

*Everything*

*you ever*

NEEDED

to Know

about the

*City of Ellis*



*Established — June 27, 1870*

*Incorporated — January 10, 1888*

*County — Ellis*

*Zip Code — 67637*

*Population — 1,958*

*Elevation — 2,120 feet above sea level*



Municipal Building — 815 Jefferson Street

Website — [www.ellis.ks.us](http://www.ellis.ks.us)

Facebook — City of Ellis, Kansas

# MUNICIPAL OFFICES

## City Clerk's Office

City Clerk Amy Burton, CPA, CMC  
City Treasurer Faith Scheck

(785) 726-4812 ellisclerk@eaglecom.net

Open 8:00 am - 5:00 pm Monday - Friday

## Police Department

Police Chief Avery Smith

ellispd@eaglecom.net

There is an officer on duty 24 hours a day. The officer on duty may be reached by calling the Police Department's office number (785) 726-4462 or non-emergency dispatch at (785) 625-1011.

**For emergencies call 9-1-1.**

## Public Works Department

*Streets - Sanitation - Water - Sewer  
Building Codes - Floodplain Regulations*

Public Works Director John Leiker

Office: (785) 726-4741 ellispw@eaglecom.net

Work Cell: (785) 726-1741 (during regular working hours)

Open 8:00 am—5:00 pm Monday—Friday (September-May)  
7:00 am—3:30 pm Monday—Friday (June-August)

For *emergency* (evenings and weekends) water services, contact the Police Department.

## Fire Department

Fire Chief Dustin Vine

ellisfire@eaglecom.net

The Ellis Volunteer Fire Department consists of 20 firefighters.

For administration or if interested in volunteering, call the Fire Chief at (785) 726-4244 (work).

**For emergencies call 9-1-1.**

# MUNICIPAL OFFICES

## Municipal Court

Municipal Judge Ross Wichman  
City Prosecutor Olavee Raub  
Municipal Court Clerk Toni Jensen

ellisclerk2@eaglecom.net

Court is held at 8:00 am on the first and third Friday of each month in City Council Chambers. Fines may be paid in the City Clerk's office.

Call (785) 726-4812 to reach the Municipal Court Clerk.  
Call (785) 201-3340 to reach the City Prosecutor's office.

## City Council

Mayor	David McDaniel
Council President	John Walz
Council Member	Devin Henderson
Council Member	Kellie Crnkovich
Council Member	Martin LaBarge
Council Member	Jolene Niernberger
Council Member	Tricia Pritchett

City Council Meetings are held on the first and third Mondays of each month at 7:30 p.m.; except when the Monday is a designated holiday. Then the meeting will be held on the next working day. Mayor and Council members are elected for two year terms.

# SEVERE WEATHER ALERT

The **TORNADO SIREN** for the City of Ellis is a **LONG CONTINUOUS BLAST**.

# UTILITY POLICIES

## Connection of Utility Services

City utility services include water, sewer and sanitation. An application for service must be completed and signed by all applicants over 18 years of age who are responsible for payments of the utilities, prior to services being connected. Government issued photo identification is required. A one-time, non-refundable application fee is required for each meter. If a water meter is turned on, all other utility service fees will be assessed, including sewer and sanitation services. The customer must be present at the service address when water service is turned on, except in the case where service is already connected.

## Billing and Payments

The water meters are read around the 10th of the month and City bills are due and payable on the following 1st of each month. **Bills must be paid on or before the 15th of the month to avoid incurring a penalty.** No extension is granted because the 15th falls on a weekend or a celebrated holiday. However, the City will recognize payments as on time if made before 8:00 am of the next business day following the 15th of the month. After the 15th, a penalty of 10% is assessed on the unpaid balance, and a penalty notice mailed. If the bill remains unpaid 10 days after the penalty notice is mailed, services will be disconnected for delinquency without further notice. Whenever a request for a change of an occupant is made, a transfer fee is assessed. This fee is charged to both the previous and new occupants. Payment of City bills may be made in person, put in the night drop at City Hall, by phone, or mailed to the City Clerk's Office at 815 Jefferson St. Please return the *Payment Stub* portion of the utility bill with your payment.

