

City Clerk's Office
509 5th Street
PO Box 37
Osawatomie, Kansas 66064
(913) 755 - 2146
cityclerk@osawatomieks.org



City Hall
439 Main Street
PO Box 37
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info@osawatomieks.org

CITY OF OSAWATOMIE UTILITY DEPARTMENT INFORMATION

Electricity, water, and sewer services are provided and billed by the City subject to the terms and conditions set forth below.

Deposits

Every applicant for water, sewer and/or electrical services shall deposit with the City at the time of application the following amount that applies:

Residential	\$200.00	
Senior Citizen Apts.	\$75.00	(Osa. Courts, Brown St. Apts, Woodland Hills)
Business	\$300.00	(Minimum Deposit)
Restaurant	\$1,000.00	
Tavern	\$300.00	
Landlord	\$200.00	

The deposit shall be conditioned to hold the City free from loss occasioned by the customer's failure to pay any bills legally rendered against them for utility services provided to the premises. The City shall pay the customer making the deposit simple interest at the rate set forth by the Kansas Corporation Commission per annum, such interest to be credited on the first day of January succeeding such deposit and on the first day of January thereafter at the office of the City Clerk. At the option of the City, any deposit at the end of 24 months from the date of the deposit, may be refunded to the depositor. Unsatisfactory credit experience may require continued deposit maintenance.

Upon application for services, the customer will provide a driver's license, state identification card or other suitable identification and their social security number, as well as a copy of the applicants lease or rental agreement. All legally responsible adult's names will appear on the deposit form.

Rates

Rates will be billed in accordance with those established by the most recent applicable Ordinances. They are available for review at City Hall.

Billing, Cut-Off Deadlines

For billing purposes, City bills are mailed on the last working day of the month and charges cover services for the preceding month. Bills are due and payable upon receipt and will be considered delinquent if payment is not received on or before the end of business day on the 15th. The cut-off time for payments are: in the drop box by 3:30pm, kiosk, online and phone by 4:00pm daily. If the 15th day falls on a weekend or holiday, then payment is due the next business day.

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Ways to Make Payments - **Please Note: ALL Card Transactions Incur a 2.75% Processing Fee**

- OFFICE (509 5th Street) – Credit card, cash, check, money order, and cashier's check
- 24/7 SELF-SERVICE KIOSK (Office Exterior) – Credit card, cash (no coin), check, money order, and cashier's check
- DROP BOX (Alley) – Check, money order, and cashier's check
- ONLINE – <https://www.municipalonlinepayments.com/osawatomieks> or scan the QR Code
- PHONE (Automated System) – 1-833-264-1121
- ACH BANK DRAFT (Prior Set-Up Required) – Drafted on the 14th of the month



Collection

When payment is not received prior to the close of business on the 15th day, a 7% late penalty will be assessed the following day against the last month's bill and a delinquent notice will be mailed to the last known address of the customer as shown on City records. The delinquent notice will specify a termination of service date 10 working days from date of notice if prior payment is not received.

The customer may appeal the termination and/or assessment by filing a written request for a hearing with the City clerk no later than 3 working days prior to the scheduled termination date. (See Hearing Procedure below)

A delinquent fee is charged when the bill is not paid by end of business day before the shut off date.

(\$25.00 plus tax of \$2.44 for a total of \$27.44)

Collection on Unpaid Debt

The customer will be charged any cost incurred when recovering the unpaid debt through the use of external debt collection agencies.

Hearing Procedure

The customer and the City may present such evidence as is pertinent to the issue, may be represented by counsel, may examine and cross-examine witnesses, but formal rules of evidence shall not be followed.

If the officer before whom the hearing is held shall find service should not be terminated, he or she shall so order and advise the applicable utility department. If the officer finds that service should be terminated, he or she shall so order and service shall be terminated three days from the date of the order, and the customer shall be notified in person, or by posting notices on the premises, or by mail. Extension of the termination date may be granted by the hearing officer for good cause shown.

The hearing may be conducted by such person as may be designated by the City Manager.

Miscellaneous

In the event of water leaks or faulty metering equipment the City Manager is authorized to make appropriate adjustment to customer bills.

Water service up-grade charges to the meter will be based upon the actual cost of material and the difference between the old and new meter if required.

