

City of Clearwater Council Meeting Agenda  
Tuesday January 14, 2020 at 6:30pm  
129 E Ross Clearwater, KS 67026

1. CALL TO ORDER / INVOCATION AND FLAG SALUTE
2. OATH OF OFFICE FOR NEW COUNCIL MEMBERS
3. ROLL CALL
4. APPROVAL OF AGENDA
5. ELECT COUNCIL PRESIDENT
6. PUBLIC FORUM  
Members of the public can address the Mayor and City Council limited to not more than five minutes.
7. CONSENT AGENDA  
Items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed.
  - a. [12/10/19 Council Meeting Minutes](#)
  - b. [12/17/19 Special Council Meeting Minutes](#)
  - c. [12/26/19 Claims and Warrants](#)
  - d. [01/08/20 Claims and Warrants](#)
8. [STAFF REPORTS](#)
9. BUSINESS
  - a. [CONSIDER RESOLUTION 1-2020, SALARY RESOLUTION](#)
  - b. [CONSIDER RESOLUTION 2-2020, FEE SCHEDULE](#)
  - c. [CONSIDER ORDINANCE 1056, ANNEXATION](#)
  - d. [CONSIDER RFP FOR UTILITY GIS SYSTEM](#)
  - e. [POLICE DEPARTMENT REMODEL RFB](#)
10. ADMINISTRATORS REPORT
11. GOVERNING BODY COMMENTS
12. EXECUTIVE SESSION
  - a. K.S.A. 75-4319(b) (4) TO DISCUSS DATA RELATING TO FINANCIAL AFFAIRS OR TRADE SECRETS OF CORPORATIONS, PARTNERSHIPS, TRUSTS, AND INDIVIDUAL PROPRIETORSHIPS
  - b. K.S.A. 75-4319(b) (1) TO DISCUSS PERSONNEL MATTER OF NONELECTED PERSONNEL
13. ADJOURNMENT

Next Assignment Numbers

Charter Ordinance: 21

Ordinance: 1056

Resolution: 01-2020

**NOTICE: SUBJECT TO REVISIONS**

It is possible that sometime between 6:00 and 6:30 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
December 10, 2019  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**1. Call to Order/ Invocation and Flag Salute**

Mayor Burt Ussery called the meeting to order at 6:30 p.m. followed the invocation and flag salute.

**2. Roll Call**

The City Clerk called the roll to confirm the presence of a quorum. The following members were present:

Mayor Burt Ussery, Councilmembers; Tex Titterington, Chris Griffin, and Yvonne Coon were present.

Shirley Palmer-Witt and Laura Papish were absent.

The following staff members were present:

Ron Marsh, City Administrator, Courtney Meyer, City Clerk; Austin Parker, City Attorney.

Others Present: Justin Shore, Trace Tjaden, Kristina Norman, Veronica Epps, Kip Burge, Zac Randolph, Dylan Hall, Thomas Pracht, Nathan Wells, Michelle Leidy Franklin, Rocky Calderon.

**3. Approval of the Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated no.

Mayor Ussery called for a motion to approve the agenda as presented.

**Motion:** *Griffin* moved, *Coon* seconded to accept the agenda as presented. Voted and passed unanimously.

**4. Public Forum**

Rocky Calderon addressed council and complained about the noise from the grain bins. He stated the noise that is produced is high. Rocky requested a noise ordinance be put in place. He also stated he spoke with the County and they suggested coming to the City and asking the City if they could speak with the owner of the COOP.

Mayor Ussery stated the COOP is in the County therefore should follow county rules. He asked that staff speak with the owner but noted they are still in the county and do not have to abide by city ordinances even if they are put in place. The mayor also stated that the City will let County officials know that a formal complaint was registered about the noise coming from the COOP.

**5. Council Service Recognition**

Mayor Ussery recognized Tex Titterington for his service on City Council for the past 3 years. Tex came on council after another councilmember passed away. Starting in January Tex will serve on the Planning Commission.

**6. Auditor's Report**

Eric Meyer, CPA with George Bowerman and Noel, gave the 2017 auditors report. He stated all funds were healthy and in compliance.

A full report is available upon request at the clerk's office.

**7. Approve Consent Agenda**

Mayor Ussery asked if there was any question on the consent agenda and if not asked for a motion to approve.

It was asked that the Mayoral appointments be pulled and moved as their own item.

Minutes: 11/26/19 Council Meeting

Claims and Warrants 12/11/19 = \$152,401.13

Support Letter for Sedgwick County Division on Aging to KDOT

**Motion: *Titterington*** moved, ***Griffin*** seconded to approve the consent agenda as modified. Voted and passed unanimously.

**INSERT – Mayoral Appointments**

Titterington abstained.

Planning Commission – Tex Titterington

Part Time Officer – Brit Robertson

Part Time Officer – Justin Patrick

**Motion: *Griffin*** moved, ***Coon*** seconded to approve the mayoral appointments. Voted and passed unanimously.

**8. Staff Reports**

- a. Police Department – Jason Gearhardt – council had no questions.
- b. Fire Department – Justin Patrick – reported there had been 6 more calls since the report went out, 4 medical and 2 fire. Council had no questions
- c. Public Works – Ernie Misak – reported that the waste water did pass – council had no questions

**9. Business**

- a. **Cancel the Regularly Scheduled City Council Meeting on 12/24/19**

**Motion: *Griffin*** moved, ***Titterington*** seconded to cancel the meeting. Voted and passed unanimously.

- b. **Approve Special Meeting 12/17/19 to Conduct Budget Amendment Hearing and Approve Budget Amendment**

**Motion: *Titterington*** moved, ***Coon*** seconded approve the special meeting on 12/17/19. Voted and passed unanimously.

**10. Administrators Report**

- Purple Wave is scheduled to be out next week to take pictures of the 2006 Osage ambulance and get it on their auction website. They handle everything including the purchase transaction. However, there is no minimum price – the highest bid gets the ambulance, we can't remove the item from auction, and we can't bid on the item.  
Council asked staff to find a different option for selling before committing to Purple Wave.
- Local Government Day sponsored by the League of Kansas Municipalities is January 22<sup>nd</sup> in Topeka. The event schedule is below:
  - 9:00 a.m. - 11:45 a.m. - Capitol Building, Connecting with your Legislator
  - Morning Appointments with Legislators, set on your own-
    - 12:15 p.m. - Maner Conference Center, Mayors Association Lunch [KMA members]
    - 2:00 p.m. - Maner Conference Center, Local Government Day Welcome & Introductions

- 2:15 p.m. - "If I Were Mayor" Presentations
  - 2:30 p.m. - Statement of Municipal Policy Review
  - 4:00 p.m. - Legislative Update from Senate and House Leadership
  - 5:00 p.m. - Capitol Plaza Hotel - Reception with Legislators
  - 7:00 p.m. – Adjourn
- Christmas tree recycling will be at the Sports Complex parking lot from 12/20 – 1/23.
  - Staff Holiday lunch is this Friday, 12/13 at noon. Council are all invited. City offices will be closed from 12p – 2p.
  - Interviews for the police chief start tomorrow

**11. Governing Body Comments**

Griffin had nothing to report

Titterington had nothing to report

Coon had nothing to report.

Ussery had nothing to report

**12. Adjournment**

With no further discussion Mayor Ussery called for a motion to adjourn.

**MOTION:** *Coon* moved; *Titterington* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:08 PM

**CERTIFICATE**

State of Kansas        }  
 County of Sedgwick   }  
 City of Clearwater    }

I, Courtney Meyer, City Clerk of the City of Clearwater, Sedgwick County, Kansas, hereby certify that the foregoing is a true and correct copy of the approved minutes of the December 10, 2019 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 14<sup>th</sup> day of January 2020

\_\_\_\_\_  
 Courtney Meyer, City Clerk

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
December 17, 2019  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**1. Call to Order/ Invocation and Flag Salute**

Mayor Burt Ussery called the meeting to order at 6:30 p.m. followed the invocation and flag salute.

**2. Roll Call**

The Deputy City Clerk called the roll to confirm the presence of a quorum. The following members were present:

Mayor Burt Ussery, Councilmembers; Shirley Palmer-Witt, Chris Griffin, Yvonne Coon, Tex Titterington and Laura Papish were present.

The following staff members were present:

Ron Marsh, City Administrator, Carol Reitberger, Deputy City Clerk.

Others Present: Dalton Helbing and Chad Pike.

**3. Approval of the Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated no.

**4. Public Forum**

None

**5. Business**

Mayor Ussery called for a motion to open the budget amendment hearing.

**Motion: *Papish*** moved, ***Coon*** seconded to open the budget amendment hearing at 6:32 p.m. Voted and passed unanimously.

- a. Budget Amendment Hearing  
No one from the Public came forward.
- b. Consider Budget Amendment

City Administrator Marsh stated that earlier this year the City Council approved a larger firework show expense out of the Special Parks fund. There were adequate funds available for the increased expense, however the increase exceeded the approved budget authority. The city is required to hold a public hearing to amend the 2019 budget. The funds have already been approved so no additional funds are necessary. It is recommended the City Council approve the budget amendment for the Special Parks fund.

**Motion: *Titterington*** moved, ***Palmer-Witt*** seconded to close the budget amendment hearing at 6:34 p.m. Voted and passed unanimously.

**Motion: *Coon***, moved, Palmer Witt seconded to approve the budget amendment as presented. Voted and passed unanimously.