## Delinquencies

The amount due to reconnect utility service after delinquent shutoff is the amount of the bill plus applicable reconnection fee. No utilities disconnected for delinquency will be reconnected on Saturdays, Sundays, holidays, or after 4:30 p.m. Monday-Friday. Services will be shutoff at the new service address for delinquency at an old service address under the same name. For a payment extension, customers must appear at the City Hall by 8:30 a.m. on the day of shutoffs and sign a payment agreement. No phone calls will be accepted. Customers will be permitted no more than three (3) extensions for payment of utility bills in a calendar year, unless undue hardship can be proven to City Council and approved by City Council in regular session prior to the shutoff day. Pursuant to Ordinance #1281, an administrative fee of up to 30% shall be applied to all accounts forwarded to collections.

# UTILITY POLICIES

## Payment Policy

The City of Ellis accepts personal checks, cash, money orders, and debit or credit cards. Debit and credit cards are charged a convenience fee, established by the vendor providing the service, which will be assessed to the customer at the time payment is rendered. The following payments will not be accepted: (a) postdated checks, (b) checks the passer asks us to hold, (c) third party checks, or, (d) checks written over the due amount for cash in return. After three worthless payments within a two-year period, the City will accept payment of cash, debit/credit card, or money orders only. The City of Ellis assesses \$30.00 on every returned payment.

## Water Leak Policy

The water leak policy states that (per occurrence):

**The residential customer** will pay full cost for the first 50,000 gallons of water metered and ½ of the cost for any water metered in excess of 50,000 gallons. Proof or verification of the repair of the leak must be furnished to City Clerk's office before the leak can be adjusted. The City will adjust for a maximum period of three (3) months;

**The commercial customer** will pay full cost for the first 100,000 gallons of water metered and ½ of the cost for any water metered in excess of 100,000 gallons. Proof or verification of the repair of the leak must be furnished to City Clerk's office before the leak can be adjusted. The City will adjust for a maximum period of three (3) months.

## Water Conservation

Whenever conditions indicate a drought, or some other situation is causing a water supply shortage, the governing body of the city is empowered to address the threat. Resolutions declaring the existence and end of the following three special water conditions will be effective upon their publication in the official city newspaper.

During a: ***Water Watch*** voluntary reductions in water use will be recommended;

***Water Warning*** restrictions on nonessential use of water will be implemented;

***Water Emergency*** mandatory restrictions on water use will be imposed.

**Vegetation watering is prohibited between the hours of noon and 7:00 p.m. year round.**

# SAMPLE BILL

ACCOUNT NO. <b>ANY3-009999-000Z-99</b>	FROM <b>09/10/2022</b>	TO <b>10/10/2022</b>		
PROPERTY ADDRESS <b>9999 Anywhere St #Z</b>	SEQ # <b>0009000123</b>	Customer Name		
PREV READ	CURR READ	USAGE	CODE	AMOUNT
42	46	4.0	WT	32.33
42	46	4.0	WF	.13
			BD	26.13
			SW	39.78
			SN	28.70
			TR	9.19
			GR	2.28
			BILLING DATE <b>11/01/2022</b>	AMOUNT DUE <b>138.54</b>
			AFTER <b>11/15/2022</b>	PAY THIS LATE AMT. <b>152.39</b>

## UTILITY BILLING CODES

**BD**     *Water Plant Bond Pmt*

**WT**     *Water*

**WF**     *State Water Fee*

**TX**     *State Sales Tax*

**RM**     *Read In/Out Meter Fee*

**PN**     *Penalty*

**PB**     *Previous Balance*

**SN**     *Sanitation*

**TR**     *Trash Polycart*

**GR**     *Grass Polycart*

**XT**     *Extra Sanitation Pickup*

**SW**     *Sewer*

**MR**     *Railroad Museum Roundup*

**CF**     *Administrative Fee*

# WATER SYSTEM

The City's \$5,500,000 water treatment plant was completed in 2007. All the water is supplied from City-owned wells and is chlorinated at the treatment plant before entering the system. It is regularly tested according to KDHE and EPA standards.

