**CITY OF ALMENA**

**421 MAIN STREET, P.O. BOX 277**

**ALMENA, KS 67622**

**(785) 669-2425**

*Office hours are Monday – Friday 8 a.m. to 1 p.m.*

Water Services: $36.00 min. monthly charge for up to 3000 gallons

 $4.00/additional per 1000 gallons

 Meters are read the last week of the month.

Trash Services: $21.50/month

 **Trash must be at the curb by 8am on Tuesdays.**

If individuals choose to, they can bring their recycles to the Norton County Solid Waste/Landfill. Please call 785-871-5790 for criteria on what can be recycled.

Sewer Services: $19.50/month (inside city limits); $21.50 (outside city limits)

Payments for above services are due on the 15th of the month following the month that services were provided. If payment is not made by the 15th, a late fee of 10% will be assessed. If payment is not received by the 25th of the month water will be disconnected. **Reconnection fees** are as follows: $40.00 first time in a 12-month period, $80 the second time and $125 the third and subsequent times within the prior 12-months. If you need to make payment outside of normal business hours (listed above) place your payment in the Book Drop at the Almena Library, mail it or pay on-line at CityOfAlmena.com.

In order to provide services to you, please provide the following:

* **Application for Utility Services** (attached)
* **A copy of your Photo ID**
* **A copy of your Social Security Card**

**We require a $130.00 initial payment** comprised of $90.00 deposit and $40.00 hook up fee. The $90.00 deposit is refundable with interest after 6 months assuming that you have not been late more than one time, otherwise the deposit is kept for 12 months. The deposit may also be applied to your account due to a past due amount. Failure to pay will result in the debt as well as a 25% collection fee being turned over to the Kansas Department of Revenue Set-Off.

If you have a dog, you are required to register your dog with the City of Almena. To do this, you must present proof of their current Rabies Vaccination from your Veterinarian. Cat owners are encouraged to keep their cat(s) indoors so they do not get into trash.

Our Community Center is ***available for rental***! Inquire at the City Office for availability.

65-gallon ***Poly carts*** are available for purchase. These containers have attached lids to keep critters out and the trash in.

***Subscribe*** for City alerts at cityofalmena.com, go to “subscribe” and enter your phone number to receive text alerts regarding water interruption or other community alerts.

Other Utility Providers: Electric – Prairieland 1-800-577-3323; Gas – Midwest Energy 1-800-222-3121

Thank you and Welcome to Almena!

Tracy Stutsman, Mayor; Catherine Rivera, City Clerk; Annette Puent, Deputy City Clerk;

 Chandler Schnuerle, City Operator; Liz Howard, Treasurer;

City Council Members: Bob Hawks, Amy Chandler, Kevin Sides, Brian Sproul, Ethan Hays.

*Revised June 2022*

**City of Almena Application for Utility Services**

Service Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Service ID: \_\_\_\_\_\_\_

Date Moved In/ Service to Begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Customer Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Customer Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address if different from Service Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental agreement date: \_\_\_\_\_\_\_\_\_\_\_

Number of Dogs: \_\_\_\_. It is required that all dogs are licensed and vet records be submitted as needed to prove they have been vaccinated for Rabies and whether the dog is spayed, neutered or intact.

I authorize the city to e-mail my monthly utility bill to the following e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I do hereby agree to be responsible and pay for the utility services at the above listed service address beginning from the “service date” stated above, until I give notification to the City of Almena, that I wish to discontinue these services. I am responsible for any “final bill” at the address I am moving from, and I am aware that my utilities at my new service address (if in Almena) will not begin until my bill is paid in full and I have paid the deposit for the new address. I also understand that if I fail to pay for utilities that my debt may be turned over to the Kansas Debt Recovery System for collections and a collection fee of 25% will be added. See attached Welcome Letter/Fee Schedule.

I attest and agree to the above information and to inform the City of changes in residency including a forwarding address as well as contact information immediately.

Date: \_\_\_\_\_\_\_\_\_\_\_ Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_ Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE USE ONLY

Beginning meter reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date read:\_\_\_\_\_\_\_\_\_\_\_\_\_