**Adjournment**

With no further discussion Mayor Ussery called for a motion to adjourn.

**MOTION:** *Palmer-Witt* moved; *Coon* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 6:40 PM

**CERTIFICATE**

State of Kansas        }  
County of Sedgwick   }  
City of Clearwater    }

I, Carol Reitberger, Deputy City Clerk of the City of Clearwater, Sedgwick County, Kansas, hereby certify that the foregoing is a true and correct copy of the approved minutes of the December 17, 2019 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 14<sup>th</sup> day of January 2020

\_\_\_\_\_  
Carol Reitberger, Deputy City Clerk

# Check Register Report

Date: 12/23/2019

Time: 4:01 pm

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City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>EMPRISE BANK Checks</b>								
45768	12/26/2019	Printed			APS1	AAA PORTABLE SERVICES, INC	RENTAL 11-23 - 12-20	70.00
45769	12/26/2019	Printed			AMA	AMAZON	MATERIALS	83.60
45770	12/26/2019	Printed			AMAZ	AMAZON BUSINESS	CURTAIN HOLDBACK	7.98
45771	12/26/2019	Printed			BBL1	B & B LUMBER	GARAGE DOOR OPENERS	271.78
45772	12/26/2019	Printed			BET 1	BETTS PEST CONTROL	911 E. JANET	249.13
45773	12/26/2019	Printed			BROAD	BROADSTROKE INC	WATER BILLS	665.46
45774	12/26/2019	Printed			CARL	CARL FRY	MILEAGE	70.18
45775	12/26/2019	Printed			CI W	CIRUS WATER	POLICE DEPT	9.00
45776	12/26/2019	Printed			COLLECTION	COLLECTION BUREAU OF KANSAS	NOV COLLECTION FEES UTILITY	39.02
45777	12/26/2019	Printed			CONT	CONTINENTAL RESEARCH CORP	SURGE	297.80
45778	12/26/2019	Printed			CRAFCO	CRAFCO, INC	COLD PATCH	555.00
45779	12/26/2019	Printed			DPL1	DAN'S PLUMBING, INC	HEAT SHOP	1,847.00
45780	12/26/2019	Printed			FAR	FARREL LANGE	RESTITUTION	80.00
45781	12/26/2019	Printed			G	G WORKS	ANNUAL SUMMIT LICENSE	1,334.83
45782	12/26/2019	Printed			GAL1	GALL'S INC.	FIRE DEPT TACTICAL PANTS	1,386.03
45783	12/26/2019	Printed			GBO1	GEORGE, BOWERMAN & NOE P.A.	2018 AUDIT	11,997.30
45784	12/26/2019	Printed			GT	GT DISTRIBUTORS, INC	AMMO	1,832.80
45785	12/26/2019	Printed			INTOX	INTOXIMETERS	INTOXILIZER ITEMS	395.00
45786	12/26/2019	Printed			ITRON	ITRON, INC	ITRON FCS WORK	855.00
45787	12/26/2019	Printed			JHS1	J & H STORAGE	JANUARY RENT	65.00
45788	12/26/2019	Printed			J. MAR	J. MARTIN CO.	ALLEY ENTRANCE REPLACEMENT	8,900.00
45789	12/26/2019	Printed			JDG1	JOHNNY L. MISHLER	CITY FORMS	22.00
45790	12/26/2019	Printed			KOURT	KOURTNEY CHILDERS	RESTITUTION	100.00
45791	12/26/2019	Printed			LOK1	LEAGUE OF KS MUNICIPALITIES	KOMA MANUALS	80.75
45792	12/26/2019	Printed			LFP1	LEASE FINANCE PARTNERS	COPIER LEASE	540.45
45793	12/26/2019	Printed			LEXI	LEXIPOL, LLC	ANNUAL POLICY MANUAL	4,098.00
45794	12/26/2019	Printed			LYNN	LYNN CARD COMPANY	CHRISTMAS CARDS	56.00
45795	12/26/2019	Printed			NOP1	NAVRAT'S OFFICE PRODUCTS	2020 OFFICE CALENDARS/PAPER	210.85
45796	12/26/2019	Printed			OR	O'REILLY AUTO PARTS	WASTE POND CONNECTOR	116.91
45797	12/26/2019	Printed			OPTIV	OPTIV SECURITY INC.	KCJIS 3 YEAR TOKEN	254.20
45798	12/26/2019	Printed			PCA1	PETTY CASH	CITY	14.30
45799	12/26/2019	Printed			RANSON	RANSON FINANCIAL CONSULTANTS	CONTINUING DISCLOSURE	750.00
45800	12/26/2019	Printed			RC11	RENN & COMPANY, INC.	2017 CUB CADET UTV	27.00
45801	12/26/2019	Printed			RA01	RESERVE ACCOUNT	POSTAGE	300.00
45802	12/26/2019	Printed			RYAN	RYAN EASTEP	1/2 CASH BOND	500.00
45803	12/26/2019	Printed			SWSC	SALINA WHOLESALE SUPPLY CO	CURB VALVE	113.00
45804	12/26/2019	Printed			SC	SC DEPT OF MOTOR VEHICLES	COPY OF DRIVING RECORD	6.00
45805	12/26/2019	Printed			SCHULTE	SCHULTE SUPPLY INC.	SHORING	9,189.38
45806	12/26/2019	Printed			0004	SEDGWICK COUNTY ELECTRIC COOP	STATEMENT	1,640.52
45807	12/26/2019	Printed			SONJA	SONJA FROGGATTE	MILEAGE	43.38
45808	12/26/2019	Printed			TSN1	TIMES-SENTINEL NEWSPAPERS	BUDGET HEARING	280.50
45809	12/26/2019	Printed			UNRE	UNITED RENTALS	TRACK HOE DIG BUCKET	629.00
45810	12/26/2019	Printed			UMC1	UTILITY MAINTENANCE CONTRACTOR	RELINE MANHOLES	12,000.00
45811	12/26/2019	Printed			VER	VERIZON WIRELESS	STATEMENT	160.04

**Total Checks: 44**

**Checks Total (excluding void checks): 62,144.19**

**Total Payments: 44**

**Bank Total (excluding void checks): 62,144.19**



# Check Register Report

Date: 01/07/2020

Time: 3:07 pm

Page: 1

City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>EMPRISE BANK Checks</b>								
45812	01/08/2020	Printed			APB	ALLPAK BATTERY	SEWER GENERATOR	78.50
45813	01/08/2020	Printed			AMAZ	AMAZON BUSINESS	UNIFORM COATS AND COVERALLS	403.01
45814	01/08/2020	Printed			ASC1	ASCAP	ANNUAL LICENSURE FEE	363.00
45815	01/08/2020	Printed			AS1	ASSESSMENT STRATEGIES, LLC	PERSONNEL TESTING	175.00
45816	01/08/2020	Printed			BBL1	B & B LUMBER	EXTENSION CORDS	199.05
45817	01/08/2020	Printed			B & T	BAKER & TAYLOR	MATERIALS	82.79
45818	01/08/2020	Printed			BB1	BECKER BROS.	NEW HVAC SYSTEM	2,050.00
45819	01/08/2020	Printed			BH01	BECKY C. HURTIG	PROFESSIONAL SERVICES	915.00
45820	01/08/2020	Printed			CI W	CIRUS WATER	POLICE DEPT	13.50
45821	01/08/2020	Printed			CCC2	CLEARWATER AREA CHAMBER	2020 MEMBERSHIPS	100.00
45822	01/08/2020	Printed			CWC02	CLEARWATER WELLNESS CENTER	STATEMENT	45.00
45823	01/08/2020	Printed			CORE &	CORE & MAIN LP	HYDRANTS AND VALVES	4,639.04
45824	01/08/2020	Printed			CRAFCO	CRAFCO, INC	GRACO 130HS STRIPER	6,418.00
45825	01/08/2020	Printed			CYBER	CYBERTRON INTERNATIONAL, INC	SSD CARD BDR SERVER	959.95
45826	01/08/2020	Printed			DPL1	DAN'S PLUMBING, INC	COUNTERTOP REPLACEMENT	628.00
45827	01/08/2020	Printed			DATA	DATAMARS	PETLINK SCANNER	232.57
45828	01/08/2020	Printed			DELISA	DELISA'S MEDICAL BILLING	DECEMBER 2019	32.55
45829	01/08/2020	Printed			DOS1	DIGITAL OFFICE SYSTEMS	OVERAGE	81.66
45830	01/08/2020	Printed			ERE1	EMERGENCY FIRE EQUIPMENT	PUSH BAR 2015 EXPLORER/LABOR	2,136.25
45831	01/08/2020	Printed			FENIX	FENIX HEATING AND COOLING	REFUND MEC PERMIT	39.00
45832	01/08/2020	Printed			GAL1	GALL'S INC.	UNIFORM	450.87
45833	01/08/2020	Printed			GILM	GILMORE SOLUTIONS, INC	Q1 SUPPORT	7,500.00
45834	01/08/2020	Printed			GT	GT DISTRIBUTORS, INC	EQUIPMENT	958.00
45835	01/08/2020	Printed			ICCMA	ICMA MEMBERSHIP RENEWAL	MARSH 2020 MEMBERSHIP	659.20
45836	01/08/2020	Printed			INDIAN	INDIAN LAKES LEASING	TAX REBATE LOT 1 BLOCK 2	2,031.48
45837	01/08/2020	Printed			LA LI	J. LARRY LINN	PROSECUTION SERVICES	885.00
45838	01/08/2020	Printed			JANZEN'S	JANZEN'S TILE	COUNTERTOP REPLACEMENT	3,778.97
45839	01/08/2020	Printed			KABC	KANSAS ALCOHOLIC BEVERAGE	CMB STAMP FEE	100.00
45840	01/08/2020	Printed			KEMSA	KANSAS EMS ASSOCIATION	KEMSA SERVICE MEMBERSHIP	150.00
45841	01/08/2020	Printed			KOC1	KANSAS ONE CALL SYSTEM, INC.	40 LOCATES	48.00
45842	01/08/2020	Printed			KTW1	KANSASLAND TIRE	TIRES SQUAD 71	743.94
45843	01/08/2020	Printed			AOM1	KATHLEEN KINKAID	2 COLOR GRAPHICS	325.00
45844	01/08/2020	Printed			KSF2	BRINKERHOFF KS STATE FIREFIGHTERS ASSN.,	FIREWIRE DUES	50.00
45845	01/08/2020	Printed			LCS1	LOWE'S	STATEMENT	654.31
45846	01/08/2020	Printed			MOE1	MAXIMUM OUTDOOR EQUIP & SERV	HUSQVARNA BLOWER	119.96
45847	01/08/2020	Printed			MERI	MERIDIAN ANALYTICAL LABS, LLC	WATER TESTING	45.00
45848	01/08/2020	Printed			MARC	MID-AMERICAN RESEARCH CHEMICAL	ICE BLOCK 05	157.31
45849	01/08/2020	Printed			NAT SIGN	NATIONAL SIGN COMPANY INC	STREET SIGNS 2019	1,128.90
45850	01/08/2020	Printed			REAP	REAP	2020 REAP ASSESSMENT	607.00
45851	01/08/2020	Printed			REC BK	RECORDED BOOKS, LLC	MATERIALS	112.50
45852	01/08/2020	Printed			SCAC	SEDGWICK COUNTY	2020 SCAC ANNUAL DUES	150.00
45853	01/08/2020	Printed			STA	STAPLES	BUDGET BOOK MATERIALS	332.11
45854	01/08/2020	Printed			TCE1	TRI-COUNTY ELECTRIC CORP	WIRE HEATERS/DOOR OPENERS	651.74
45855	01/08/2020	Printed			T2UL	TRUE2U AUTOMOTIVE, LLP	MOTORCRAFT OIL	24.00
45856	01/08/2020	Printed			USBAN	U.S. BANCORP EQUIPMENT FINANCE	COPIER LEASE	248.02
45857	01/08/2020	Printed			UNI	UNIFRIST CORPORATION	STATEMENT	33.05
45858	01/08/2020	Printed			VER	VERIZON WIRELESS	STATEMENT	40.01