## Taps

Applications for taps are made at the City Clerk's office. The fees must be paid before the tap is made.

Resize meter .....	\$100
3/4 inch - 5/8 inch meter .....	\$620
1 inch meter .....	\$875
1 1/2 inch.....	\$1250
Greater than 1 1/2 inch meters.....	\$1500

## Rates

**BD** Monthly water treatment plant bond charge (per meter) ..... \$26.13

**WT** The monthly water bill is composed of:

**METER CHARGE** (based on ONE the following):

3/4 inch - 5/8 inch meter .....	\$12.86
1 inch meter .....	\$19.34
1 1/2 inch - 2 inch meters.....	\$31.37
Greater than 2 inch meters .....	\$49.89

### PLUS

**WATER USAGE CHARGE** (based on ONE the following):

**Normal Rate** ..... \$4.93 per 1000 gallons for all usage

*OR*

~~Conservation Rate (when Governing Body has declared a  
Water Warning or Water Emergency)~~

~~\$4.93 per 1000 gallons used in the "base tier" \*~~

~~PLUS \$9.86 per 1000 gallons used in excess of the base tier usage~~

~~PLUS allowances per UB policy~~

**WC** When in Water Conservation Rate, to work within the capabilities of our utility billing program, ALL water is billed out at \$9.86 per 1000 gallons and then the Base Tier usage is credited back at (\$4.93) per 1000 gallons.

\*Base Tier is the monthly average of gallons of water used during the three month period from the meter reading date in December to the meter reading date in March.



# SANITATION SERVICE

All customers located within the City who subscribe to any City service must accept sanitation pick-up as provided by the City and are required to utilize either a City 90-gallon trash polycart or an approved large dumpster (which must be provided by the customer). One trash polycart is included in a customer's monthly sanitation charge. Additional trash polycarts may be rented for a fee as set by resolution. All trash deposited in the polycarts should be bagged. Customers may rent 90-gallon grass polycarts from the City for a monthly fee as set by resolution. The City will only assess the grass polycart monthly fee from the May 1st through November 1st billing. Grass clippings will be disposed through the City's sanitation system only if such clippings are in the City's green 90-gallon grass polycarts or bagged and placed in the trash polycart. NO household hazardous wastes are picked up by the City.

## Monthly Charge

(for one pickup per week)

### **SN** Inside City Limits:

Single Residential .....	\$26.42
Family Residential.....	\$28.70
Commercial Polycart .....	\$29.85
Commercial Dumpster (per dumpster per collection) .....	\$47.09

### **Outside City Limits:**

Single Residential .....	\$31.00
Family Residential.....	\$32.16
Commercial Polycart .....	\$33.31
Commercial Dumpster (per dumpster per collection).....	\$49.38

\*\* Monthly sanitation charge includes the rental of first trash polycart \*\*

**TR** EACH Additional Trash Polycart.....\$9.19

**GR** EACH Grass Polycart .....\$2.28  
(grass picked up from April to October & billed from May to November)

**Your trash pick-up day is \_\_\_\_\_.**

Grass pick-up is every Monday.

## Special Pickups

**XT** Customers may call the City Clerk's office to arrange for the removal of large or extra-ordinary items that will not fit in the customer's polycart or dumpster. Extra trash pickup charges will be billed on the next utility bill.

