garbage truck is again due for tire replacement. They will check with both Zuroff Repair and Farmers Union Oil for prices on tires. The Brick City Commerce Plaza sign was discussed.

New office computers were discussed. Councilman James Hong explained to council that the office computers are out dated and should be replaced. Hong stated that the city should look at all-in-one computers, meaning there is

no tower that runs the computer. He stated the cost is around \$500 per computer, or \$1000-\$1500 for everything. A motion was made to approve the replacement of the office computers. Brandt/Tibor MCU

Stern stated that the city has sent out certified letters for lawn mowing. Auditor McCutchan stated that the Ordinance should be reviewed as the cost of certified mail can be expensive for the amount of letters sent out. Attorney Solem stated that one notice could be mailed stating the property owner will only be notified once and subject to fees from the city if the city has to mow the property. Currently the minimum fee from the City is \$300 for mowing. The Ordinance will be reviewed at a later date.

The question of drilling a well in city limits was discussed. Auditor McCutchan stated that she could not locate anything within the Ordinances that states a well is not allowed other than a well cannot be tied into the city service lines in order to prevent contamination. Council stated that a well must be inspected by State Inspector for plumbing and electrical.

Auditor McCutchan stated she would like to set up a time to meet with the budget portfolio. A meeting was set for July 28 and 6:00pm to go through the city budget. McCutchan presented council with the review of employee raises. A motion was made to give a 5% cost of living increase to employees. Brandt/Tibor MCU. McCutchan will include these figures in the 2023 budget. Discussion was held concerning increasing the council salaries as they have not been increased in more than 20 years. The discussion was tabled for a later time.

A motion was made to approve the payment of a garnishment summons. Brandt/Tibor MCU

Meeting adjourned at 8:51 pm. Tibor/Hong MCU

These minutes are being published subject to review and revision of the governing board.

Grant Walth Mayor

Erin McCutchan City Auditor