



Box Elder City Newsletter

March 2017

From the Mayor's Desk,



The Box Elder/Douglas Community Library will be celebrating the birthday of Dr. Seuss on Thursday, March 2, from 6:30-7:15pm. The community library is located in the Douglas High School Library. Bring the kids and come enjoy a cookie while listening to a story. The Cat in the Hat will also be there and will pose for pictures.

Support our local American Legion by coming out for a great meal. They have a meal on the first Wednesday of the month from 6:00-7:30 pm. Come out March 1st and enjoy a Mexican meal. Adults cost \$8 for all you can eat. Children are cheaper depending on their age. The Box Elder American Legion does good things for the Veterans, the community, and Douglas School, so let's show our support.

Don't forget to change your clocks (spring ahead) on March 12 as Daylight Savings time begins.

We continue to work to get new businesses and housing in Box Elder. We have lots of things happening and we should be able to give you more details by next month.

Larry Larson
Mayor



March 12, 2017



City Council Members

Ward 1: Scott Allen, President • Bruce Hegel

Ward 2: Jeff Hollinshead • Doug Curry

Ward 3: Steve Cowley, Vice Pres. • Tricia Weathers

March: Important City Dates

City Council Meetings: Mar 7, 21

Planning & Zoning Meetings: Mar 13, 27



To Residents



To all residents with small children, please don't put diapers or baby wipes down the sewer. They plug up and damage sewage pumps and grinders. They also don't break down at the treatment plant and have to be manually removed. Your help on this issue is greatly appreciated.

Bob Kaufman,
Public Works Director



New City Web Site (www.boxelder.us)

Report an Issue:

The new City website has a feature for you to report an issue. There **two** areas where you may fill out an online form and submit to City staff.

Public Works Form:

You can report or seek information on such items as street light out, pot hole, water & sewer billing issues, etc., or just seek general information.

Planning & Zoning:

You can report nuisance issues or just seek general information.

Documents:

The website now contains often used City documents such as building permit applications, variance request applications, moving permit applications, etc.

All the forms can be printed off and filled out, or you can open them in a PDF format and type in the required information and then print the document for submission to the appropriate department.

Meeting Agendas & Minutes:

The new web site allows you to view City Council and Planning Commission agendas and meeting minutes.

Community Calendar:

You can visit the Community Calendar to see a schedule of City related events. You can also click on a date where events are posted to view additional information about the event.

Newsletters:

You can view current and past newsletters

Clean-Up Week

This year's annual Box Elder Clean – Up Week
will take place April 17 -22.

Community Access Dumpsters will
be placed at
Bandit Ball Park
In the South Parking Area

Acceptable Material Restrictions Apply

Free Disposal of trash and recyclables for small load non-commercial vehicles will also occur at the Landfill on S. Hwy 79 during this time.

The Landfill's hours of operation are 7:00 am – 4:45 pm.
All loads must be secured. Vehicles with blowing trash will be denied access.

No Freon bearing appliances and No Hazardous Wastes or Liquids accepted.

Per tire charges apply.

This year a group with the Douglas School District is working to create a Box Elder City-wide cleanup program. If you have a group that would like to participate please contact:

Deb Minnich-Wolf Deborah.Minnich-Wolff@k12.sd.us

Jennifer McLain Jennifer.McLain@k12.sd.us

WHEN ARE UTILITY BILLS DUE

There have been many questions on when Utility Bills are due. Utility Bills are mailed around the 20th of the month – for the usage of the previous month. This bill is due by the first of the next month. There is a fifteen (15) day extension, until the 15th to pay this bill. If not paid by the 15th a \$10.00 late fee is added. If not paid by 5:00 pm on the 27th your services are subject to disconnection for non-payment and a \$100.00



WALK THROUGH ON UTILITY BILLS:

1. **What happens if I don't get my bill?** If you do not receive your bill by the 20th of the month, 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 given by 5:00 p.m. the 15th of the month by 5:00 p.m. On the 15th of the month at 5:01 p.m. a \$10.00 late penalty will be applied to each unpaid account. A second grace period, begins the 16th of the month through the 27th of the month.
3. **What happens if I didn't come in before 5:00 p.m. on the 27th of the month?** If your bill is not paid by 5:00 pm on the 27th of the month, each unpaid account is subject to disconnection and a \$100.00 reconnection fee is applied to each unpaid account.
4. **What do I need to pay to have my services reconnected?** You need to pay the account balance **in full** (zero balance). After the account is **paid in full**, a time will be scheduled the next business day to reconnect services.



RED CARDS:

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



BILL PAYMENT OPTIONS:

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

- 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 want to automatically pay your bill every month, we do have auto draft from a checking account. The payments are processed on the billing due date. To set this up, please call us or stop in and we will get you a form to fill out and we need to have a voided check or a bank form verifying the bank routing number and account number.
- 2.) You can pay your bill on-line at our website www.boxelder.us and click on 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 input the account number and street address *exactly* as it appears on your bill. There is a processing fee of \$1.95.
- 3.) There is a white drop box in front of the police department for after-hours payment drop offs. All payments dropped in the drop box after 8:00 am are not processed until the next business day. We are no longer able to process credit card payments by phone with our software system. We actually have to swipe the card to process it.



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

PZ Director Ron Koan ron.koan@boxelder.us

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

Finance Admin 2 Randy Papendick randy.papendick@boxelder.us

PZ Assistant Michelle Clavadetscher michelle.clavadetscher@boxelder.us

Public Works Utility Billing Brenda Brown brenda.brown@boxelder.us

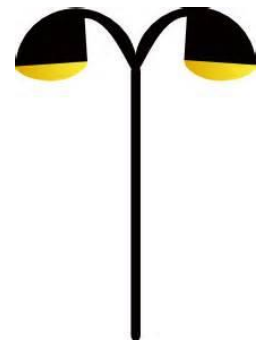
Street Light Out



Do you have a street light out in your area?

If you have a light out in your area please get the number off the pole and call 923-1404. When you call have the pole number or a location and the street it is on, so that we can get them fixed in a timely matter.

Thank you!



Box Elder / Douglas High School

Community Library

At the Douglas High School
Library

923-0044



Open September 6, 2016 to May 25, 2017

Hours: When school is in session

Monday through Wednesday
3:30pm to 5:30pm

Thursdays 3:30pm to 7:30pm

Closed on Fridays