Special pickup charge is \$10.00 for the first 200 pounds, plus \$0.05 per pound for all additional weight. Freon-free appliances are charged an additional \$12.00 charge; those not certified Freon-free will have an additional \$30.00

added. Disposal fee for car tires is \$4.00 each, and \$8.00 for car tires with rims. Truck and implement tires will be charged \$200/ton. Tree limbs will be subject to special pickup charges AND must be cut to 4-foot lengths and bundled prior to pickup.

## **SEWER SYSTEM**

Construction was completed in 1998 on a \$1,050,000 mechanical wastewater treatment plant. In 2016, EPA mandates required the City to perform \$832,000 in plant modifications to achieve new chemical level standards. Regular testing is performed in accordance with KDHE and EPA standards.

### **Taps**

Applications for taps are made at the City Clerk’s office. Fees must be paid before the tap is made.

Residential sewer taps and inspections.....	\$50.00
Commercial sewer taps and inspections.....	\$50.00
Industrial sewer taps and inspections.....	\$100.00

### **Rates**

**SW** Monthly sewer rates are determined by the average monthly water usage during the period from the December meter reading to the following March meter reading. Rates are recalculated annually, and become effective on the April 1st billing. New customers will have a monthly rate of \$25.90 until they have established usage during the entire three-month evaluation period. Users not connected to City water or who supplement their municipal water with a private water well will be charged a flat sewer rate of \$45.48 per month.

## **OTHER FACILITIES**

### **Compost Site**

386 Old Highway 40

The City of Ellis maintains a state permit for the compost site. Ellis residents may dump garden waste, grass clippings, mulch and leaves at the compost site. No branches, shrubs, twigs or other refuse are permitted.

Open: 24 hours/7 days a week from April to October as long as everyone respects the items we are allowed to dispose of at the compost site per the State of Kansas permit.

*Maintained and operated by the City of Ellis*

# OTHER FACILITIES

## Municipal Burn Site

900 East 8th

The City of Ellis maintains a state burn permit for the site. Ellis residents may dump tree limbs and brush. No wood, grass, tumbleweeds, leaves, construction waste, or other refuse are permitted.

Open: 8:15 am - 4:45 pm      Monday - Friday (September-May)  
7:15 am - 3:15 pm      Monday - Friday (June-August)  
8:30 am - 11:30 am      First and third Saturday of each month  
3:00 pm - 7:00 pm      Each Wednesday evening

*Maintained and operated by the City of Ellis*

## Recycling Center

900 East 8th

The recycling site accepts *CLEAN*: aluminum cans, steel (tin) cans, plastic jugs and bottles, glass jars and bottles, telephone books, newspapers, catalogs and magazines, cardboard, batteries, mixed papers, and sheet paper. There is an attendant on duty during service hours.

Open: 8:30 - 11:30 a.m.    MTTF and 1st & 3rd Sat  
3:00 - 7:00 p.m.      Wed

*Maintained and operated by the City of Ellis*

## Ellis Lakeside Campground

Exit 145 - 301 East 8th

Services available include individual 30-amp and 50-amp electric hookups and potable water hookups, common dump station, handicap-accessible bathhouse, grills, picnic tables, playground, 24-hour police patrol, and a storm shelter near-by (in the basement of Christ Lutheran Church).

In-season Fees (Water is Turned On / Mid-April to Mid-November)  
RVs, Pull-type or Pickup Campers and Anyone  
staying in an Electrical Pull-through Site .....\$25 per day/night  
Tents in Designated Tent Area .....\$15 per day/night

Off-season Fees (Water is Turned Off / Mid-April to Mid-November)  
RVs, Pull-type or Pickup Campers and Anyone  
staying in an Electrical Pull-through Site .....\$20 per day/night  
Tents in Designated Tent Area .....\$10 per day/night

*Maintained and operated by the City of Ellis*

# OTHER FACILITIES

## Municipal Swimming Pool

301 Taylor (785) 726-3130

The original pool and bathhouse was built in 1936 as a WPA project. A new pool was built in 2020 and opened for the season in the Summer of 2021. In addition to open swimming, swimming lessons (both public and private), water aerobics and adult swim are offered.