# Check Register Report

Date: 01/07/2020

Time: 3:07 pm

Page: 2

City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount	
<b>EMPRISE BANK Checks</b>									
45859	01/08/2020	Printed			WAMPO	WAMPO	2020 MEMBERSHIP DUES	236.00	
45860	01/08/2020	Printed			WILSON	WILSON BUILDING MAINT INC	JANUARY 2020 SERVICES	757.74	
45861	01/08/2020	Printed			WITMER	WITMER PUBLIC SAFETY GROUP	PORTABLE LIGHT/EXTING/GAS METE	2,567.84	
45862	01/08/2020	Printed			XAVUS	XAVUS SOLUTIONS	MY SENIOR CENTER	4,500.00	
					<b>Total Checks: 51</b>		<b>Checks Total (excluding void checks):</b>		<b>49,637.82</b>
					<b>Total Payments: 51</b>		<b>Bank Total (excluding void checks):</b>		<b>49,637.82</b>



To: Mayor and City Council

From: Jared Dinwiddie  
Clearwater Fire Chief

Date: January 10, 2020

Re: Fire Department Staff Report

- Clearwater Fire responded to 17 medical calls and 3 Fire calls since last meeting.
- Average response time for SGCO EMS on medical calls has been around 18 minutes.
- One of the fire responses was in collation with the Sedgwick County Wildland Task Force. Units were responding to Cowley County and Clearwater Fire provided our 6x6 Tender.
- Ford Explorer First Responder vehicle (Sq72) went on track on Tuesday 1/7/2020. It responds now to all medical calls and injury accidents that our jurisdiction has.

To: Mayor and City Council

From: Jason Gearhardt, Lt.  
Interim Chief

Date: January 14, 2020

Re: Police Department Staff Report

The department had acquired several firearms in two separate government loan programs several years ago. The firearms in one of the programs consisted of (6) M-16 rifles, (3) M-14 rifles, and (4) 1911 pistols. Since the department has purchased our own rifles over the last few years, it was believed it was time to return the government guns, especially since the M-16s were full auto firearms, and most of these weapons, have not been used by our department. Unfortunately we learned the return of these guns was at our expense, which amounted to about about \$275.00 with shipping and packaging. But we feel it was the best decision to return them at this time, and they were shipped back on 01/07/2020.

Matters of interest since last meeting.

12/23 Person(s) unknown damaged some boards on the City Park tree house. The camera system in the park is no longer operating properly, and an SKT employee advised it would probably cost more to fix it, than to replace it, so waiting on an estimate from SKT.

12/26 Assisted the Sheriff Department with an accident involving an intoxicated driver, north of Clearwater.

12/28 Driver cited for driving while suspended.

12/30 Investigated a domestic disturbance report, with charges still pending.

12/31 Took a residential burglary report in the 100 block South Gorin, a handgun, lottery tickets and a gift card were the only items taken. No suspects at this time.

01/03 Driver cited for speeding and drive while suspended.

01/04 Driver arrested for driving while suspended, illegal tag, and no proof of insurance.

01/07 Non-injury accident in the 200 block East Hellar.

01/09 Driver cited for defective headlight and drive while suspended.

Two tobacco violations

Four adults have been arrested on Clearwater Municipal Court warrants.

Part-time Officers Justin Patrick has started training with other officers, and Brit Robertson has begun covering shifts on his own.

Sgt. Harp began teaching D.A.R.E. on 01/10/2020.

To: Mayor and City Council Members

From: Ernie Misak, Public Works Director

Date: January 14, 2020

Subject: Public Works Summary

1. Rebuilt the framing for the heater/air conditioner for the shop office. New unit installed by Becker Brothers.
2. Water leak on South Fourth repaired.
3. CFAP report completed for Kansas Department of Wildlife and Parks for Chisholm Ridge Ponds.
4. Quarterly report for waste ponds discharge results to KDHE.
5. Overhead heaters installed at shop.
6. New traffic line painting unit received.
7. Wastewater collection line on E. Wood blocked, releasing sewage water onto street. Blockage was caused by Nursing home grease and wipes. Cleared and cleaned up overflow. Report to KDHE as Bypass with Filed report.
8. No wastewater discharge from ponds for the month of December. Depending upon amount of moisture that we receive, I anticipate no discharge in January either.
9. Notified by Department of Agriculture that meter at well #6 was no longer on the "approved" list for water meter usage/pumping. New meter was ordered and will be installed following delivery.
10. Backflow device for the discharge pipe from waste ponds was ordered and received. Will install as soon as time permits.
11. Cut out and removed asphalt in front of 221 E. Michelle Ave. Replaced with rock as the broken up asphalt was a safety hazard in front of mail box. Will be replaced with asphalt once asphalt plants are again active.
12. Installed mail boxes at Chisholm Ridge addition.
13. Annual generator service maintenance completed on all 5 units.
14. Repaired the "Mikesell" playhouse in the City Park. Vandalism by unknown individuals kicked several of the ballasters on the deck out. Report taken by PD.
15. Repaired channel mitt at the waste ponds. Gearbox sheared off keys inside, allowing the motor to spin freely.
16. Salt/sand spreader broke down. Complete rusted out destruction of the drive chain. New one has been ordered and is scheduled to be installed this week.
17. Will be working at Garvey Complex next week to abandon a main line and install a new poly line. This section of line has been repaired multiple times and is no longer usable.
18. Other normal duties and responsibilities.

## Clearwater Senior & Community Center

### Staff Report

January 10, 2020

To: Mayor & City Council

From: Sonja Froggatte, Director

1. Hermes Healthcare was here on 1/8 and we had a full day of individuals coming into the Center.
2. On 1/14 we will have our Carry-In Luncheon beginning at 12:00. You are invited to join us at that time.
3. We will be closed in observance of Dr. Martin Luther King, Jr. on 1/20.
4. On Saturday 1/25, at 6:00 p.m., we will begin our Jam Session for 2020.
5. On Monday 1/27, at 1:30 p.m. I will attend the required Senior Summit at Central Plains Area Agency on Aging (CPAAA). I'll leave the Center at 12:30 and Marlene will come in then and keep the Center open.

**City of Clearwater  
City Council Meeting  
January 10, 2020**

**Consider Resolution 1-2020, Salary Resolution**

---

**Background:** The 2020 adopted budget for Clearwater includes up to a 3% across the board raise for full time employees. Per City Code 2-71 the City Council is required to approve the annual pay plan for City employees.

