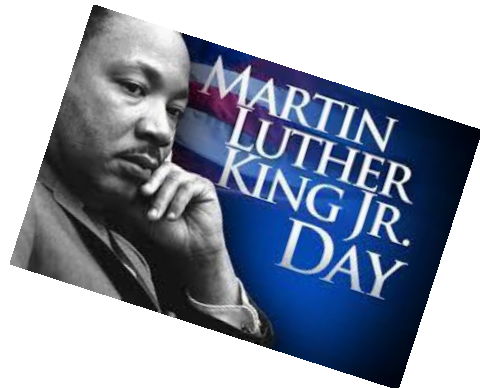


From the Mayor's Desk,

I hope everyone had a Merry Christmas. The new year brings with it a chance for continuing the good things in our lives and changing those things that are not positive. January is a time when everyone thinks of New Year's Resolutions and we try to do something positive in our lives with family and friends. The city is moving forward with population growth and an interest from businesses inquiring about coming to our community. When the new Census is official we should be over 10,000 people and probably the 12th largest city in the state. If we are not the fastest growing city we will surely be in the top 3 again. It is exciting to be a part of the growth and the many positive things happening in Box Elder. I certainly hope everyone has a fantastic 2018.

Have a Happy Holiday Season

Larry Larson
Mayor



City Council Members

Ward 1: Scott Allen, Vice President • Bruce Hegel

Ward 2: Jeff Hollinshead, President • Rick McPherson

Ward 3: Steve Cowley • Tricia Weathers

January: Important City Dates

City Council Meetings: Jan 2,

Planning & Zoning Meetings: Jan 8, 29

City Offices Closed:
Monday, Jan 1 – New Years Day



CodeRED Community Notification Page

We currently have added the CodeRED link to our website, www.boxelder.us. Please register and sign up for emergency notifications in your area.

Thousands of public safety organizations across the United States and Canada use the CodeRED community notification system to initiate emergency notifications. The CodeRED Mobile Alert app enables subscribers to receive notifications directly to their personal cell phone whether at home, on the road, or traveling around the country. Alerts are initiated by authorized public safety officials to deliver location-based notifications.

Free alerts available for :

- Emergency
- General
- Missing Person
- Outages



Help Keep The City Clean



In the past month or two we have had abnormally high winds, even for western South Dakota. Because of this, the City has received several complaints regarding blowing garbage and other items throughout the City.

It is often hard to decipher where the items originate from, and your neighbors or others are often required to pick up the items blown about, and dispose of these articles.



WHAT ARE MY RESPONSIBILITIES?

- ❖ All property owners and/or building occupants are responsible to secure garbage receptacles, and properly dispose of garbage and secure other items that may be carried about by the wind.
- ❖ If the origin of the debris is known, property owner's often will receive a "Notice of Violation" and give time to remedy the situation. If the property owner fails to comply with the "Notice of Violation" the cost of removal will be charged to the property owner, and an Administrative and/or Criminal citation may be issued.
- ❖ It is unlawful for any person to place, deposit and/or allow to be blown about any garbage, debris, etc. in or upon any private property, street, sidewalks or other public ways. **Violations of this is declared to be a municipal infraction, and may be punishable by an Administrative Citation, and/or a class II misdemeanor, which may bring fines up to \$500.00.**

SNOW SEASON IS HERE!

Snow Storm Reminders and Responsibilities

- ❖ If a large snowfall is in the forecast, please try to get vehicles off the street.
- ❖ The owner or person occupying a lot, or part of a lot, abutting a City sidewalk, shall remove the snow and ice from the public walkway for the full width of the sidewalk within 24 hours after the end of a snow event.
- ❖ If the owner or occupant fails to remove the snow and/or ice, the City's Code Enforcement Official will issue a "Notice of Violation" notifying the owner/occupant to address the issue(s).
- ❖ If the property owner fails to comply with the Notice of Violation, the issue will be outsourced to a vendor to address and a citation will be issued. The property owner will then be invoiced.
- ❖ Please don't push your sidewalk or driveway snow out into the street. Due to the high cost of hauling snow the City does not haul off snow unless a travelable path cannot be maintained with out hauling. **Violations of this is declared to be a municipal infraction, and shall be punishable by an Administrative Citation, and/or a class II misdemeanor, which may bring fine's up to \$500.00.**



The City Snow Plowing Priorities Are:

- ❖ Priority 1: Maintain arterial streets, Ellsworth Radar Hill , ect.
- ❖ Priority 2: School Bus routes
- ❖ Priority 3: Access to Residential Areas
- ❖ Priority 4: Residential Streets





**We have a City Election on April 10, 2018
For the following Vacancies:**

- Mayor: Larson
- Ward 1: Hegel
- Ward 2: Hollinshead
- Ward 3: Cowley

**Things you need to know if you are you interested in
running for the seats that are up for election.**

- These vacancy positions are for any citizens that must have resided in the City of Box Elder for 3months immediately prior to the election
- Must reside in the Ward you are seeking election to
- Must file a Nominating petition

Nominating Petition Information

- Nominating Petitions can be picked up at City Hall and/or County Office on January 26, 2018
- Nominating Petitions must be returned to City Hall no later the February 23, 2018 by 5PM

UTILITY BILLS

There have been many questions on when Utility Bills are due. Utility Bills are mailed around the 20th of the month – for the previous months usage. This bill is due by the first of the next month. A grace period is provided until 5:00 pm on the 15th to pay this bill. Once the grace period has expired, the account will be assessed a late penalty fee of \$10.00. If the bill plus the penalty fee is not paid by 5:00 pm on the 27th the account will be deemed delinquent, assessed a administrative fee of \$100.00, and terminated.