Open: 12:30 - 6:00 pm daily from Tuesday after Memorial Day to approximately August 10<sup>th</sup>

	<i>Child (5↓)</i>	<i>Youth (6-12)</i>	<i>Adult (13-↑)</i>
Daily pass	free	\$ 1.50	\$ 2.00
15-day pass	free	\$21.00	\$28.00
30-day pass	free	\$40.00	\$54.00

*Maintained and operated by the City of Ellis*

## Mount Hope Cemetery

900 East 12th

The cemetery was chartered on January 4, 1881 and deeded to City in 1935. The stone wall surrounding the Cemetery was built as part of a WPA project. The Bell Tower chimes play at noon and from 6-7 pm each evening April-October.

See *Miscellaneous Fees - Mount Hope Cemetery* on Page 18.

*Maintained and operated by the City of Ellis*

## Ellis Public Library

907 Washington (785) 726-3464  
Ellis Public Library on Facebook

Established in 1936, the Library is a member of Central Kansas Library System. Some other services include e-sunflower, fax, Internet, microfilm reader/printer, typewriter, copier, income tax forms, voter registration, community room rental.

Open: 10 am - 6 pm MWThF 10 am - 8 pm Tue 10 am - 2 pm Sat

Children's Story Hour 10:00-10:45 am Wednesday

One session for 4/5-year-olds and one for 3-year-olds, as interest warrants

*Maintained and operated by Ellis Library Board*

# MUNICIPAL PARKS

## Walter P Chrysler Park

1000 Dorrance (both north and south sides of 10th St)  
Shelter house, playground equipment, charcoal grills, picnic tables, bathrooms, drinking water hydrant, fishing, boat docks

## Memorial Park

912 Washington  
Park benches and glider, fountain, statuary and monuments, drinking water hydrant, off-street parking

## Playworld Park

200 East 9th  
Twilight Ball Field, playground equipment, bathrooms, shelter house, picnic table, charcoal grill, drinking water hydrant, off-street parking

## Creekside Park

500 Taylor  
Two youth ball fields, sand volleyball pits, two horseshoe pits, disc golf course, remote-control race car track, playground equipment, drinking water hydrant, picnic tables, bathrooms, fishing, municipal pool across street, off-street parking

## South Hill Kids Zone

2001 Walnut  
Playground equipment, bathrooms, park bench, picnic table and drinking water hydrant.

### To Reserve A Park For A Special Event

*EVENT REQUEST* forms are available at the City Clerk's Office. *Requests* for events involving alcohol must be approved by the City Council prior to the event being held. All other *Requests* will be approved in the City Clerk's Office. There is no charge for a permit.

## Basketball Court

511 West 10th  
Lighted cement court, drinking water hydrant, off-street parking

## Tennis Courts

1600 Monroe  
Two lighted rubberized tennis courts, two basketball goals

## Fairgrounds

801 Cottonwood  
Legion/K-18 ball field, softball field, bathrooms, shelter house, picnic tables, drinking water hydrant, Ellis Jr Free Fair facilities, horse arena, off-street parking

# MUSEUMS

## Ellis Railroad Museum & Doll Display BK&E Miniature Train

911 Washington (785) 726-4493  
www.ellisrailroadmuseum.com

View railroad artifacts and over 500 sq. ft. of working model train layout. A yellow Union Pacific caboose is located next to an actual depot, which is used as the train ride boarding point. A 1/3 scale General Motors Aero Streamliner travels along a 2.5 mile track. See a collection of over 1600 dolls.

**Open:** April 1-October 31

9 am-3 pm Tues-Sat Closed: Sun & Mon

**Admission:** over 12 years—\$4 Seniors 65 and above—\$3  
6-11 years—\$3 Under 5 years—free WITH an adult

**Train ride tickets:** over 12 years—\$4 Seniors 65 and above—\$4  
6-11 years—\$3 Under 5 years—free WITH an adult  
Contact the museum for train operation schedule.

