

Everything

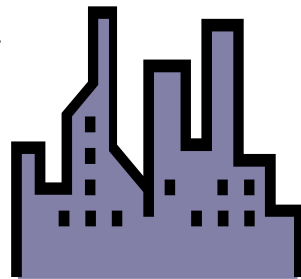
you ever

NEEDED

to Know

about the

City of
Ellis



BUT

didn't know

Who or What

to ASK !!

April 5, 2007

City of Ellis

Established 1870

Elevation 2120 ——— Population 1873

E-mail ——— ellisclerk@eaglecom.net

Web page ——— www.ellis.ks.us

Elected City Officials

Mayor David R McDaniel
Council member..... Loy "Kip" Johnson
Council member..... John Walz
Council member..... David Basgall
Council member..... David Bittel
Council member..... Phil Martin
Council member..... Joe Day
City Treasurer Faith Scheck

Council Meetings are the first and third Mondays 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. The Mayor is paid \$35 per meeting, the Council earns \$30 per meeting, and the Treasurer receives a monthly salary of \$136.

Appointed City Officers

City Clerk Mary Jo Walz
Public Works Director Gary Haddock
Building Inspector Gary Haddock
Police Chief Randy Taylor
Fire Chief Les Weber
Municipal Judge Ross Wichman
City Attorney Olavee Raub

MUNICIPAL OFFICES

815 JEFFERSON

City Clerk's Office

(785) 726-4812 ellisclerk@eaglecom.net

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

The *Night Drop* is located just south of main door, in the middle of windows.

Police Department

ellispd@eaglecom.net

The officer on duty may be reached by calling 726-4141 (mobile). **For emergencies call 9-1-1.**

There is an officer on duty 24-hours a day.

Public Works Building Inspector

Streets Sanitation Water Sewer
(785) 726-4741 ellispw@eaglecom.net

Open 8:00 am—5:00 pm Monday—Friday

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

Fire Department

ellisfire@eaglecom.net

For administration, call Fire Chief at 726-3210 (work) or 726-3287 (home). **For emergencies call 9-1-1.**

The Ellis Volunteer Fire Department currently has 20 firemen. Equipment includes 1984 and 1998 fire trucks. The city has 98 fire hydrants. The current insurance fire rating is a Class 6.

Municipal Court

ellisclerk2@eaglecom.net

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

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, two sand volleyball pits, two horseshoe pits, Frisbee golf course, playground equipment, drinking water hydrant, picnic tables, bathrooms, fishing, municipal pool across street, off-street parking

Basketball Court

511 West 10th

Lighted cement court, drinking water hydrant, off-street parking

Fairgrounds

801 Cottonwood

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

Tennis Courts

1600 Monroe

Two lighted rubberized tennis courts, two basketball goals

OTHER FACILITIES

Municipal Swimming Pool

301 Taylor (785) 726-3130 or 726-4812

Open: 1-6 pm daily June 3 to approx Aug 12

	<i>Child (5↓)</i>	<i>Youth (6-12)</i>	<i>Adult (13-↑)</i>
Daily pass	free	\$ 1.00	\$ 1.25
15-day pass	free	\$13.00	\$17.00
30-day pass	free	\$22.00	\$30.00

The pool was built in 1936 as a WPA project. Swimming lessons and water aerobics are offered.

Maintained and operated by the City of Ellis

Ellis Public Library

907 Washington (785)726-3464
ellispl@eaglecom.net

Open: 12-8 pm Mon-Thurs 12-6 pm Fri 10 am-2 pm Sat

Children's Story Hour 10:00-10:45 am Wednesday
one for 4&5 year olds and one for
3 year olds as interest warrants

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

Maintained and operated by Ellis Library Board

Ellis Lakeside Campground

301 East 8th (785) 726-4812

Fees In-season (approx. April 15-November 15):

Motorhomes, pull-type or pickup campers \$15 per night

Tents \$10 per night

Fees Off-season (approx. November 16-April 14) 1/2 price

30-day (advance arrangements) \$350 per month

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, phone, 24-hour police patrol, and a storm shelter near-by (in the basement of Christ Lutheran Church).

Maintained and operated by the City of Ellis

OTHER FACILITIES

Mount Hope Cemetery

900 East 12th (785) 726-4812

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 from 6-7 pm each evening April-October.

Maintained and operated by the City of Ellis

Municipal Water Dock

500 West 6th (785) 726-4741

Bulk water sales are available 24-hours a day. The coin-operated system supplies 250 gallons per \$2.00 (quarters only).

Maintained and operated by the City of Ellis

Recycling Center

900 East 8th (785) 726-3667

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

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.

Maintained and operated by the City of Ellis

Municipal Burn Site

900 East 8th (785) 726-4812

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

Maintained and operated by the City of Ellis

MUNICIPAL WATER SYSTEM

(785) 726-4741

The City's new \$5,500,000 water treatment plant was completed in 2007. All the water is supplied 100% 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. (Results filed at the City Clerk's office.) The water tower has a 500,000 gallon capacity.

