



From the Mayor's Desk,



Power In Purple Campaign - Black Hills Mayors Challenge

The American Cancer Society is committed to saving lives from cancer. But we can't do it without you. Your donations help us fight all types of cancer, for all types of people, in all types of communities around the globe. Each person who joins Relay For Life can take pride in knowing that they are working towards creating a world free from the pain and suffering of this disease. Your donations to Relay For Life help the American Cancer Society fund groundbreaking cancer research, critical patient care services, education and prevention initiatives, and so much more. Please consider joining a Relay For Life event and fundraising or making a donation today. The Power In Purple Campaign is all the mayors in the Black Hills getting together to help in this effort. We call it the Black Hills Mayors Challenge. Each mayor has agreed to set a personal fundraising goal of at least \$500. Each City is committed to raising awareness and fighting cancer by getting donations for the American Cancer Society. We can achieve far more in reaching this goal with each other than anyone can alone. Please help out by going to the Mayors page below and donate. www.relayforlife.org/blackhillsmayorschallenge



It's a Party at the Box Elder / Douglas Community Library

On Thursday, March 2, from 6:30PM to 7:15PM, the birthday of Dr. Seuss will be celebrated at the Box Elder / Douglas Community Library. Patrons of all ages may enjoy a cookie while a special guest will read from favorite Dr. Seuss books. The Cat in the Hat will pose for pictures, so don't forget to bring your camera.

The library is located at Douglas High School and is open to the public during the following hours on days when school is in session:

Monday – Wednesday 3:30PM – 5:30PM

Thursday 3:30PM – 7:30PM

*Closed on Fridays

For more information and to see other scheduled events, visit the website at



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

February: Important City Dates

City Council Meetings: Feb 7, 21

Planning & Zoning Meetings: Feb 13, 27

City Offices will be Closed

Feb 20 – Presidents Day



Snow Removal Reminder

A quick reminder on snow removal. When removing snow from your sidewalks and driveways please try to put it on your lawns and not into the streets. When you put it in the street it is more snow that has to melt off the street and adds to the snow that fills up the gutters. Less snow in the gutters means we are less likely to put snow on your sidewalks when cleaning the gutters. Your assistance will help make the snow removal process more efficient.

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

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

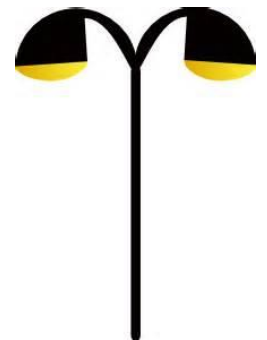
Street Light Out



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!



Our Community Cookbook has Arrived

Get It Now
Only \$10

Over 150 recipes
submitted by long
time residents.
Personal notes/history
from recipients.

Straight Out Of
"THE BOX"

Box Elder Community Cookbook



2016

Available from the
Mayor at City Hall
and
Gold Key Realty on
N. Ellsworth Rd

Sponsored by
Box Elder Chamber of Commerce

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