*Maintained and operated by Ellis Railroad Museum*

## Bukovina Society of Americas Museum

718 Washington (785) 726-3388  
www.bukovinasociety.org

Browse through a collection of artifacts from Bukovina immigrants and a small library. Participate in the annual cultural and historical activities. Receive assistance with heritage research. Call to make appointment to view.

*Maintained and operated by the Bukovina Society*

## Chrysler Boyhood Home & Museum

102 West 10th (785) 726-3636  
www.chryslerboyhoodhome.org

The Home was placed on the National Registry of Historical Buildings in 1952. The Museum, located behind the Home, is filled with Chrysler's personal items. Cars are on exhibit, including a 1924 Chrysler.

**Open:** April 1-October 31

10 am-4 pm Tues-Sat Closed: Sun & Mon

**Admission:** over 12 years—\$4 Seniors 65 and above—\$3  
6-11 years—\$2 Under 5 years—free WITH an adult  
Group and special tours are welcomed  
and may be arranged upon request.

*Maintained and operated by the Chrysler Museum Board*

# CONSTRUCTION FEES

## Building Permits and Inspection Fees

Building/Electrical/Plumbing/Mechanical permits are based on cost of the improvement.

Less than \$5,000 value .....	\$10.00
\$5,001 to \$75,000 .....	\$20.00
Over \$75,000 .....	\$30.00

Inspection fees are in addition to building permits. The property owner will be billed for the inspections.

New residential/commercial.....	\$250.00
All other inspections, each .....	\$10.00
Flood Plain Development Permit .....	\$10.00

## Other Construction-Related Fees

Private Water Well Permit .....	\$5.00
Move Building Permit .....	\$5.00
Fence Permit.....	\$5.00
Demolition Permit.....	\$10.00
Sidewalk Permit .....	\$10.00
Sign Permit.....	\$10.00
Excavation Permit.....	varies
Flood Plain Variance (accessory bldg.) .....	\$50.00
Zoning Appeal, Change or Variance Application .....	\$75.00
Special Use Permit.....	\$75.00

## Contractor Licenses

License fees are for two calendar years or major portion thereof (based on January 1 of each *even* numbered year) and are non-refundable. If the initial application for city license is made after January 1 of an *odd* numbered year, the license fee is 1/2 price.

General Contractor/Builder License .....	\$75.00
House Wreckers/Movers License .....	\$75.00
Electrical Contractor .....	\$75.00
Plumbing Contractor .....	\$75.00
Tree Trimmer.....	\$75.00
Lawn Sprinkler or Irrigation Contractor.....	\$75.00

# LICENSES

## Animal

Terms are for a calendar year or major portion thereof. Proof of current rabies vaccination is required at the time of application. License fees are non-refundable.

Dog License (neutered or spayed).....	\$5.00
Dog License (intact animal).....	\$10.00
Duplicate Tag .....	\$1.00
Dog License (penalty <u>per month</u> beginning March 1st).....	\$2.00
Animal Impound Fees (per calendar day) .....	\$12.00

## Cereal Malt Beverage

Terms are for a calendar year or portion thereof and are not prorated or refundable.

Cereal Malt Beverage (in excess of five days) .....	\$50.00
Special Event Permit (up to a maximum of five days) per day ..	\$50.00
Change of Location .....	\$25.00
State ABC Stamp Tax (per license) .....	\$25.00
Background Checks (per name) .....	\$20.00

## Liquor

Terms run concurrent with the State of Kansas liquor license. All liquor licenses require a copy of a valid state permit prior to the issuance of the applicable city license.

Retail Liquor Stores (2-year).....	\$300.00
Private Clubs (Class A or B) (2-year) .....	\$200.00
Drinking Establishment (2-year).....	\$200.00
Caterer's License (per day).....	\$25.00
Temporary Permit (per day) .....	\$25.00

## Business

Terms are for a calendar year or portion thereof and are not prorated or refundable.