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Authority

The rules and regulations for the conduct of the city utilities operation are empowered under the Code of the City of Osawatomie and following Osawatomie Ordinances:

Billing/Collection	Ordinance No. 3303	May 20, 1982
Electric, Water Refuse & Sewer Rates	Resolution No. 868	April 22, 2021
Collection Agency Services	Ordinance No. 3797	July 8, 2021

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USEFUL NUMBERS AND WEBSITES

Police (NON EMERGENCY)	913-755-2101	EMERGENCY – DIAL 911
Kansas Gas Service	1-800-794-4780	www.kansasgasservice.com
Waste Management (Trash)	1-800-631-3301	www.wm.com
Kwikcom (Internet, Phone, & TV)	1-800-379-7292	www.kwikom.com
Suddenlink (Cable & Internet)	1-888-592-3861	www.suddenlink.com
CenturyLink (Phone Service)	1-800-788-3500	www.centurylink.com
Osawatomie Post Office	1-785-242-2521	www.usps.com
O-Zone Fitness	913-755-3622	www.usd367ozone.org
John Brown Museum	913-755-4384	10:00am to 5:00pm Mon–Sat
Osawatomie Library	913-755-2136	www.osawatomielibrary.org
Chamber of Commerce	913-755-4114	www.osawatomiechamber.org
Palace Hardware Store	913-755-2513	www.palacehardware.com

PLACES THAT HELP

SRS	913-755-2162
Ministerial Alliance	(913) 755-3964
Salvation Army	(785) 242-7450 x7640
United Way	(866) 320-5764
Catholic Charities	(913) 433-2039
Vineyard of Hope Church	(913) 755-4500

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CITY GENERAL INFORMATION

Court

Lisa Hastings (Court Clerk) – 913-755-3695 or court@osawatomieks.org
Pay Court Fines at City Hall Utility Office or Online at <https://www.govpaynow.com/gps/user/plc/4383>

Permits

Building: Ed Beaudry – 913-755-2146 x102 or codes@osawatomieks.org (Payable at Utility Office)
Camping (John Brown Memorial Park or Osawatomie City Lake)

- **With Electricity:** \$25.00 | **Without Electricity:** \$10.00
- Payable at City Hall Utility Office during business hours
- After-Hours Permits payable at Osawatomie Police Department

Nuisance and Codes Enforcement

David Ellis - 913-755-2146 x114 or dellis@osawatomieks.org

Facility Rentals

To Check Availability or Reserve a Date – Call Utility Office at (913) 755 - 2146

Auditorium | Deposit: \$100 or \$250 w/alcohol

Rent: \$10/hour or \$150/day

Memorial Hall | Deposit: \$100

Rent: M – F: 7:30am to 3pm	\$40	Sat – Sun:	\$50
4pm to Midnight	\$50		\$60
All Day	\$60		\$70

Old Stone Church | Deposit: \$100

Rent: \$50/day

Pet License

Registration of your animal(s) is a yearly requirement renewable in November. Take all your information from the vet showing current year rabies and/or proof of microchipping to City Hall Utility Office to register and pay for tags. Prices are as follows:

Not Altered, No Microchip – \$10.00

Altered, No Microchip – \$5.00

Altered, Microchipped – FREE



RESIDENTIAL Trash Service

¡SOLUTIONS FACT SHEET!

CALL WASTE MANAGEMENT CUSTOMER SERVICE 1-800-631-3301 FOR MORE INFORMATION

Trash Service

- › **Pick Up Day:** THURSDAY
- › **Cart:** 95gallon with Lid
- › **Trash:** All trash should be bagged and placed into cart or cans.
- › **Extra Bags:** Trash bags that will not fit in cart should have an Overage Sticker (purchase in the Utility Office)
- › **See Guidelines for Collection Info, Limits, & Overages.**

AS OF 01/01/2019 TRASH SERVICE IS MANDATORY FOR ALL OSAWATOMIE RESIDENTS. FAILURE TO COMPLY MAY RESULT IN A CITATION, FINE, OR COURT HEARING

Recycling

- › **Pick Up Day:** WEDNESDAY
- › **Recyclables:** Recyclables should be placed loosely inside cart, no plastic bags please
- › **Unlimited:** No limit on recycling, please place additional recyclables in a container labelled clearly with "Recycling".

Bulk Item Pickup

- › **One bulky item** on the first collection day of the month. This item should be placed next to your regular trash.

Yard Waste

- › **Free Yard Waste Collection Site:** The City of Osawatomie offers a free yard waste collection site located behind the Power Plant at 101 11th Street. Monday – Sunday 8:00 am – Dusk
- › **Accepted Items:** Grass, Leaves, Tree Limbs, and Branches.
- › **Check In:** You will be required to check in at the Power Plant to have your load inspected and provide proof of residency.

Guidelines

Collection

- › Place in alley or curb by 7 a.m.
- › For weekday holidays, collection will be delayed by **one day**

Limits

- › Trash is limited to 3 bags or 3 cans or your cart.
- › Bags should be no larger than 30 gallons.
- › Each resident is limited to 95 gallons of trash a week.

Overages

- › Trash bags that will not fit in can
- › Overages must have an Overage Sticker to be collected
- › Overage Stickers are sold in sheets of 10, and cost \$15.00 per sheet.
- › Overage Stickers can be purchased at Osawatomie City Hall.