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	\$375
1 inch meter	\$475
1 1/2 inch	\$1200
Greater than 1 1/2 inch meters	time + materials

Rates

All customers will be charged \$3.25 per 1000 gallons used per month PLUS a monthly meter charge based on the following:

3/4 inch - 5/8 inch meter	\$32.13
1 inch meter	\$36.50
1 1/2 inch - 2 inch meters	\$44.43
Greater than 2 inch meters	\$56.63

MUNICIPAL SEWER SYSTEM

Construction was completed in 1998 on a new \$1,050,000 activated sludge plant. Regular testing is done according to KDHE and EPA standards. (Results filed at the City Clerk's office.)

Taps

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

Residential sewer taps & inspections	\$50
Commercial sewer taps & inspections	\$100

Rates

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 rate of \$9.70 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 \$20.00 per month.

UTILITY POLICIES

Connection of Utility Services

City utility services include water, sewer and sanitation. An application for service must be completed and signed. Identification and social security number are required. A one-time non-refundable connection fee is required for each meter. If a water meter is turned on all other services (sewer and sanitation) will be charged for. The customer must be present at the service address when water service is turned on.

Billing and Payments

The water meters are read in the middle 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. After the 15th, a penalty of 5% is assessed, and a penalty notice mailed. If the bill remains unpaid 10 days after the penalty notice is mailed, services will be disconnected for delinquency.

Whenever a request for a change of an account name is made there will be a read in/out or turn on/off fee assessed if the request is made for a date other than the regular monthly reading cycle. This fee will be charged to the previous and new occupant regardless of type of request.

Payment of City bills may be made in person, dropped in the night drop or mailed to the City Clerk's Office at 815 Jefferson. Please return the left side (smallest portion) of the utility bill with your payment.

Delinquencies

Doorknockers will be hung giving 24-hour notice of shutoff for delinquent bills. The amount due to reconnect water after delinquent shutoff is the amount of the bill plus applicable turn on/off charge. Services will be shutoff at the new service address for delinquency at an old service address under the same name. Customers must appear at the shutoff hearing 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.

UTILITY POLICIES

Payment Policy

Checks must be written for the exact amount of the bill. The following payments will not be accepted: (a) postdated checks, (b) checks the passer asks us to hold, (c) third party checks, or, (d) partial payments without written payment agreement. After three insufficient checks within a two-year period, the City will accept payment of cash or money orders only. The City of Ellis collects \$30.00 on every returned check.

Water Leak Policy

The water leak policy states that (per occurrence):

the residential customer will pay full price for the first 50,000 gallons water metered and ½ of the cost for any water metered in excess of 50,000;

the commercial customer will pay full price for the first 100,000 gallons water metered and ½ of the cost for any water metered in excess of 100,000.

Water Conservation

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

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.

MUNICIPAL SANITATION SERVICE

(785) 726-4741

Equipment includes 2000 and 1999 trucks, both with 2-1/2 ton packers. Customers may purchase 4-yard dumpsters or rent 90-gallon polycarts from the City. Grass clippings are taken to a local cattle feedlot. Trash is taken to the Ellis County Transfer Station in Hays. NO household hazardous wastes are picked up by the City.

All customers located within the City who subscribe to any City service must accept sanitation pick-up as provided by the City. Ordinary occupants may: (1) provide their own containers (3 to 32 gallons in capacity) or, (2) rent black 90-gallon trash polycarts from the City for a monthly \$1.00 fee. All entities determined by the Public Works Director to be large volume-generating sanitation customers shall utilize dumpsters (1- to 4-yard size). Customers may rent green 90-gallon grass polycarts from the City for a monthly \$1.00 fee (charged from April to September only). Grass clippings will be disposed through the City's sanitation system only if such clippings are in the City's grass polycarts. Tree limbs will be subject to special pickup charges AND must be cut to 4-foot lengths and bundled prior to pickup.

Monthly Charge

For one pickup per week:

Residential, inside city	\$19.20
Residential, outside city	\$21.60
Dumpster (per dumpster)	\$36.00

Special Pickups

Customers must call the City Clerk's office to arrange for the removal of large or extra-ordinary items. Special pickup charge is \$10.00 for the first 200 pounds, plus \$0.05 per pound for all extra weight. Freon-free appliances are charged an additional \$10.00 charge; those not certified freon-free will have an additional \$25.00 added. Disposal fee for car tires is \$2 each: truck tires \$5 each and tractor/implement tire \$10 each.

Your trash pick-up day is _____.
Grass pick-up is every Monday.

SEVERE WEATHER TERMS

Western Kansas experiences a wide variety of weather each year. It is very important to understand the difference among a severe weather WATCH, ADVISORY and WARNING. Advisories are issued for Fog, Wind, Wind Chill, Ice/Sleet, and Snow. Watches and Warnings are issued for Tornadoes, Severe Thunderstorms or Flash Floods.

ADVISORY is used to alert the public of situations that may cause some inconvenience or difficulty to travelers or people who must be outdoors.

WARNING implies that people should be alert for the *possibility* of severe weather or flash flooding, and have a plan of action in case a storm threatens.