Taxicab.....	\$10.00
TV Radio tower/antenna permit .....	\$10.00



# MISCELLANEOUS FEES

## General Administrative

Photocopy (per page).....	\$0.25
Facsimile, Incoming and Outgoing (per page) .....	\$0.25
Large City Map .....	\$3.00
Medium City Map.....	\$1.50
Small City Map .....	\$1.00
Street Map .....	\$0.50
Insufficient Check Fee .....	\$30.00

## Police

Accident Report .....	\$5.00
Other Reports.....	\$5.00
ATV/UTV Registration.....	\$50.00

## Cemetery

### Mount Hope Cemetery (only)

Regular Burial Space .....	\$300.00
Baby Island Space.....	\$200.00
Columbarium Niche .....	\$450.00

### Mount Hope, St Mary's, and St John's Cemetery

Amount depends on weekday or weekend service. There will be an additional charge if jackhammering is needed.

Adult Grave Opening/Closing .....	\$400.00-\$650.00
Infant Grave Opening/Closing .....	\$200.00-\$450.00
Cremation Opening/Closing.....	\$175.00-\$425.00
Disinterment/Reinterment.....	(double applicable opening/closing)

## Public Works

Abatement Fee (2 hour minimum of \$100.00).....	\$50.00/hour
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## Fire Department

False Alarm .....	\$150.00
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# MISCELLANEOUS INFORMATION

## Electric and Gas

Midwest Energy Inc., Hays, KS 1-800-222-3121

## Telephone (land-line)

GBT, Rush Center, KS 1-800-432-7965  
Vyve, Hays, KS (785) 726-3291

## Cable Television

GBT, Rush Center, KS 1-800-432-7965  
Vyve, Hays, KS (785) 726-3291

## Internet

GBT, Rush Center, KS 1-800-432-7965  
Vyve, Hays, KS (785) 726-3291

## Voter Registration

You may register to vote at City Hall. You will need to present proof of U.S. citizenship when registering to vote for the first time in Kansas. If you are re-registering, you will need to present a valid Kansas photo I.D. You will also need to present a valid Kansas photo I.D. when voting.

## Ellis Recreation Commission

1204 Washington (785) 726-3718

## Ellis Chamber of Commerce/Alliance

820 Washington (785) 726-2660

# CITY COMMITTEES

The City of Ellis has various committees consisting of volunteers who are interested in promoting our community. If you are passionate about an area and would like to volunteer for one of the groups below, contact the Mayor on page 5.

Campground Committee ❖ Cemetery Committee  
Planning Commission/Board of Zoning Appeals  
Senior Citizens Advisory Committee ❖ Tourism Committee  
Trades Board ❖ Water Advisory Committee

# FLOODPLAIN INFORMATION

A large percentage of the Ellis community is located in the floodplain of Big Creek. The term *floodplain* means the low-lying areas on both sides of Big Creek that will be covered with rising water in the event of a flood. The floodplain is called *Zone A* on the City's flood map, which has been provided by the Federal Emergency Management Agency (FEMA). The floodplain is shown on the map as the area that will be under water when Big Creek floods. The floodplain of Big Creek includes the normally dry area adjacent to the banks of the creek plus the creek channel itself. The floodplain is the land area that conveys the base flood discharge. The heights of the base flood discharge within the floodplain of Big Creek are printed on the FEMA map as elevations measured in feet above sea level. The flood heights of the base flood discharge are shown on the FEMA map and are called *Base Flood Elevations* (BFEs).

The City has a Floodplain Management Ordinance that requires all development activities that are proposed to occur in Zone A must be issued a floodplain development permit by the City before the work begins. Floodplain development includes new construction, substantial improvement, minimal improvement, filling, grading, and excavating. The Ordinance also requires that in *Zone A*, new construction of structures, which includes the placement of manufactured homes and the substantial improvement of existing structures must be elevated so that the lowest floor, including basement, is a minimum of one foot above the BFE shown on the FEMA flood map.

