



CITY OF ST. MARYS

P.O. Box 130
St. Marys, Kansas 66536
785-437-2311
Fax: 785-437-2354

Happy New Year!

Citizens should call 911 in case of an emergency. For non-emergency situations or for after-hours utility issues, call Pottawatomie County Sheriff @ 321-1911 (not a long-distance call) to dispatch an officer. City Staff cannot dispatch officers.

City Hall is located at 200 S. 7th St. and is open Monday thru Friday, 8:00 am to 5:00 pm. and closed for lunch 12:00 pm to 1:00 pm. For your convenience, a night drop box is located on the east side of the building and payments are collected each morning at 8:00am. The city provides electric, water and sewer. Kansas Gas Service provides natural gas and can be reached @ 1-800-794-4780.

Please visit the following web-sites to view information and sign up for alerts:

www.smks.info

www.smks.info/nixle

www.smks.info/blog

Grass and limbs are collected by the city on the 1st Tuesday of each month. Commercial refuse customers may contract with any trash company for service. Residential refuse is collected weekly by Tri-County and is billed through the city. Please call Tri-County @ 785-456-8777 for refuse related questions. Pickups are scheduled as follows:

Tuesday East side of 6th Street.

Friday West side of 6th Street and Lakeview Subdivision

The anticipated Tri-County changes in collections for the 2022 holiday schedule are as follows:

Thanksgiving: Friday, November 25, collected Saturday, November 26th

Fourth of July: Tuesday, July 5, collected Wednesday, July 6 and
Friday, July 8, collected Saturday, July 9

The hours for the trash compactor at the transfer station are Wednesday 1:00 pm to 5:00 pm and Saturday 9:00 am to 3:00 pm. A punch card is required and is available for purchase at City Hall.

Utility Bills are issued on the 1st of each month and are due and payable on or before the 20th day of the same month. Any account that becomes delinquent (not paid by the 20th) will be assessed a 5% penalty and a second notice will be mailed. Accounts not paid by the date stated on the second notice will be given personal service (doorhanger) the day before the service is to be terminated. A \$25.00 fee will be assessed for personal service. If service is disconnected for non-payment, the customer will pay the delinquent amount, penalty, and a disconnect charge of \$50.00 per meter before service will be reinstated. Payments made on **delinquent or disconnected utility accounts**, after being notified directly or by door-hanger **must be paid in cash, certified funds or credit card. Personal checks will not be accepted.**

The City of St. Marys accepts **credit and debit card payments made in person at the front counter as well as online at smks.info**. The total amount of your transactions will reflect an additional fee assessed by the electronic payment processing center.

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.

The City of St. Marys offers **electronic payment for your utility bills as well as e-billing of your monthly statement**. **Electronic payments** are processed on or around the 10th of the month following billing. Please complete and return the enclosed form along with a voided check or savings form if you are interested in electronic payments. To **enroll in e-billing** of your utility account, please send your request to smcutilityclerk@gmail.com. **If you are moving from one location to another within the city and are enrolled in either electronic payment or e-bill, you must complete a new request for these services to continue at the new location. These services will not automatically transfer to a new account.**

Sewer charges are averaged monthly based on the 2nd, 3rd and 4th months of lowest water usage out of the previous 10 months for an individual, established user. An individual, established user is one who has had metered water service with the City of St. Marys in their name for the previous 10 consecutive months. Users who have not established metered water service, will be billed based on the previous month's average usage for a residential customer until an individual usage can be established.

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.

Authorized city employees must have **unrestricted access to utility meters** during reasonable times. **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.**

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.

Building permits are required for new construction and remodeling projects. Please contact City Hall for more information.

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.

PLEASE CONTACT CITY HALL @ 437-2311 IF YOU HAVE ANY QUESTIONS

Dear Resident:

The City of St. Marys requires dog owners to purchase a dog license for their dog(s) every year, for all dogs six (6) months of age or older. The purpose of this letter is to notify you that dog licenses are due by March 1st of each year, and how to obtain the necessary license.

Dog licenses may be purchased at City Hall at a cost of (\$4) four dollars for each male dog or each spayed female dog or (\$6) six dollars for each unspayed female dog before March 1st of each year. **After March 31st, a five dollar (\$5.00) penalty is assessed for each dog.** In order to purchase the dog license you must provide proof of your dog(s) vaccination.

If you have any questions, please call me at 437-2311.