**Analysis:** Resolution 1-2020 establishes 2020 pay for city employees and by approving this resolution, the Governing Body will also be approving the 3% raise as budgeted. The Police Department pay is per the approved 2020 budget and may be more than 3% for most employees. Starting pay for part-time officers has been adjusted to \$16.00/hour from \$15.50/hour discussed at budget. In discussions with Police Department staff it became apparent that these officers are required to have the qualifications of full-time officers and should start at the same rate of pay. Staff looked at the budget and is recommending increasing part-time starting pay to \$16.00/hour for 2020 and will request to increase to \$16.50/hour in 2021.

All employee evaluations have been completed.

**Financial:** All pay adjustments are accounted for in the 2020 budget. Personnel Services represents 29% of all City expenditures.

**Legal Considerations:** Review and comment as necessary

**Recommendations/Actions:** Approve Resolution 1-2020, Salary Resolution.

## RESOLUTION NO. 01-2020

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS,  
THAT THE 2020 CITY EMPLOYEE PAY PLAN AS FOLLOWS:

<b>Position</b>	<b>Name</b>	<b>Pay</b>	
City Administrator	Ron Marsh	\$ 84,572.03	
City Clerk	Courtney Meyer	\$ 65,118.25	
Deputy Clerk	Carol Reitberger	\$ 43,843.79	
Billing Clerk	Sharon Lampe	\$ 16,337.86	
Public Works Director	Ernie Misak	\$ 72,754.62	
Public Works	Kevin Bush	\$ 57,503.73	
Public Works	Cole Hollis	\$ 42,933.70	
Public Works	Chadd Posch	\$ 37,513.42	
Police Lieutenant	Jason Gearhardt	\$ 58,176.67	
Police Officer	Lee Harp	\$ 44,820.21	
Police Officer	Brian Daily	\$ 38,563.20	
Court Clerk/Police Records	Jo Johnson	\$ 41,928.44	
Senior Center Coordinator	Sonja Froggatte	\$ 24,102.00	
Part Time Officer	Roy Riggs	\$ 16.00	Hr
Part Time Officer	Darrell Haynes	\$ 16.30	Hr
Part Time Officer	Steve McCorkill	\$ 16.00	Hr
Part Time Officer	Justin Patrick	\$ 16.00	Hr
Part Time Officer	Brit Robertson	\$ 16.00	Hr
Part Time Officer	Victor Heiar	\$ 16.44	Hr
Part Time Officer	James Baney	\$ 16.00	Hr
Animal Control	Patricia Lambert	\$ 12.50	Hr
Brush Dump Operator	Kenneth Hughes	\$ 8.49	Hr
Brush Dump Operator	Johnny Mishler	\$ 8.22	Hr
Park Sanitation	Patricia Seiler	\$ 8.00	Hr
Senior Center Assistant	Verna Parrett	\$ 8.00	Hr
Fire Chief	Jared Dinwiddie	\$ 500.00	Per Check
Assistant Chief	Justin Patrick	\$ 500.00	Per Check
Paramedic	Medical Calls	\$ 45.00	
AEMT	Medical Calls	\$ 35.00	
EMT	Medical Calls	\$ 25.00	
EMR	Medical Calls	\$ 15.00	
FF Driver	Medical Calls	\$ 10.00	
Fire/ EMS Training		\$ 10.00	Per Training
Fire Fighter	Fire Calls	\$ 10.00	Per Call
Pool Manager		\$ 6,500.00	Season
Basketroom Attendant	1st and 2nd Year	\$ 7.25	Hr
Basketroom Attendant	3+ Years	\$ 7.50	Hr
Lifeguard	1st Year	\$ 8.25	Hr

Lifeguard	2nd Year	\$	8.50	Hr
Lifeguard	3rd Year	\$	8.75	Hr
Lifeguard	4th Year	\$	9.00	Hr

Passed and approved by the Governing Body this 14th day of January, 2020.

---

Burt Ussery, Mayor

Attest:

---

Courtney Meyer, City Clerk

**City of Clearwater  
City Council Meeting  
January 10, 2020**

**Consider Resolution 2-2020 Fee Schedule**

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**Background:** The city by resolution, ordinance or other means has established fees for a variety of municipal services. These fees are spread throughout our Municipal Code and are reviewed on an annual basis.

**Analysis:** The fees established in the resolution are reflective of current fees that the city charges and any changes required by ordinance or suggested by staff. Changes to the fee schedule are indicated in red in the backup material.

**Financial:** The increases in water and sewer are annual increases (1%) established by ordinance; the \$25 background check fee for CMB licenses is a new fee the City will be charging to perform background checks on applicants for a CMB license. The City has always had to pay for the background check and starting in 2020 we will pass it on to the applicant.

**Legal Considerations:** Review and comment as necessary

**Recommendations/Actions:** Approve Resolution 2-2020 Fee Schedule

## RESOLUTION NO. 02-2020

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS, THAT THE 2019 ANNUAL FEE SCHEDULE IS LISTED AS FOLLOWS:

### Pool Passes

Daily	\$3.50
Daily 2 and under	Free
Punch Card (12 punches)	\$38.00
Night Swim	\$1.00
Single Membership	\$50.00
Family Membership (4 People)	\$150.00 \$35 for ea additional
Parties	\$200.00

### Brush Dump

Residential Daily	\$8.00
Residential Yearly	\$25.00
Rental Owner 1st Property Annual	\$25.00
Rental Owner Add'l Property Annual	\$15.00
Commercial Daily per load	\$50.00
Commercial Mowing Yearly	\$100.00
Commercial Quarterly (Calendar)	\$250.00

### Water

New Customer Connection Fee	\$50.00
Location Transfer Fee	\$15.00
Reconnection Fee	\$25.00
Reconnection Fee after 4pm	\$50.00
Late Penalty	10% of total amt due
Meter Test Request	\$25.00
Water Request On/ Off by owner	\$10.00
Base Rate	1% increase per year
Base Monthly Rates (inside city limits)	
0-2,999	\$14.35
3,000-4,999	\$4.25 additional per 1000 gal
6,000-10,999	\$5.00 additional per 1000 gal
11,000 +	\$5.75 additional per 1000 gal
Base Monthly Rates outside city limits)	
0-2,999	\$17.52
3,000-4,999	\$4.25 additional per 1000 gal
6,000-10,999	\$5.00 additional per 1000 gal
11,000 +	\$5.75 additional per 1000 gal
New Water Connection 1" line	\$1,450.00
New Water Connectino 3/4" Line	\$1,375.00
Boring for new connection	\$1,000.00 minimum
Bulk Water	\$13.00 per 1000 gal

Bulk Water Use of Meter \$25.00

**Sewer**

Base Rate 1% increase per year  
Residential Rate \$23.38  
add'l fee per avg 1000 gal used 1st Quarter \$1.00  
Restaurant and Café Rate \$58.46  
Business, Commercial, and Non-residential Rate \$23.38 Each additional  
Laundry and Dry Cleaning Rate \$87.75  
Car Washes Rate \$59.04  
Educational Buildings Rate \$2.33 per body  
Educational Building Minimum \$53.53  
Care home, nursing home, assisted living Rate \$83.87  
Independent residential units Rate \$23.38  
Outside City Limits Rate \$79.23  
Pro Rate Charges

1 - 10 Days Charged 10 Days  
11 - 20 Days Charged 20 Days  
21 + Days Charged entire Month

Connections City Limits \$500.00  
Connections Outside City Limits \$1,000.00  
Debt Service Fee

0 - 2,999 \$11.25 Month  
3,000 - 5,999 \$15.00 Month  
6,000 - 10,999 \$18.75 Month  
11,000 + \$21.75 Month

Late Penalty 10% of total amt due

**Open Public Records - KORA**

Staff Time \$19.00 Hour/ 1hr minimum  
Copies \$0.30 page  
Electronic/ Photographs \$25.00 If releasable  
Defense Attorney/ Insurance Companies \$10.00 per Paper Report  
Defense Attorney/ Insurance Companies \$25.00 Electronic/ Photographs  
*Prepayment of fee may be required if estimate is to exceed \$50.00*

**Solicitors**

Application/ Background \$25.00  
Permit \$100.00

**Dog Tags**

Neutered/ Spayed \$6.00  
Not Neutered or Spayed \$10.00  
Service Dogs N/C

## Trash

65 Gallon Cart	\$13.00 Month
95 Gallon Cart	\$14.00 Month
2 95 Gallon carts	\$21.00 Month
Recycling	\$6.00 Month
Recycling 2 Carts	\$11.00 Month
Bulky Item	\$17.00 Each
Mattress/Box Springs	\$25.00 Each
Late Penalty	10% of total amt due

## Planning & Zoning Permits

### Sign

New	\$25.00	plus \$6.00 per each 10 square feet or fraction there of
Altered	\$25.00	plus \$6.00 per each 10 square feet or fraction there of
Face or Copy Charge	\$25.00	
Real Estate	\$15.00	plus \$4.00 per each 10 square feet or fraction there of
Temporary	\$10.00	plus \$1.00 per each 10 square feet or fraction there of
Variance Request	\$125.00	
Zoning Change Request	\$125.00	

## Facility Rentals

### Community Center

Hourly	\$25.00
Daily (over 5 hours)	\$125.00
Deposit (refundable)	\$125.00

### Fields

Base Fee	Up to \$15.00 per Hour/ Max \$200.00 per
Maintenance (Per Field)	Up to \$50.00 per Day
Lights (Per Field/Per Hour)	\$20.00
Bathrooms (Per Day)	Up to \$20.00
Trash (Per Day)	Up to \$40.00
Field Supervisor (Per Hour)	\$10.00
Deposit	Up to \$200.00