WARNING means that a tornado, severe thunderstorm, or flash flood has been detected by radar or observed by trained storm spotters. These warnings are for short-fuse events that only last an hour or so. People in the path of the storm are expected to take action to protect life and property when the term WARNING is heard.

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

MUSEUMS

Ellis Railroad Museum & Doll Museum BK&E Miniature Train

911 Washington (785) 726-4493
ellisrm@envisions.net

Open: Apr 1-Nov 1 9 am-5 pm Mon-Sat 1 pm-5pm Sun
Nov 1-Apr 1 11 am-4 pm Mon-Sat 1 pm-4 pm Sun
Admission: over 12 years-\$2 5-12 years-\$1 Under 4 years-free
Train ride tickets: over 12 years-\$2 5-12 years-\$1
Under 4 years-free WITH an adult

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 1200 dolls. The Community Room in the basement may be used at no charge by Ellis non-profit organizations by contacting the City Clerk's office.

Maintained and operated by Ellis Railroad Museum Committee

Bukovina Society of Americas Museum

718 Washington (785) 726-3388

Browse through a collection of artifacts from Bukovina emigrants and a small library. Participate in the annual cultural and historical activities. Receive assistance with heritage research.

Maintained and operated by the Bukovina Society

Chrysler Boyhood Home & Museum

102 West 10th (785) 726-3636
chrysler55@eaglecom.net

Open: after Labor Day weekend 11:00 am-3:00 pm Tue-Sat
until Memorial weekend 1:00 pm-4:00 pm Sunday
Memorial Day weekend 10:00 am-4:00 pm Tue-Sat
thru Labor Day weekend 1:00 pm-4:00 pm Sunday
Admission: 65+-\$ 2.50 16-65 yrs-\$ 3.00 8-15 yrs-\$ 1.00
Under 7-Free

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.

Maintained and operated by the Chrysler Museum Board

MISCELLANEOUS FEES

General Administrative

Photocopy	\$0.25
Large City Map	\$3.00
Medium City Map	\$1.50
Small City Map	\$1.00
Street Map	\$0.50

Police

Accident report	\$4.00
Animal impoundment fees (per day)	\$12.00

Cemetery

St John's Cemetery**:

Grave opening/closing (weekday)	\$275.00
Grave opening/closing (holiday or weekend)	\$325.00
Infant opening/closing	\$175.00

**If jackhammering is needed, then time and materials will be charged.

Mount Hope & St Mary's Cemetery:

Burial Space	\$100.00
Grave opening/closing (weekday)	\$200.00
Grave opening/closing (holiday or weekend)	\$250.00
Infant opening/closing	\$100.00
Cremation	\$75.00
Disinterment/Reinterment	\$500.00

Public Works

Abatement fee (per hour with minimum of \$100.00)	\$50.00
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Fire Department

False alarm	\$150.00
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LICENSES

Animal

Dog license (neutered or spayed)	\$5.00
Dog license (unneutered or unspayed)	\$10.00
Duplicate tag	\$1.00
Dog license (penalty <u>per month</u> after March 1)	\$2.00

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.

Cereal Malt Beverage

Cereal Malt Beverage (in excess of five days)	\$50.00
One day license per day maximum of five days	\$5.00
Change of location	\$25.00
State ABC stamp tax per license not included above	\$25.00
Background checks (per name)	\$20.00

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

Liquor

Retail liquor stores	\$150.00
Private Clubs (Class A or B)	\$100.00
Drinking Establishment	\$100.00
Caterer's license	\$25.00
Temporary permit	\$25.00

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.

Business

Taxicab	\$10.00
Tree trimmer license	\$25.00
TV Radio tower/antenna permit	\$10.00
Oil & Gas drilling permit	\$500.00

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

CONSTRUCTION FEES

Contractor Licenses

General contractor/builder license	\$25.00
House wreckers/movers license	\$25.00
Sign hangers/panel posters	\$25.00
Electrical contractor	\$25.00
Plumbing contractor	\$25.00

License fees are for calendar year or major portion thereof and are non-refundable. If the initial application for city license is made after July 1 the license fee is 1/2 price.

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. Should the City of Ellis need to use the Hays building inspector, the charge for inspections will be \$25,00 per hour. 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
Excavation permit	\$5.00
Sign permit	\$10.00
Zoning appeal, change or variance application	\$75.00
Flood plain variance (accessory bldg.)	\$50.00
Special use permit	\$75.00

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 exceeds 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 construction 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 the City of Ellis at (785) 726-4812.

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

• **Floodway Fringe** • **Floodway**

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.

MISCELLANEOUS INFORMATION

Electric and gas

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

Telephone (land-line)

Golden Belt Telephone, Rush Center, KS 1-800-432-7965

Cable television

Ellis Cable TV, Hays, KS 726-3291

Golden Belt Telephone, Rush Center, KS 1-800-432-7965

Voter Registrations

You may register to vote at City Hall or the Ellis Public Library.

Bikes may be registered with the Ellis Police Department.

