

Junk, Rubbish, ECT Notification Policy and Procedure.
City of Hillsboro North Dakota

- A. This Policy is to use as a guideline for City of Hillsboro when dealing with Trash, Rubbish, Junk, Contrary to Public Health and Safety, or other items of the similar within the City of Hillsboro, dealing with Title X and XII of the Ordinances.
- B. Procedure
 - a. Recognition
 - i. When a lot or area has been recognized by a person the first step is to notify the City of Hillsboro Auditors office.
 - 1. The Auditors office will keep a log of all possible violations, the log will keep track of the following items
 - a. Date of Notification
 - b. Address
 - c. Description of Violation of Ordinance
 - d. Individual of Complainant and Phone Number
 - e. Any further complaints at the same address by other individuals will be noted but not start the process if there is a open ticket on the property
 - b. Ticket
 - i. City Employee or a member of the Beautification committee will go look at the property and take pictures.
 - ii. Pictures and copy of ticket will be sent to the Beautification Committee.
 - iii. If City Auditor staff feel comfortable that there is a violation a city ordinance a letter will be sent to property owner according to city statute.
 - iv. If City Auditor staff does not feel comfortable deciding it will be referred to the Beautification Committee.
 - c. Follow-up
 - i. If the Property owner does not fix the violation given in the letter or call and made arrangements with Auditors office or the Beautification Committee (noted on the ticket) a second letter will be sent to the property owner along with a orange sheet of paper with the same letter posted on the property.
 - ii. Second letter will say when the violation needs to be fixed by or the Beautification Committee will turn the ticket over to the City Commission.
 - iii. If the property violation is not cleared up by date noted on the letter and on the ticket then the City Commission shall take action.
 - d. Final Action
 - i. City Commission authorizes or does not authorize the Beautification Committee to hire Company or Individual to clear up the violation. According to the city ordinances.