## Alcoholic Beverage

Occupation Fee (Retail Stores)	\$250.00
License Fee (Drinking Establishments)	\$250.00
CMB	
Off Premise Consumption	\$50.00
On Premise Consumption	\$100.00
Stamp Fee	\$25.00
Temporary Permit Fee	\$25.00 per day
Background Check Fee	\$25.00 each

Change in Location \$

**Special Vehicle Permit**

Permit \$10.00  
Lost or Stolen Permit Replacement \$5.00

**Excavation**

Permit \$25.00

*For public property and public right-of-way only. Needed for permit - Performance Bond(\$2,000), Certificate of Liability (min \$100,000 per loss), Aggregate Incident (\$300,000)*

**Fingerprint Fees**

Residents of 67026 and Employees of USD264 \$10.00  
Outside of 67026 \$20.00

**Court Costs**

Enter of plea of guilty or not guilty \$73.00  
Guilty of Violation \$112.00  
Warrant Service Fee \$25.00  
Failure to Appear \$25.00  
Application for Expungement \$100.00  
Booking Fee \$25.00

**Other**

Return Check Fee \$25.00  
Building & Trade Permits Follow MABCD Fee Schedule  
Fireworks Sale \$5,000.00

Passed and approved by the Governing Body this 14th day of January 2020.

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Burt Ussery, Mayor

Attest:

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Courtney Meyer, City Clerk

**City of Clearwater  
City Council Meeting  
January 10, 2020**

**Consider Ordinance 1056 Annexation**

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**Context:** In November 2019 the city received a Consent for and Petition to Annex into the corporate limits of the City of Clearwater from the property owners at Lot 17, Block 2 in the Prairie Meadows Estates Sub-division. Annexation is required to receive city water service. At the November 12, 2019 meeting the Governing Body adopted Resolution 10-2019 finding it advisable to annex the referenced property. Per state statute, that resolution was sent to the Sedgwick County Board of County Commissioners and at their December 18, 2019 meeting the Sedgwick County BOCC adopted a resolution releasing the property for the City to annex. The Governing Body needs to adopt a separate ordinance officially annexing the property into the city.

**Financial:** Property owners in the area pay approximately \$800 per year in special assessments for the water line that was installed in 2007. Once finished the new residential home would generate approximately \$1,500 in city property taxes based on similarly constructed homes in the area.

**Legal Considerations:** Review and comment as necessary.

**Recommendations/Actions:** It is recommended the City Council adopt Ordinance 1056 annexing Lot 17, Block 2 of the Prairie Meadows Estates Sub-division into Clearwater city limits.

(Summary First Published in the Times-Sentinel  
on the \_\_\_\_ day of \_\_\_\_\_, 2020.)

THE CITY OF CLEARWATER, KANSAS

ORDINANCE NO. 1056

AN ORDINANCE ANNEXING AND INCORPORATING  
CERTAIN LAND WITHIN THE BOUNDARIES OF THE CITY  
OF CLEARWATER, KANSAS PURSUANT TO AND IN  
ACCORDANCE WITH THE PROVISIONS OF K.S.A. 12-  
520c.

WHEREAS, in November 2019, a written Consent to and Petition for Annexation was filed with the City Clerk of the City of Clearwater, Kansas; and

WHEREAS, the land described in said written Consent to and Petition for Annexation is legally described as Lot 17, Block 2 of the Prairie Meadow Estates Addition to Sedgwick County, Kansas, with a commonly known address of 14211 Prairie Grass Circle, Clearwater, Kansas 67026, and is located between 79<sup>th</sup> Street South on the north, 135<sup>th</sup> Street West on the east, 87<sup>th</sup> Street South on the south and 151<sup>st</sup> Street West on the west; and

WHEREAS, said tract does not currently adjoin the boundaries of the City of Clearwater, Kansas but is proximate to and within the natural growth area of the City of Clearwater, Kansas and may be served with potable water from an existing adjacent City of Clearwater, Kansas water main; and

WHEREAS, K.S.A. 12-520c (c) requires that the Board of County Commissioners of Sedgwick County, Kansas, by a 2/3 vote of the members thereof, find and determine that the annexation of such land will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within Sedgwick County, Kansas before the City of Clearwater, Kansas may annex such land; and

WHEREAS, on November 26, 2019 the governing body of the City of Clearwater, Kansas adopted Resolution Number 10-2019 finding it advisable, desirable, beneficial and in the interests of the public to island annex said land and requesting the Board of Sedgwick County Commissioners to find and determine that such annexation will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within Sedgwick County, Kansas pursuant to K.S.A. 12-520c; and

WHEREAS, on November 26, 2019 the City of Clearwater, Kansas filed with the Sedgwick County Board of County Commissioners a certified copy of Resolution Number 10-2019, pursuant to K.S.A. 12-520c; and

WHEREAS, on December 18, 2019 the Sedgwick County Board of County Commissioners, by a 2/3 vote of the members thereof, adopted Resolution Number 255-2019 finding and determining that based upon the available evidence, the proposed annexation will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within Sedgwick County, Kansas, pursuant to K.S.A. 12-520c.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS:

Section 1. Annexation

Pursuant to K.S.A. 12-520c, the following described land is hereby annexed and incorporated within the corporate limits of the City of Clearwater, Kansas, to-wit:

Lot 17, Block 2 of the Prairie Meadow Estates Addition to Sedgwick County, Kansas, with a commonly known address of 8010 Butterfly Street, Clearwater, Kansas 67026.

Section 2. Effective Date

This Ordinance shall take effect and be in force from and after publication in the official city newspaper.

Adopted by the City Council this 14th day of January 2020.

Approved by the Mayor this 14<sup>th</sup> day of January 2020.

\_\_\_\_\_  
MAYOR, BURT USSERY

SEAL  
ATTEST:

\_\_\_\_\_  
CITY CLERK, COURTNEY MEYER

RESOLUTION NO. 285-2019

**A RESOLUTION PURSUANT TO K.S.A. 12-520c TO FIND AND DETERMINE THAT THE PROPOSED ANNEXATION BY THE CITY OF CLEARWATER WILL NOT HINDER OR PREVENT THE PROPER GROWTH AND DEVELOPMENT OF THE AREA OR THAT OF ANY OTHER INCORPORATED CITY LOCATED IN SEDGWICK COUNTY**

**WHEREAS**, K.S.A. 12-520c sets forth a procedure where a city may request the Board of County Commissioners (the Board) to find and determine whether a proposed annexation by the City of Clearwater (the City) will hinder or prevent the proper growth and development of the area or that of any other incorporated city located in Sedgwick County; and

**WHEREAS**, on November 26, 2019, the clerk of the City submitted a certified copy of City Resolution No. 10-2019 requesting the Board make the statutory finding; and

**WHEREAS**, the Board, after considering the information provided, has found and determined that the proposed annexation by the City will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located in Sedgwick County;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS, THAT THE CITY BE NOTIFIED OF THESE FINDINGS AND DETERMINATIONS:**

**Section I.** On November 26, 2019, the clerk of the City filed with the Sedgwick County Board of County Commissioners a certified copy of Resolution No. 10-2019, pursuant to K.S.A. 12-520c. The Board considered this matter at its regular agenda on December 18, 2019.

**Section II.** The land proposed to be annexed is located entirely within Sedgwick County, and it is generally described as land located near the intersection of 79<sup>th</sup> Street South and 135<sup>th</sup> Street West, and is specifically described in the City's resolution cited in the above section.

**Section III.** The owners of the land described have consented to annexation into the City by filing a Consent to and Petition for Annexation with the City.

**Section IV.** The Board hereby finds and determines that sufficient information has been presented to the Board to support a finding that the proposed annexation will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located in Sedgwick County; and therefore, the Board finds and determines that based on the available evidence, the proposed annexation will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located in Sedgwick County.



**Section V.** This resolution will take effect upon its passage. The County Counselor's office is directed to send a copy of this resolution by mail to the City.

Commissioners present and voting were:

PETER F. MEITZNER	<u>Aye</u>
MICHAEL B. O'DONNELL, II	<u>Aye</u>
DAVID T. DENNIS	<u>Aye</u>
LACEY D. CRUSE	<u>Aye</u>
JAMES M. HOWELL	<u>Aye</u>

Dated this 18 day of September, 2019.

ATTEST:

Kelly B. Arnold  
KELLY B. ARNOLD, County Clerk



BOARD OF COUNTY COMMISSIONERS  
OF SEDGWICK COUNTY, KANSAS

David T. Dennis  
DAVID T. DENNIS, Chairman  
Commissioner, Third District

Peter F. Meitzner  
PETER F. MEITZNER, Chair Pro Tem  
Commissioner, First District

Michael B. O'Donnell, II  
MICHAEL B. O'DONNELL, II  
Commissioner, Second District

Lacey D. Cruse  
LACEY D. CRUSE  
Commissioner, Fourth District

James M. Howell  
JAMES M. HOWELL  
Commissioner, Fifth District

APPROVED AS TO FORM:

Justin M. Waggoner  
JUSTIN M. WAGGONER  
Assistant County Counselor



**City of Clearwater  
City Council Meeting  
January 10, 2020**

**Consider RFP for Utility GIS System**

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**Context:** During the 2020 budget cycle, Council recognized the importance of managing our utility infrastructure and allocated the funds for 2020 to purchase a Utility GIS System.

