

CITY OF GLENBURN
UTILITY HOOKUP APPLICATION

DATE: _____

NAME: _____

SPOUSE: _____ No. of occupants _____

STREET ADDRESS: _____

HOUSE OWNER: _____

PHONE # & NAME _____

PHONE#& NAME _____

WORK PHONE _____ NAME _____

WORK PHONE _____ NAME _____

PETS: #of dogs _____ # of cats _____

We request a copy of your current driver's license or ID.

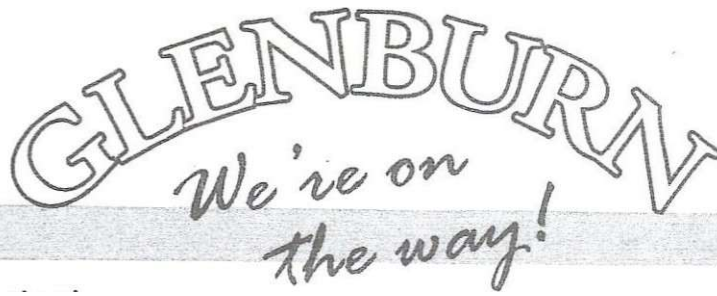
UTILITY HOOKUP DEPOSIT \$200.00 Paid
with check # _____ Cash _____ or
Credit _____

Please keep your receipt when you pay deposit.
You will get this back when you leave
Glenburn. If we update our computer system,
the deposit will not show up.

Utility bills will be mailed around the 25th of the month.
The money is due by the 22nd of following month.

Received "Welcome to City of Glenburn" letter _____

Signature : _____



Phone (701) 362-7544

Fax (701) 362-7509

Welcome to the City of Glenburn!

The City of Glenburn is in Renville County, Population approx. 400

The City has a 5 Member Council and a 3 Member Park Board:

Eric Mayor 701-626-1433
Nancy Rolland
Dave Hoff- 362-7939
Dustin Dewbre -405-404-6203
Taylor Dotson

Tim Zeltinger, Park Board Pres. 701-720-3008
Jaimie Hauge
Tanya Browne

The city has three employees:

Rose Miltenberger - City Auditor: Office 362-7544 or home 701-214-5466
Donna Zeltinger, Deputy Auditor, Cemetery Clerk & Park Board Secretary. Office 362-7544 or Home 701- 721-3007
Daryl Dotson - 701-240-7397

Council meetings are held every first Monday of each month (unless otherwise posted) at 6:30 PM at City Hall. All meetings are open to the public; however, if you have an issue to address you must fill out a form at City Hall one week prior to the meeting to have your issue placed on the meeting agenda.

Your water meter will be read monthly, and bills will be sent out by the 26th of each month. You will be billed for your water usage, sewer, and garbage pick-up on one bill.

All bills are due by the 10th of the following month with the 22nd of the month as the last date. After the 22nd a late fee of \$25.00 and a 1.5 % interest will be charged to the account. If two months are in arrears, shut off will take place. The customer is required to pay a non-refundable reconnect fee of \$200.00 plus any delinquent water bill to have the water turned back on. Water will not be turned back on after 5pm on weekdays or on weekends.

For your convenience there is a drop-off box under the east window by the City Hall front door for cash or check payments. Online bill payment may be made at www.govcard.org/glenburn-nd or we can take debit and credit cards in the office.

GARBAGE PICKUP IS EVERY THURSDAY MORNING. Have garbage to the curb by 6:30 AM to insure pick-up. Authorized containers which have been provided by Circle Sanitation will only be picked up by the garbage collectors. You must call and make arrangements for other garbage to be picked up.

City ordinance requires that all dogs within the city have a current rabies vaccine and City license, due each year on January 1st. The city license is \$6.00 for a spayed or neutered dog or \$12.00 for non-spayed or non-neutered dog. All dogs must be always leashed and on your own property. Any dog found running at large within the city limits is subject to be impounded and owners will be fined. The City Ordinance does not allow dangerous or vicious animals of any kind (to include reptiles), in the city limits. Only two dogs are allowed per household; four pets' total.

The Pet Vet, Dr. Sharon Tafelmeyer, is in Glenburn at the Senior Citizen's Club parking lot every fourth Thursday from 2:30 to 4:30 PM to offer convenient full veterinary services to the residents of Glenburn. Ph. 720-8387 Call for an appointment.

Building permits are required for all new construction as well as demolition of old structures. Permits for sheds, fences and deck construction are also required. Applications are available at City Hall. Permits are \$20.00.

The City has a contract with Renville County Sheriff's Department to have a county Deputy reside in town to serve our policing needs. If you have an emergency call 911, otherwise, call the Renville County Sheriff's Department at 756-6386.

In the winter, all vehicles that are not operated daily must be kept off streets for proper snow removal. All vehicles not licensed for 30 days must be removed from the city.

Enjoy your stay in Glenburn. If you have any questions or concerns, please call City Hall at 362-7544; our office hours are 8 AM to 2 PM Monday through Friday. Glenburn City Hall • 215 Main Street • P.O. Box 97 • Glenburn, ND 58740-0097 • E-mail city@srt.com

APPENDIX A

UTILITY HOOKUP AND CONNECTION FEE

Cost for each new single dwelling unit to hook sewer up to the city main: \$75.00

Cost for each new single dwelling unit to hook water up to the city main: \$75.00

Sewer permits and inspection fees for residential or commercial buildings or industrial buildings: \$75.00

Charges for turning water off or on from the city curb stops when requested by individuals: \$10.00

Utility connection fee for new residents is payable with first utility bill or earlier: \$200.00 as of May 6th, 2025. The utility fee will be refunded when the customer requests to close the account. If the account is not current, the fee will be used to pay on the account. The remaining deposit will be returned to the customer, if the new address is given for the account.

If a customer has a delinquent bill according to "Appendix B", and the city turns the water off, the customer is required to pay \$200.00 to have the water turned back on.

APPENDIX B

Policy on Utility Bills and Payments

20-21st of each month: Water Meters are read

21-26th of each month: Auditor sends out utility bills

22nd of the following month: Utility payments are due at City Hall

23rd-1st of the following month: Payment is late, but no late fee or finance charge will be administered. (This is a grace period if you need extra time to pay the bill.)

2nd of the following month: finance charge of 1.5% on unpaid balance will be added on to the account as well as a twenty-five dollar (\$25.) late fee. The City has the authority to turn the water off until the account is PAID IN FULL. There is a two hundred dollar (\$200.) reconnect fee if the water is turned off at the curb. This must be paid as well as the account balance to have the water turned back on.

The change in this policy is effective immediately upon this notice! Since April 2016

Example:

By April 21st the water readings are read. By the 26th of April the bills are sent out. On May 22nd the bills are due; from May 23rd – June 1st you have a grace period; after the 1st of June you will have a finance charge of 1.5% added to the balance as well as a \$25 late fee. The city will then send a shut off notice that water will be turned off. If you do not pay the bill by the date stated on the shut-off notice the water is turned off and there will be a \$200 non-refundable re-connect fee added to the account. Water will not be turned until all past due bills, finance charges, late fee and re-connect fee are paid.