



From the Mayor's Desk,

If you are interested in finding out some of the exciting things happening in Box Elder, please visit the Community Library (located in the Douglas High School Library) for "Coffee With the Mayor" on Thursday, November 16 at 6:00 pm. Please bring the kids or grandkids and check out a book while you are there!

I would like to welcome Costello Apartments to Box Elder, they are a new business located in the Northern Lights subdivision. They are already full and we are excited to have them! I encourage all new and old businesses to join the Box Elder Chamber of Commerce. For more information contact President, Dennis Wagner, at 605-343-2422 or membership, Jim Greenwood, at 605-716-2077.

Larry Larson  
Mayor



### CPR Certification Class

November 30<sup>th</sup> and December 7<sup>th</sup>, 6:00 – 7:30 pm

There is a \$10.00 fee for this class and pre-registration is required. You can pre-register by emailing [Debi.Caskey@k12.sd.us](mailto:Debi.Caskey@k12.sd.us) or [Linda.Gerow@k12.sd.us](mailto:Linda.Gerow@k12.sd.us). You must attend both sessions to be certified.

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

**Ward 2:** Jeff Hollinshead, President • Rick McPherson

**Ward 3:** Steve Cowley • Tricia Weathers

### November: Important City Dates

City Council Meetings: Nov 7, 21

Planning & Zoning Meetings: Nov 13, 27

City Offices Closed:

Friday, Nov 10 – Veterans Day  
Thursday & Friday, Nov 23 & 24 –  
Thanksgiving Day



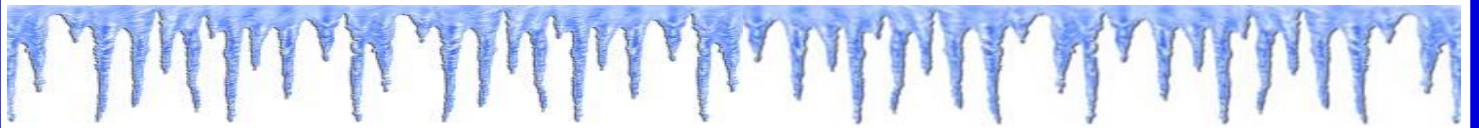
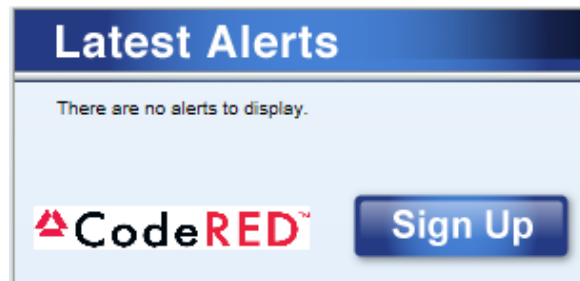
## CodeRED Community Notification Page

We currently have added the CodeRED link to our website, [www.boxelder.us](http://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



## Winterizing Your Water Meter

Winter is coming and it is time to start preparing for freezing temperatures. As water customers on the Box Elder water system you are responsible for the protection of your meter. 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. If the meter becomes damaged by freezing temperatures or damaged in any other fashion, you will be billed for the necessary repairs.



## SNOW REMOVAL REMINDER WHAT ARE MY RESPONSIBILITIES?

- ❖ 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 for cost of snow/ice removal.

### CAN I SHOVEL SNOW INTO THE CITY RIGHT OF WAYS?

- ❖ **NO**, it is unlawful for any person to place and/or deposit snow in or upon any street, sidewalks or other public right of way. ***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.***



## Winter Weather Tips

### Know Winter Weather Terms

- Watch – winter storm is possible in your area. Follow local officials and media for tips and updates.
- Advisory – conditions expected to cause major delays and may be hazardous. Use caution.
- Warning – winter storm is occurring or will occur soon in your area.