The City of Clearwater sent out an RFP for a Utility GIS System at the beginning of December. The RFP was sent to 4 vendors with 1 responding:

<b>VENDOR</b>	<b>One-time costs for mapping and data entry</b>	<b>Annual Costs</b>
Midland GIS Solutions	\$41,328	\$3600
	Total	<b>\$44,928</b>

We contacted the vendors who did not respond. Two said they didn't think they would have time to do the project; one didn't use RTK technology to locate the fixtures and wouldn't be able to meet the scope of the RFP.

Midland GIS Solutions meets all the requirements of the RFP and their proposal is within the approved budget authority for the project.

**Financial:** The City has budgeted \$45,441 for Utility GIS System for 2020. These funds are allocated between water, sewer, special highway and administration.

**Legal Considerations:** Review and comment as necessary. The City Attorney reviewed the RFP prior to release and any contract with the successful vendor will be vetted through legal.

**Recommendations/Actions:** Recommend moving forward with Midland GIS Solutions as the Utility GIS System vendor.



# Midland GIS Solutions Proposal

November 22, 2019

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SUBMITTED TO:  
Clearwater, Kansas

RFP RESPONSE:  
Clearwater Utility GIS Mapping

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Proposal Contact: Erin Allen  
Office: 660.562.0050 | Cell: 660.254.9960 | [erin.allen@midlandgis.com](mailto:erin.allen@midlandgis.com)

Midland GIS Solutions  
[midlandgis.com](http://midlandgis.com) | 501 North Market | Maryville, MO 64468  
Toll Free: 877.375.8633 | Office: 660.562.0050 | Fax: 660.582.7173

Maryville & Kansas City

11/22/2019

Courtney Meyer  
City Clerk  
PO Box 453  
Clearwater, KS 67026

Dear Courtney,

Midland GIS Solutions respectfully submits this response to the City of Clearwater's Request for Proposal for a Utility GIS System. Midland GIS Solutions is the most experienced full-service GPS data collection and GIS development firm in the region and specializes in utility infrastructure inventory, inspection and data integration through GIS technologies.

Midland GIS has 20 years of experience in providing professional GIS services throughout the Midwest and is specialized in high-accuracy sewer and water GPS data collection and infrastructure condition assessment. We are the largest, most experienced GIS firm and we routinely provide field to finish solutions from our expert GPS field data collection staff to our internal technical programmers and GIS analysts. ***These resources enable Midland GIS to provide all services requested in this RFP without the use of subcontractors.*** This translates into cost savings, transparent communication, customized data design and easy to use asset management programs for our municipal clients. The following characteristics make Midland GIS Solutions uniquely capable of overseeing this project:

- Midland GIS offers complete utility asset management solutions, from accurate GPS collection and GIS mapping, to user-friendly, online solutions with mobile and editing capabilities for easy, efficient maintenance.
- Midland GIS Solutions has provided GPS and GIS services to over 200 cities and utilities in the Midwest. **Our dedicated staff has GPS located and mapped over 1 million utility assets.**
- Midland GIS will dedicate an experienced project team of GPS Field Staff, GIS Technicians, GIS Specialists, Analysts, Programmers, Professional Land Surveyors and ArcGIS Server developers to ensure project efficiency, overall product quality and expert training and support.
- Our experience managing hundreds of utility data collection projects has resulted in strict protocols and streamlined processes translating into the highest standard of quality and cost control measures that benefit our clients.

Thank you for your effort in reviewing and considering Midland GIS for this project. Please contact me at (660) 254-9960 or [erin.allen@midlandgis.com](mailto:erin.allen@midlandgis.com) with any questions you may have.

Sincerely,



Erin Allen  
Business Development Director  
Midland GIS Solutions

As the region's most experienced full-service GIS development firm, Midland GIS Solutions has implemented and maintained more successful GIS programs in the Midwest than all other firms combined. Over the last 20 years, Midland GIS has grown through a vision that long-term GIS success is dependent on the highest level of accuracy, proper database design and the ability to ensure each and every department within an organization can benefit from their GIS. Our unrivaled support and expert consulting for local government clients consistently delivers on that vision and allow organizations to thrive and enhance their operational efficiencies.



Corporate Office  
Maryville, Missouri

Established in 2000 under the leadership of land surveyors with experience dating back to 1973, our strength and longevity comes from the professional staff and internal expertise we employ through project managers, GPS field staff, technicians, analysts, specialists, programmers, business process consultants and web administrators, all working together to advance and provide the latest technologies to our clients.

Midland GIS has established an internal technical infrastructure to support and host web-based and mobile asset management programs and custom GIS applications from our headquarters in Maryville, Missouri. This ensures that every client, regardless of size and resources, can implement an enterprise GIS program to manage everything from land parcels and utility assets to workorders in a secure, user-friendly website built on the latest Esri® technology.

## Midland GIS Solutions, LLC

501 N. Market Street  
Maryville, Missouri 64468  
Phone: 660.562.0050  
Facsimile: 660.582.7173

Midland GIS Solutions is a Missouri-based Company owned by Troy Hayes PLS, Matt Sorensen and Kirk Larson

HUBZone Certified #49572

### Office Locations:

Maryville, MO & Kansas City, MO

[www.midlandgis.com](http://www.midlandgis.com)



Midland GIS Solutions is the leading provider of municipal GIS and asset management programs in the state of Kansas, and across the Midwest. Our firm has provided GIS data development and support to over 50 Kansas communities. Our clients serve a wide variety of populations ranging between 1,000 to over 100,000. This demonstrates an expertise and understanding of how GIS must be scalable and allow for flexibility to accommodate budgets and manpower within every organization.

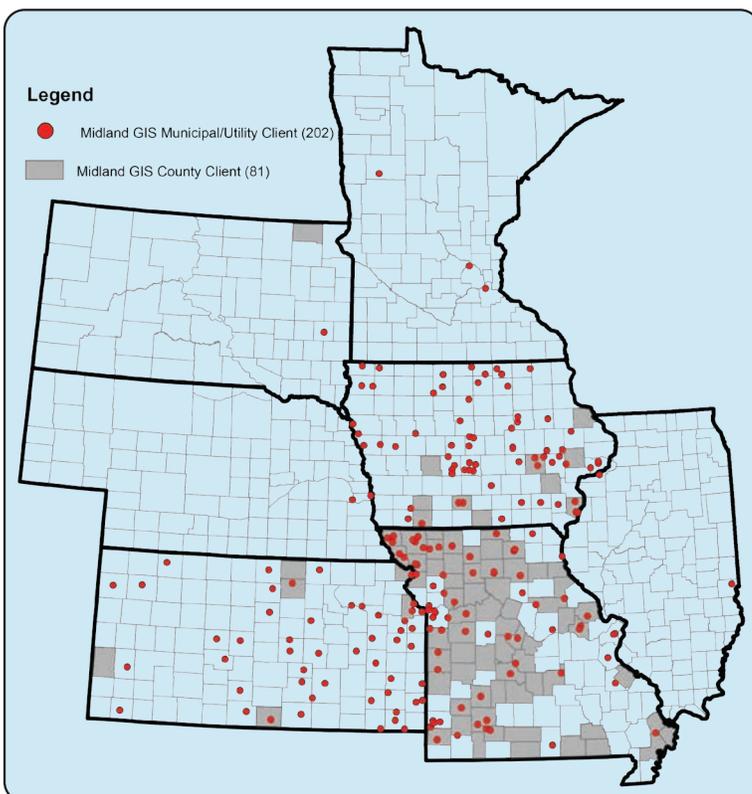
We are recognized as the experts in municipal and utility GIS. Our GIS staff has routinely provided education, lectures and training in GIS across the state for local government organizations including League of Kansas Municipalities, Kansas Municipal Utilities, Kansas Municipal Energy Agency, Kansas Section of the American Water Works Association, Kansas Water Environment Association, Wichita State University AM KAN Work program, Kansas Clean 20 Stormwater Group and Kansas Association of Mappers.

In 2011, Midland GIS Solutions partnered with Kansas Municipal Energy Agency to develop the Mutual Aid program for electric utilities in Kansas. This program implemented standardized data needs for emergency response and preparedness, as well as inventory mapping of utilities to better comply with FEMA directives. Under this program, Midland GIS has provided electric mutual aid mapping to more than 40 electric utilities in the state of Kansas.

Midland GIS employs the most experienced professionals in GIS, and takes great pride in our municipal expertise. **Beyond our strong external and internal data development experts, our staff includes certified professionals in Land Surveying, GISP as well as PACP/MACP/LACP for sewer condition assessment and analysis.**

Our firm offers a wide range of comprehensive geospatial services including:

- GPS Field Mapping
- Utility/Infrastructure Data Collection
- Asset Management Programs
- Utility Inspections
- GIS Data Development
- Data Conversion
- Consulting
- SL-RAT Sewer Acoustic Inspection
- GIS Mapping
- Custom Programming
- Web-Based, Mobile GIS Programs
- Maintenance & Support
- Parcel Mapping
- Specialized Training
- 911 (NG911) GIS Services
- CCTV Integration



The inset map shows the 7-state region Midland GIS regularly serves and is a testament to our experience in GPS mapping, GIS data development and utility asset management solutions throughout the Midwest. Midland GIS has designed and implemented over 200 successful utility GIS programs in this area, many of which are hosted on the Integrity GIS platform.

