



# Box Elder City Newsletter

December 2016

From the Mayor's Desk,

Don't forget the Meals on Wheels Gingerbread Tree located in City Hall. Pick a Gingerbread and make a donation to help seniors in the Box Elder area. Thank you for aiding in our efforts to assist seniors that need a good meal.

Shop Local receipts must be turned in to City Hall by December 8 to be in the Shop Local Contest. We will draw for prizes at the end of the day and let the winners know on Friday, December 9. Thanks to everyone that shopped local on Small Business Saturday, November 26.

As we enter into the Holiday season let us be thankful for all we have. There are many that are less fortunate. If you feel in the giving mood please consider giving money or food donations to the local American Legion, Legion Auxiliary or Ellsworth/Box Elder Lions Club. All three are located at the north end of Briggs Street, north of the middle school football field. These organizations use what they get donated to help the local Box Elder Community. The three Clubs partner to provide Christmas boxes filled with food and toys for the family. The American Legion also has a "Gift from the Heart" tree where you can take a tag off the tree and buy a present for a child. Douglas School also has the same type of trees. I hope you consider helping those in need this Holiday Season.

If you like Marcos Pizza they will now have a location in Sliders Restaurant by Watiki. This sales tax comes to Box Elder so eating there helps the community.

Have a Happy Holiday Season

Larry Larson  
Mayor



## ***City Council Members***

**Ward 1:** Scott Allen, President • Bruce Hegel

**Ward 2:** Jeff Hollinshead • Doug Curry

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

## ***December: Important City Dates***

City Council Meetings: Dec 6, 20

Planning & Zoning Meetings: Dec 12, 27

City Offices will be Closed

Dec 26 – Christmas

Jan 2 – New Years

## Think Local - Buy Local - Be Local

We will again have our Shop Local, Small Business Saturday contest. This is sponsored by your local Box Elder Chamber of Commerce.

There are many well-documented benefits to our community and to each of us to choose local, independently owned businesses. We realize it is not always possible to buy what you need locally and so merely ask yourself to Think Local FIRST!

Where we shop, where we eat and have fun -- all of it makes our community home. Our one-of-a-kind businesses are an integral part of the distinctive character of our community. Local businesses often hire people with a better understanding of the products they are selling and take more time to get to know customers so you get better service.

It is impressive to think about the amount of time, commitment and labor these hard working individuals contribute to make their businesses both come to *life* and stay *alive*. Yet, many Americans frequent chain stores without considering their local merchant or other small business options. Whether it's getting your car fixed at a local shop vs. taking it to one of the large dealerships or picking up eggs and milk at a local store vs. your nearest Walmart, small businesses are too often overlooked for all the wrong reasons. Customers assume that pricing will automatically be higher at a small business vs. a corporate owned store, as well as they dismiss the perks that many small businesses offer such as customer care and community support. Generally speaking you should expect that a smaller business will deliver stronger customer service. Their personal commitment to their business certainly helps in these efforts. Small business owners are also more likely to "do good" for your community, as well.

There's even a day to celebrate them – Small Business Saturday - which takes place the Saturday following Thanksgiving, anchored between Black Friday and Cyber Monday.

So to encourage everyone to shop local the Chamber will have a drawing for prizes open to anyone that shops local on Saturday, November 26<sup>th</sup>. Just bring in your receipt to city hall with the name of the business and the date (November 26) on it and put it in the drawing. On December 8, the Chamber of Commerce will draw 5 people that shopped at a Box Elder Business November 26<sup>th</sup>. The Chamber will give out \$75-1<sup>st</sup> place, \$50-2<sup>nd</sup> place, \$25-3<sup>rd</sup> place in Box Elder Bucks and have some other very nice prizes to give away. We encourage you to shop at more than one business, which gives you a better chance of winning. However, you can only win one time.

Small Business Saturday, any Saturday or any other day in between, supporting small businesses deserves to be part of our everyday routine.

Dennis Wagner  
Chamber President

Larry Larson  
Mayor



## Winter Roads

Winter has returned which means winter driving conditions. When snow packed and icy road conditions exist the City suggest drivers consider using Liberty Boulevard instead of Ellsworth Road to access the north side of Box Elder. Liberty Boulevard's flatter grade and four lanes provide a safer route in adverse driving conditions.

Also, please remember Highway 14/16 and Liberty Boulevard from Highway 14/16 to Tower Road are Pennington County roads not Box Elder.

The City has taken delivery of a new snow plow, with sander, which will help keep the major travel routes open. The snow plowing priorities for the City are:

1. Major / Arterial travel routes,
2. Emergency routes,
3. Bus routes,
4. Access into residential areas.

During major storm events crews will make every effort to get access as quick as possible but they are not at the top of the priority list.

Bob Kaufman,  
Public Works Director



## Winterizing Your Water Meter

Winter is coming and it is time to start preparation for freezing temperatures. If you have a water meter in a location that is subjected to freezing temperatures, you are responsible for insulating and heat taping as necessary to protect the meter. As water customers on the Box Elder system you are responsible for protection of your meter. If it becomes damaged by freezing temperatures or for any other reason you will be billed for the necessary repairs.

## New City Web Site ([www.Boxelder.us](http://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 our current or our past newsletters

## WHEN ARE UTILITY BILLS DUE

There have been many questions on when Utility Bills are due. Utility Bills are mailed around the 20<sup>th</sup> 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 15<sup>th</sup> to pay this bill. If not paid by the 15<sup>th</sup> a \$10.00 late fee is added. If not paid by 5:00 pm on the 27<sup>th</sup> 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 20<sup>th</sup> 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 (1<sup>st</sup> of the month)?** If the bill is not paid by the 1<sup>st</sup> of the month, a grace period is given by 5:00 p.m. the 15<sup>th</sup> of the month by 5:00 p.m. On the 15<sup>th</sup> 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 16<sup>th</sup> of the month through the 27<sup>th</sup> of the month.
3. **What happens if I didn't come in before 5:00 p.m. on the 27<sup>th</sup> of the month?** If your bill is not paid by 5:00 pm on the 27<sup>th</sup> 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 15<sup>th</sup> of the month and needs to be paid before 5:00 pm on the 27<sup>th</sup> of the month to avoid disconnection of services. If you received a red card but paid your bill after the 15<sup>th</sup>, 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](http://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:

1<sup>st</sup> & 2<sup>nd</sup> Pet: \$5.00 each

3<sup>rd</sup> Pet: \$10.00

4<sup>th</sup> 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



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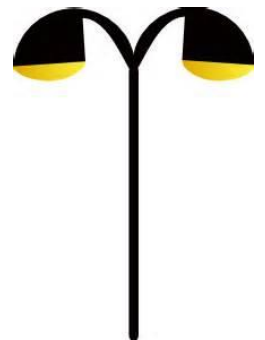
## Street Light Out



**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