The term *substantial improvement* means that the cost of any reconstruction, rehabilitation, addition or other improvement of a structure equals or exceed 50 percent of the market value of the structure before the start of the construction of the improvement. For more information about calculating substantial improvement, please contact the City Floodplain Administrator listed below. If improvements to an existing structure do not add up to more than 50 percent of the structure's current value, the structure has not been substantially improved and therefore is not required to be elevated. However, a floodplain development permit is still required before improvements begin.

The Floodplain Management Ordinance requires that a permit be issued by the City to the property owner prior to beginning con-

struction activities in both districts of Zone A. A Floodplain Development Application must be completed prior to beginning any type of construction or development activity in the Floodway Fringe District and the Floodway District.

The Floodplain Administrator reviews the floodplain development application to determine if the proposed activity is in compliance with the City's Ordinance. If the application for floodplain development is approved, the Floodplain Administrator will issue a Floodplain Development Permit that officially authorizes the development activity described on the permit to begin.

**If You Have Questions** concerning new construction, remodeling or additions within the Floodway Fringe and the Floodway districts, please contact Steve Homburg, Certified Floodplain Manager, at 785-726-4741

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*The FEMA flood maps for Ellis  
show two different floodplain districts in Zone A:*

• **Floodway Fringe**      • **Floodway**

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**The Floodway Fringe District** is the area located near the outer boundary of Zone A. The Floodway Fringe District lies on both sides of the main channel of Big Creek. The Floodway Fringe is characterized during flooding by the presence of rising floodwater that has minimal velocity. The Floodway Fringe is an area of floodwater impoundment.

- **Residential Structures:** Requires new construction or substantial improvement to have the lowest floor, including basement, elevated a minimum of one foot above the BFE.
- **Non-Residential Structures:** Requires new construction or substantial improvement to have the lowest floor including basement elevated a minimum of one foot above the BFE. ***OR*** acquire from the City a Variance to the Floodplain Management Ordinance that allows the lowest floor of the non-residential structure to be built below the BFE. The Ordinance lists very specific and limited circumstances that allow for the issuance of a Variance for construction below BFE of a non-residential structure. A Variance can only be issued for the reasons stated in the Ordinance.

A Variance for a non-residential structure requires that the structure must be wet-flood proofed. This means that the structure must have a minimum of two flood water openings with each located on different sides of the building sidewalls with the lowest side of the openings no more than one foot above grade. Doors, garage doors and windows are not considered floodwater openings. The total net area of the floodwater openings must equal one square inch for every square foot of enclosed floor space subject to flooding. Flood proofing requires that all utilities and service equipment be installed a minimum of one foot above BFE. Flood proofed structures are at greater risk of flooding than structures elevated one foot above BFE and will have higher cost flood insurance premiums. The City will complete a FEMA Non-Residential Flood proofing Certificate to be attached to the Variance and the Floodplain Development Permit.

**The Floodway District** is the main channel of Big Creek and the area near the channel that will convey the majority of floodwater in the event of the base flood discharge. The Floodway is the area that conveys most of the floodwater downstream and therefore has the highest floodwater velocity. The Floodway must not be obstructed by development of any type.

- Construction in the Floodway District is prohibited unless certification is provided by a licensed professional engineer that the proposed development will not result in any increase (0.00 feet) in the flood height shown on the FEMA flood map during occurrence of the base flood discharge. No type of development is allowed that shall increase the height of the base flood discharge. The engineering analysis is called the "No-Rise" Certification. Floodway development cannot occur without a "No-Rise."
- If a "No-Rise" Certification is provided by an engineer, the proposed development shall meet all other requirements of the ordinance including elevation above BFE.
- Variances are not allowed for development in the Floodway.