For over 20 years, Midland GIS has designed reliable GIS programs on a foundation of the highest accuracy possible. Our philosophy of **"Everything GIS. Done Right."** ensures every project is uniquely designed to accommodate individual client needs and future plans. Midland GIS is consistently hired by clients based on qualifications, as demonstrated by our long-standing experience and exemplary references.

### CAPACITY TO ACCOMPLISH WORK

Midland GIS has teams of full-time, trained GPS field technicians, each led by a GPS field crew chief, dedicated to accurately locating utilities and completing inspections for the sole purpose of GIS data integration. The GPS field crews at Midland GIS travel throughout the Midwest providing GPS utility collection services on a daily basis. Our service area extends more than 500 miles from our headquarters in Maryville, Missouri and typically includes all of Missouri, Iowa, Kansas, Nebraska, Minnesota and Illinois.

All GPS field and technical staff at Midland GIS are highly trained in all areas of GPS field collection and utility inspections and utilize precision accurate GPS equipment and cutting-edge Esri software. Additionally, field staff have completed OSHA and Federal Traffic Safety training.

In addition to our knowledgeable field staff, Midland GIS also maintains the professional staff and capacity to provide technical support to more than 100 clients on an annual basis. We provide service and support to our clients long after the implementation of their GIS data and software solutions. Municipal and utility clients also rely on Midland GIS to periodically maintain their utility GIS program with GPS field updates. We are confident in our ability to provide exceptional GIS data collection services on projects of all sizes and complexities, while providing timely and outstanding technical support to each and every client.



## TECHNOLOGY

Since 2005, Midland GIS has been an Esri Silver Business Partner and licensed reseller. This partnership ensures that our staff is trained and experienced in the latest GIS software available. Esri is the worldwide leader in GIS software platforms and we are proud to employ these technologies to develop every GIS program with the Midland GIS name on it. Our professional staff specializes in a wide-range of GIS technologies and performs GIS development with Esri software and integration with third-party software platforms on a daily basis.

GPS field crews at Midland GIS are experts in data collectors and Global Positioning Systems (GPS), both RTK survey-grade and mapping-grade technologies. Our GPS data collection division boasts a fleet of state-of-the-art, reliable technologies to support the efforts of our crews.

Our programmers and technicians are skilled in numerous programming languages specific to spatial data and asset management functionality. Personnel at Midland GIS routinely take advantage of the latest training opportunities for GIS software and GPS technology, all significant steps towards efficiency in GIS data collection and development. This commitment to providing the very best in GIS has earned Midland GIS the trust of countless organizations, and an extensive list of references and supporters around the region. This diverse expertise in technology ensures our team can consult on compatibility and integration issues with 3rd party software platforms and external data sources.



## WEB SERVICE INFRASTRUCTURE

Above and beyond the in-house technology for GIS development and GPS data collection, Midland GIS has a significant back-end server infrastructure at our headquarters in Maryville, Missouri. **This system is designed to host and support hundreds of web-based and mobile GIS mapping programs.** The web service team at Midland GIS supports and securely maintains web-based GIS and asset management programs for clients across the Midwest.

Midland GIS maintains a secured, climate-controlled server room with a dedicated 50 MB upload and 50 MB download speed fiber connection. Websites and data are hosted on Dell PowerEdge R710 web servers. The server room is connected to a gas-powered generator to keep web servers up and running in case of a power outage. In addition, Midland GIS provides an offsite backup service for all hosted data, which could be accessed if a catastrophic event affected our web servers. Our top priority is to ensure 24/7/365 access to your GIS data via our Integrity web portal.

### Programming Expertise

- SQL
- Visual Basic
- .NET
- HTML
- Java
- JavaScript C#
- Python
- Silverlight
- Geocortex®

### GPS Technology

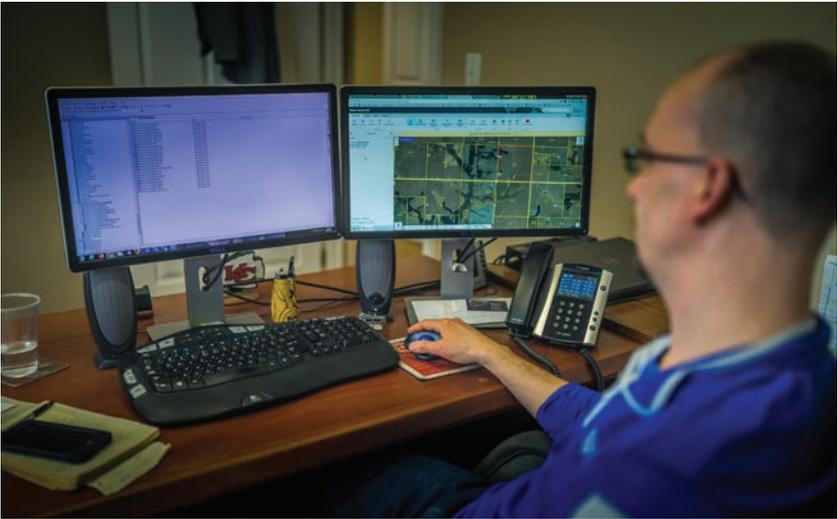
- Sokkia
- GeoMax
- Topcon
- Leica
- Trimble
- Carlson
- Mesa
- Allegro

### Esri Technology

- ArcGIS 10.x
- ArcPro
- ArcGIS Server
- 3D Analyst
- ArcObjects
- ArcOnline

**COST CONTROL & TIME MANAGEMENT**

With over 200 successful data collection projects, the management team at Midland GIS takes pride in our ability to consistently set costs and project schedules for our clients. **Throughout the history of the company, there has not been a single change order to our pricing.** Additionally, every project has been delivered to our clients by the negotiated deadlines. This is only possible with leadership that has several years of combined experience and a strong team of professionals who routinely develop and deploy state-of-the-art GIS programs.



With the extensive capacity of data our team consistently processes, efficiency is paramount. Our professionals constantly weigh the benefits of building automated programs to improve and streamline GIS development tasks, while avoiding those automated pitfalls that reduce or hinder our staff's ability to effectively recognize issues in the construction of good, clean spatial data.



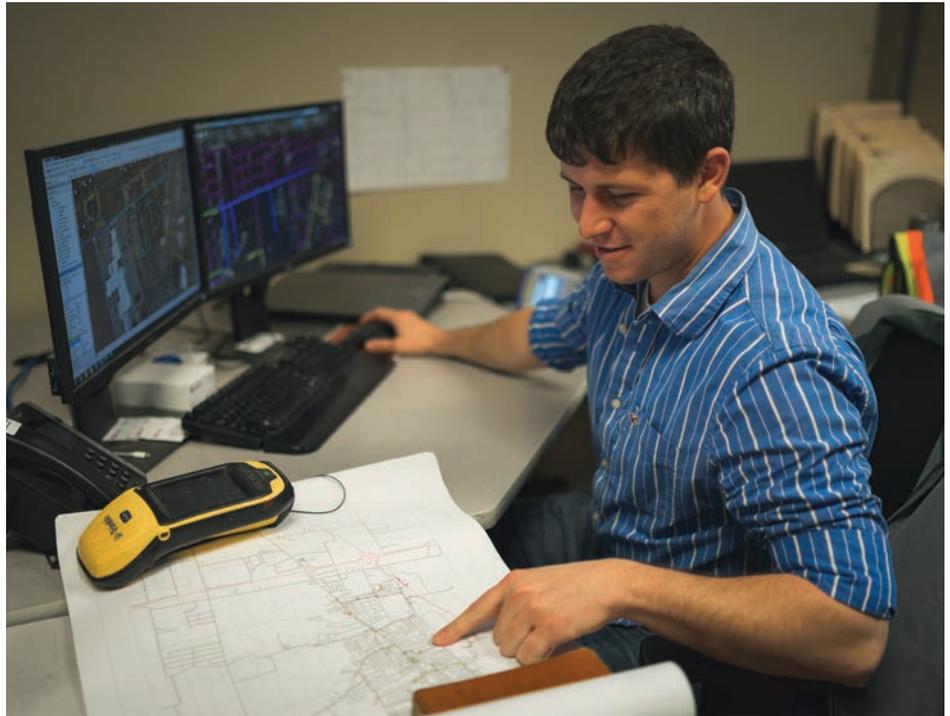
Cost control issues are very important to our clients and Midland GIS has a unique understanding of the skill set, technology and level of effort necessary to provide our clients with successful solutions. Midland GIS' use of the latest in GPS technology and software programs, research, development efforts, field standards and protocols enable our firm to deliver **everything GIS, done right** the first time.

## QUALITY ASSURANCE / QUALITY CONTROL

Effective Quality Assurance and Quality Control (QA/QC) procedures are crucial to the success and overall integrity of every project. Through the combined efforts of our project team, an emphasis on QA/QC is always a priority and each task executed has a system of checks and balances established for all personnel to follow. Elements of QA/QC can range from data collection checklists and GPS tolerance controls to analyzing network connectivity within the software environment.

As part of the QA/QC process, Midland GIS will conduct a redundancy check on five (5) percent of the features previously shot during the project. After GPS locating the features a second time, Midland GIS will compile and process the results against all data sets and verify that the required accuracy tolerance is being met.

