



CITY OF WILLIAMSBURG, KANSAS

PO Box 414

WILLIAMSBURG, KANSAS 66095

785-746-5578

785-746-4004 FAX

cityhall@cityofwborg.com EMAIL

www.cityofwborg.com website

New Customer Information

City Hall Scheduled Hours:

- Mon, Tues, Thurs, & Fri 10-3, "Close of Business" is 3PM.
- Closed Wednesday and Federal Holidays including the Friday after Thanksgiving

Utility Services:

- The city provides water, sewer, and trash services. Bills are mailed between the 1st and the 5th of the month. Payment must be received by "close of business" to be considered "timely".
 - Due Dates:
 - 15th of the month. Bills not paid by Close of Business on the 15th are charged a late charge of 15%.
 - 25th of the month. Bills not paid by Close of Business on the 25th are subject to disconnection. Once scheduled for disconnection a \$50.00 reconnection charge and the delinquent amount owed must be paid before service is reconnected. Reconnection may not be completed until the next business day.
 - Close of Business definition: Bills are due by "close of business" on the due date. If the due date falls on a nonwork day the due date falls on the next business day.
 - Bill Pay:
 - Bills can be paid in the office, drop box or walk-up window located on the west side of City Hall, through the mail, or on-line at our website.
 - Deposits:
 - A \$200.00 Security Deposit is due at the time of beginning service if the customer is not the property owner. The Security Deposit will be refunded after a final bill is calculated and any outstanding debt is subtracted.

Water Meters: Water meters are radio read meters. The water lid is painted blue with a small round white disk on the top. Please do not run over these meters, if you mow over them please make sure your blade clears the meter, do not place anything on the top of your meter. If damaged you will be charged a \$60.00 repair fee.

Trash Pickup:

- Trash pickup is Monday. Please have your trash cart out by 6:00 am. Please make sure your carts are 3' away from any objects including other carts and the lid opening is facing the street. No objects placed on the ground will be picked up. If you have a larger item to be picked up call City Hall.
- Recycle dumpsters are parked at the West end of town across from the City Park the 2nd weekend of the month.

Service Rates:

- Water: **in Town:** \$20.00 minimum, \$1.05 per 100 gallons thereafter, **out of Town:** \$25.00 minimum, residential \$1.20 per 100 gallons thereafter, commercial \$1.41 per 100 gallons thereafter.
- Sewer: \$50.00
- Trash: 1 cart \$18.50, additional carts \$6.00 each.

Williamsburg City Council Meetings are the 1st Monday of the month at 7 PM.

Initial/Date _____