### Winter Storm Tips

- Prepare for possible power loss: add warm clothes to emergency kit, check flashlight and radio batteries, charge mobile devices, fill car tank, take cash out (ATM's may not work).
- Only use generators in open areas away from window and home to prevent carbon monoxide poisoning and fires.
- Bring pets/animals inside and move livestock to sheltered areas with non-frozen drinking water.

# Basic Emergency Supply Kit

## Recommended Items to Include:

- Water: one gallon of water per person, per day, for a minimum of three days, for drinking and sanitation purposes
- Food: at least a three-day supply of non-perishable food per person
- Battery-powered or hand crank radio & a NOAA Weather Radio with tone alert with extra batteries for both radios
- Flashlight & Extra Batteries
- First Aid Kit
- Whistle: to signal for help
- Dust Mask: to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist Towelettes, Garbage Bags and Plastic Ties for Personal Sanitation
- Wrench or Pliers to turn off utilities
- Can Opener for food (if kit contains canned food)
- Local Maps



## Additional Items to Consider:

- Prescription Medications and Glasses
- Infant Formula and Diapers
- Pet food and extra water for your pets
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from [www.ready.gov](http://www.ready.gov)
- Sleeping bag or warm blanket for each person
- Complete change of clothing
- Household chlorine bleach and medicine dropper – *When diluted nine parts water to one part bleach, bleach can be used as a disinfectant in an emergency. It may also be used to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe, or bleaches with added cleaners.*
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and utensils, paper towels
- Paper and Pencils
- Books, games, puzzles, or other children activities

## UTILITY BILLS

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 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 15<sup>th</sup> 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 27<sup>th</sup> 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 (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 provided until 5:00 p.m. on the 15<sup>th</sup> of the month. At 5:01 pm on the 15<sup>th</sup> 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 27<sup>th</sup> of the month?** All accounts that have not paid their bill plus the late penalty fee by the 27<sup>th</sup> of the month will be deemed delinquent and assessed a \$100.00 administrative fee. The account will be terminated on the 28<sup>th</sup> 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 15<sup>th</sup> to remind customers that there is a past due balance on their account 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 postcard but paid your bill after the 15<sup>th</sup>, please disregard it.

## BILL PAYMENT OPTIONS:

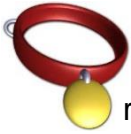


City Hall hours are Monday-Friday 8am – 5pm.

- 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 15<sup>th</sup> 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](http://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:

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



Mayor Larry Larson [mayor@boxelder.us](mailto:mayor@boxelder.us)

City Administrator/Finance Officer - Nicole Schneider [nicole.schneider@boxelder.us](mailto:nicole.schneider@boxelder.us)

Public Works Director - Bob Kaufman [bob.kaufman@boxelder.us](mailto:bob.kaufman@boxelder.us)

Planning & Zoning Director - Ron Koan [ron.koan@boxelder.us](mailto:ron.koan@boxelder.us)

Assistant Finance Officer - Rebecca Davis [rebecca.davis@boxelder.us](mailto:rebecca.davis@boxelder.us)

Finance Admin 1 - Racheal Jundt [racheal.jundt@boxelder.us](mailto:racheal.jundt@boxelder.us)

Finance Admin 2 / Utility Billing - Randy Papendick [randy.papendick@boxelder.us](mailto:randy.papendick@boxelder.us)

Planning & Zoning Assistant - Michelle Clavadetscher [michelle.clavadetscher@boxelder.us](mailto:michelle.clavadetscher@boxelder.us)

Code Enforcement/Building Inspections - Dale Olheiser [dale.olheiser@boxelder.us](mailto:dale.olheiser@boxelder.us)

Public Works Utility Collections- Brenda Brown [brenda.brown@boxelder.us](mailto: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

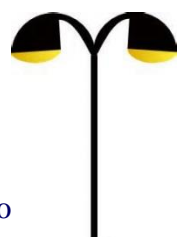
Non-Emergency Seeking Police Department  
Dispatch Center: (605) 394-2151

## 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.



# 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