

Welcome to St. Marys. **In case of emergency call 911.** Non-emergency situations; call Pottawatomie County Sheriff @ 321-1911 (not a long distance call) to dispatch an officer. City Staff cannot dispatch officers.

The transfer station hours are Monday thru Friday 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm., Saturday 10:00 am to 4:00 pm. A valid permit must be presented when using the transfer station. For your convenience, a 2013 holiday refuse collection schedule is on page two of this letter. **Please refer to this information when your regularly scheduled collection day falls on a holiday.**

Please take a moment to review the following general city administrative policies and information:

- 1) Payments made on **delinquent or disconnected utility accounts**, after being notified directly or by door-hanger, **must be paid in cash or certified funds.**
- 2) A **utility security deposit** will be required when establishing or re-establishing service:
  - a) If a utility account is disconnected for non-payment;
  - b) If payment on a utility account is returned for insufficient funds;
  - c) If previous credit history has known delinquencies or penalties; and
  - d) If previous service has been inactive for more than one year.
- 3) More than one **insufficient funds check/Automated Clearing House Network** debit presented to the City for a utility account will result in the account holder being placed on a cash basis, for a minimum of one year. After one year of no delinquent utility payments, the city will again accept personal checks from the account holder. A \$25.00 return funds fee will be assessed per incident.

More than one **insufficient fund check** presented to any of the City's operations, except utility (golf course, recreation, pool, etc.) will result in the account holder being placed on a cash basis, for a minimum of one year. A \$25.00 return funds fee will be assessed per incident.

- 4) A late payment charge of five percent (5%) of the amount due shall be added to an active delinquent utility account if not paid by the due date.
- 3) All commercial and residential buildings in the city are required to have **address numbers of not less than 3" in height** placed within 100 feet of the curb in a location that can be seen from the street and is directly associated with particular buildings, apartments or suites. This is necessary for utility personnel and quick response for emergency situations.
- 4) Authorized city employees must have **unrestricted access to utility meters** during reasonable hours for the purpose of reading, servicing or inspecting the

utility meters or the utility service lines. **It is unlawful to allow any obstruction or debris to include fences, gates, overgrown brush, etc., to block utility meters. It is also unlawful to allow animals to threaten the safety of authorized employees while they are carrying out their City duties. A \$25.00 fee will be assessed each time an additional trip is necessary to obtain access to a utility meter.**

- 5) **Utility locates** requested for any reason must be requested through DIG SAFE @ 1-800-344-7233. A 48 hour business day advance notice is required.
- 6) The City of St. Marys offers **electronic payment for your utility bills as well as e-billing of your monthly statement.** Payments are processed on or around the 10<sup>th</sup> of the month following billing. An automatic utility debit form is included to enroll in electronic payments. Please complete and return this form to the City, along with a voided check or savings form if you are interested. **If you are currently enrolled in auto pay, it is not necessary to re-enroll.** To **enroll in e-billing** of your utility account, please send your request to utilityclerk@oct.net.
- 7) **Building permits** are required for Commercial and Residential construction for both new and remodeling projects. Fence permits are also required. Application forms are available on this web-site.
- 8) Owners or occupants of all lots within the corporate limits of the city are **required to remove or cause to be removed all snow and ice from the sidewalks** in front of the respective properties owned or occupied by them within 12 hours after the falling of snow or ice on the sidewalks has ceased.
- 9) **Dog tags** are due by March 1<sup>st</sup>. An up to date certificate issued by a licensed veterinarian showing the dog has been vaccinated with a recognized rabies vaccine must be presented each year to City Hall in order to purchase a tag.

As always, if you have any questions or concerns, please feel free to call the City Office at 437-2311. Office hours are Monday thru Friday 8:00 AM to 5:00 PM.

Maurice Cordell  
City Manager