Sincerely,

Maurice Cordell
City Manager

Benefits to Licensing Your Dog

1. The primary benefit of licensing your dog is identification. Should your dog ever wander off, the license identifies your dog and allows you to be quickly reunited with them.
2. Ensures that all dogs are currently vaccinated against rabies, thereby protecting everyone.
3. It's cost effective; retrieving a dog from being impounded will cost \$25.00 plus \$8.50 per day/per dog.
4. If a currently vaccinated dog is exposed to a rabies positive animal, the dog may be quarantined. Conversely, if a dog's vaccination has expired or is not valid, the dog is generally destroyed.

Selected Subsections from Chapter 2

- Please read other side -

2-212. **IMPOUNDING; DESTRUCTION.** From and after the last day of March of each year, the chief of police or the police chief's designee shall take up and impound any dog running at large, tagged or untagged, as provided by this article and shall make a diligent inquiry for the owner thereof. Such dog shall be destroyed, sold or otherwise disposed of if not claimed or redeemed within 240 hours of the time of impounding. If the dog is wearing a tag, an effort shall be made to contact the owner.

No dog may be released for adoption unless such dog has been first surgically spayed or neutered. The adopting party must sign an agreement to have the dog spayed or neutered and make a deposit of \$100.00 with the city to ensure that the dog will be sterilized. The spayed or neutering shall be completed within 30 days of the adoption. The City will refund the deposit pursuant to such an agreement to the adopting party upon presentation of a written statement signed by a licensed veterinarian that the adopted dog has been spayed or neutered. (ORD 688, Sec. 6; K.S.A. 21-4310, ORD1059/090396)

2-206. **VACCINATION REQUIRED.** Any person making application for a dog tag shall be required to present to the city clerk at the time of making such application a certificate issued by a licensed veterinarian showing that the dog has been vaccinated or inoculated with a recognized rabies vaccine and showing that the inoculation so administered to such dog shall be effective for the entire period of time for which such tag is issued. (Code 1983)

2-213. **REDEEMING DOGS.** A person wishing to redeem an impounded dog shall pay to the city clerk the tax provided for such dog by this article, including late penalties plus an impounding fee of \$25.00 plus \$8.50 per day per dog. A person wishing to redeem an impounded dog must reimburse the City for any advertisement fees incurred on behalf of such dog. When the owner of an impounded dog presents to pound keeper the tag and receipt from the City showing such charges have been paid, his or her dog shall then be released to him or her. (ORD 948/022090;ORD1133/100102)

2-217. **NOISY DOGS.** It shall be unlawful for any person to keep, own or harbor, within the city, any dog which is in the habit of barking or howling by day or night, disturbing the peace and quiet of any person, family or neighborhood within the city. (ORD 688, Sec. 9)

2-301. **ANIMALS-KEEPING PROHIBITED.** It shall be unlawful to keep, harbor, own or in any way possess within the corporate limits of the City of St. Marys, KS:

(a) Any warm-blooded, carnivorous or omnivorous, wild or exotic animal (including but not limited to non-human primates, raccoons, skunks, foxes and wild and exotic cats; but excluding fowl, ferrets and small rodents of varieties used for laboratory purposes.)

(b) Any animal having poisonous bites.

(c) Any pit bull dog; provided, that pit bull dogs registered with the City of the date of publication of this ordinance may be kept within the City subject to the standards and requirements set forth in Section 2 of this ordinance. "Pit bull dog" is defined to mean:

- (1) The Staffordshire bull terrier breed of dog;
- (2) The American pit bull terrier breed of dog;
- (3) The American Staffordshire terrier breed of dog;
- (4) Any dog which has the appearance and characteristics of being predominantly of the breeds of Staffordshire bull terrier, American pit bull terrier, American Staffordshire terrier; or a combination of any of these breeds. (ORD929/112889)

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**CITY OF ST MARYS
AUTOMATIC UTILITY DEBIT
AUTHORIZATION AGREEMENT**

I hereby authorize the City of St. Marys, KS., to initiate credit/debit entries and/or adjustments to my account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to credit and/or debit the same to such account. I understand that the credit/debit will be processed on or about the 10th of each month.

Financial Institution Name

Branch

Financial Institution Address

City/State/Zip

Bank Routing Number

Bank Account Number Checking Savings

City Utility Account Number(s) _____

This authority is to remain in full force and effect until the City of St. Marys, KS., Has received written notification from me of its termination in such time and manner as to afford the City of St. Marys, KS., and the Financial Institution listed above a reasonable opportunity to act on it.

Printed Name

Signature

Date

PLEASE ATTACH A VOIDED CHECK TO THIS FORM