WALK THROUGH ON UTILITY BILLS:

- 1. What happens if I don't get my bill?** If you do not receive your bill, please call 923-1404 and we would be happy to help you.
- 2. What happens if I don't pay my bill by the due date (1st of the month)?** If the bill is not paid by the 1st of the month, a grace period is provided until 5:00 p.m. on the 15th of the month. At 5:01 pm on the 15th of the month a \$10.00 late penalty will be assessed to each unpaid account.
- 3. What happens if I didn't come in before 5:00 p.m. on the 27th of the month?** All accounts that have not paid their bill plus the late penalty fee by the 27th of the month will be deemed delinquent and assessed a \$100.00 administrative fee. The account will be terminated on the 28th of the month and the water will be turned off.
- 4. What do I need to pay to have my services reactivated?** All terminated account holders will need to come into City Hall to pay all past due amounts, current charges, plus fees to bring their account current (zero balance) before City Staff can schedule to have the account reactivated.



PAST DUE CARDS:

There have been numerous questions as to what the “Yellow cards” are. This card is sent out after the 15th to remind customers that there is a past due balance on their account and needs to be paid before 5:00 pm on the 27th of the month to avoid disconnection of services. If you received a postcard but paid your bill after the 15th, please disregard it.

BILL PAYMENT OPTIONS:

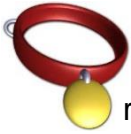


City Hall hours are Monday-Friday 8am – 5pm.

- 1.) You can pay your bill in person with cash, checks, money orders, or credit card. If you pay by credit card in the office, there is a \$2.50 processing fee.
- 2.) If you would like to automatically pay your bill every month, we offer auto draft from a checking account. The payments are processed on the 15th of the month. To set this up, please call or stop in and complete the required form. We will need to have a voided check or a deposit slip verifying the bank routing and account number.
- 2.) You can pay your bill online at our website www.boxelder.us and click the “online utility payments” link and it will connect you to a secure website where you can pay your bill. If you haven't set up a payment account yet, you will need to do so. You will need to register as a new user or login (top right). You will need the account number and last payment amount to register your new account. There is a processing fee of \$1.95 for this payment service.
- 3.) There is also a white drop box located in front of the police department for after-hour payment drop offs. All payments received in the drop box after 8:00 am will be processed the next business day.



Pet Licenses Required



This is a *reminder* that **all cats and dogs** within Box Elder City Limits are required by Ordinance #497 to be licensed with the City Finance Department. Proof of Rabies Vaccination is required with the license fee listed below to receive your pet license.



License Fees:

1st & 2nd Pet: \$5.00 each

3rd Pet: \$10.00

4th Pet: \$15.00

Each pet license is valid for two years. Violation of Ordinance #497 is a Class II Misdemeanor. For further information please contact City Hall at 923-1404.

Call Animal Control to report violations of Ordinance #497 at (605)-415-3646



Mayor Larry Larson mayor@boxelder.us

City Administrator/Finance Officer - Nicole Schneider nicole.schneider@boxelder.us

Public Works Director - Bob Kaufman bob.kaufman@boxelder.us

Planning & Zoning Director - Ron Koan ron.koan@boxelder.us

Assistant Finance Officer - Rebecca Davis rebecca.davis@boxelder.us

Finance Admin 1 - Racheal Jundt racheal.jundt@boxelder.us

Finance Admin 2 / Utility Billing - Randy Papendick randy.papendick@boxelder.us

Planning & Zoning Assistant - Michelle Clavadetscher michelle.clavadetscher@boxelder.us

Code Enforcement/Building Inspections - Dale Olheiser dale.olheiser@boxelder.us

Public Works Utility Collections- Brenda Brown brenda.brown@boxelder.us

City Hall: (605) 923-1404

Emergency Water Breaks After Hours
(605) 209-2077

- Utility Billing - 1
- Planning & Zoning - 2
- Building Inspection & Code Enforcement - 3
- Public Works - 4
- Human Resources - 5
- Human Resources - 5
- Mayor - 6
- Accounting - 7
- Elections - 8
- All Other Calls - 0

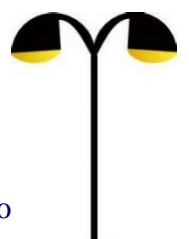
Non-Emergency Seeking Police Department
Dispatch Center: (605) 394-2151

Street Light Outage

Do you have a street light out in your area?

Please report the location or the pole number to City Hall at 923-1404 or directly to the proper electricity company.

We are happy to pass the information on to the proper electric company so they can get them fixed as soon as possible.



Box Elder / Douglas High School

Community Library

At the Douglas High School
Library

605-923-0044



Open September 5, 2017 to May 24, 2018

School Hours:

Monday through Wednesday

3:30 pm to 5:30 pm

Thursday 3:30 pm to 7:30 pm

Closed on Fridays and on any day that
school is NOT in session.