Check plots are a crucial and unique step required in all Midland GIS projects. **Every effort is made to investigate, locate and properly map each asset. As part of that process, input and feedback of city personnel is imperative to the approval of final data.** Our project management team works with client staff to ensure we handle each piece of data properly and clients have the final say in how data is represented. Our efforts to ensure the highest quality products and services include:



- Custom QA/QC ArcGIS tools
- “Heads-up” QA/QC against base data or aerial photography
- Digital and hard-copy checks against field notes and as-built drawings
- Five (5)% redundancy check of all GPS collected data
- Printed check plots for review by the city
- Assurance that end product shows complete connectivity

In the last five (5) years alone, the expert field crews at Midland GIS have GPS mapped more than **625,000 assets**. This includes over **10,000 miles** of utility infrastructure across **2.2 million acres** of land. We have also built more than 200 web-based asset management and GIS programs.

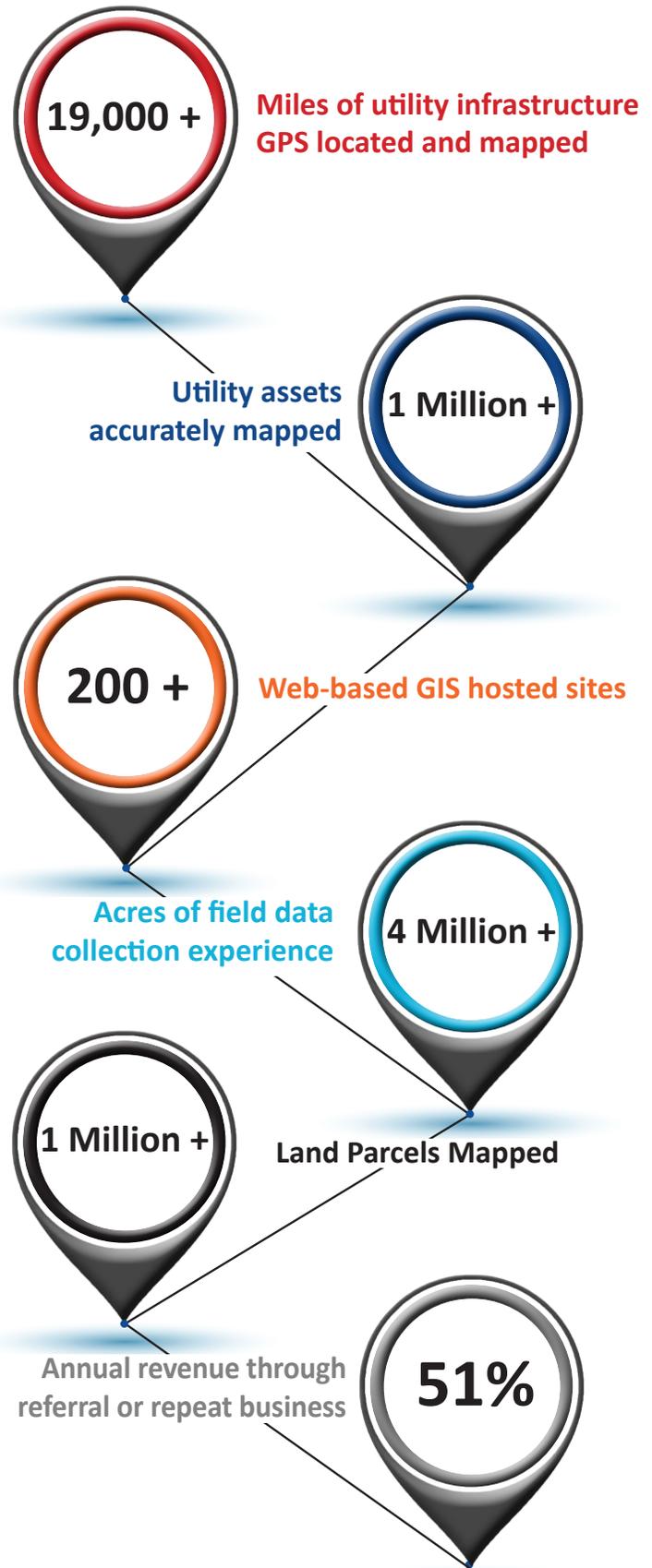
As a full-service professional GIS firm, Midland GIS provides a solid geospatial foundation for all of our clients to ensure the accuracy, integrity and longevity of their GIS programs. We provide exceptional GPS data collection on all projects, completing them on schedule with outstanding technical support. Midland GIS is unsurpassed for project quality and meeting aggressive deadlines.

In addition to specializing in GPS data collection, Midland GIS has worked with more counties in the Midwest than any other firm to accurately map over one (1) million parcels for countywide GIS development. On GIS development projects, our trained staff integrates the best aerial photography available into the digital mapping program. For utility data collection projects, our skilled technicians integrate county parcel and ownership data, planning and zoning information, state layers and much more.

The successful outcome of any GIS project requires a “**field to finish**” approach that starts with accurate collection of field data and leads to a GIS program that provides long-term solutions. Midland GIS has set best practices for the following project-related activities in which we specialize:

- GPS data collection
- GIS mapping
- Parcel development
- Aerial photography integration
- Safety and procedures
- Establishing work sectors and timelines
- Public notification
- Geodatabase design
- Website maintenance
- Quality assurance and quality control
- Project status reports
- Inspections and condition assessment

The following project experience pages include relevant examples of GIS work and the clients we provided those to. Additional examples are available upon request.



The Kansas clients listed below all selected Midland GIS, based on qualifications, to develop and implement their GIS programs. These projects are similar in scope to those requested in the City of Clearwater's RFP.

Client	Contact	Title	Phone
Abilene, KS	John Steiner	Stop Light, Electric & Locates	785-280-2054
Altamont, KS	Brad Myers	City Superintendent	620-784-5612
Anthony, KS	Grant Sechler	City Superintendent	620-842-2075
Arma, KS	John Gorentz	Utility Superintendent	620-347-4125
Augusta, KS	Josh Shaw	City Manager	316-775-4510
Baldwin City, KS	Chris Croucher	Director of Electric Utility	785-594-6427
Basehor, KS	Gene Myracle	City Superintendent	913-724-2000
Burlington, KS	Alan Schneider	Electric Superintendent	620-364-5575
Chanute, KS	Rick Willis	IT Manager	620-431-5227
Chapman, KS	Gerald Bieker	Former City Administrator	913-660-0232
Chetopa, KS	Toni Crumrine	City Clerk	620-236-7511
Coffeyville, KS	Chris Felix	IT Manager	620-252-6135
Colby, KS	Tyson McGreer	City Manager	785-460-4420
Concordia, KS	Ron Copple	PW Director	785-243-2670
El Dorado, KS	Gary Taylor	Superintendent	316-321-9100
Eudora, KS	Eldon Brown	Electric Department Superintendent	785-542-4119
Fort Scott, KS	Michael Mix	Water Utility Director	620-223-5160
Fredonia, KS	Derrick Wood	Electric Supervisor	620-378-2231
Gardner, KS	Shannon Porter	Johnson County GIS	913-715-1600
Girard, KS	Steve Brooks	Public Works Supervisor	620-724-4447
Goodland, KS	Dustin Bedore	Director of Public Power	785-890-4555
Hoisington, KS	Johnathon Mitchell	City Administrator	620-653-4125
Hugoton, KS	Gary Rowden	Electric Department Superintendent	620-544-8531
Iola, KS	Sid Fleming	City Administrator	620-365-4900
KCK BPU	Steven Green	Distribution Manager	913-573-9630
La Crosse, KS	Duane Moeder	City Administrator	785-222-2511
Lakin, KS	Robbie McCombs	Public Works Director	620-355-6171
Lansing, KS	Anthony Zell, Jr	Wastewater Director	913-208-6651
Larned, KS	Bradley Eilts	City Manager	620-285-8500
Lincoln Center, KS	Heather Hillegeist	City Clerk	785-524-4280
Lindsborg, KS	Greg DuMars	City Administrator	785-227-3355
Mankato, KS	Chris Rhea	City Administrator	785-378-3141
Marion, KS	Roger Holter	City Administrator	620-382-3703
Marysville, KS	Austin St. John	City Administrator	785-562-5331
McPherson, KS	Justin Walker	Engineering Technician	620-245-2545
McPherson BMU	Tim Maier	General Manager	620-245-2532
Medicine Lodge, KS	Jeff Porter	City Administrator	620-886-3908
Newton, KS	Suzanne Loomis	City Engineer / Director of Public Works	316-284-6020
Oberlin, KS	Halley Robertson	City Manager	785-475-2217
Osage City, KS	Joey Lamond	Utility Director	785-528-3714
Osawatomie, KS	Don Cowby	City Manager	913-755-2146
Ottawa, KS	Dennis Tharp	Director of Utilities	785-214-4260
Pratt, KS	Jamie Huber	Director of Electric Utilities	620-672-6446
Rose Hill, KS	Kelly Mendoza	City Clerk	316-776-2712
St. John, KS	Jeff Williamson	City Superintendent	620-549-3208
St. Marys, KS	Don Colson	Electric Department Superintendent	785-207-5454
Topeka, KS	Amber Reynolds	GIS Coordinator	785-368-1640
Valley Center, KS	Rodney Eggleston	Director of Public Works	316-755-7320
Wamego	Rick Brazzle	Electric Distribution Supervisor	785-456-2557
Washington, KS	Barry Finlayson	Electric Superintendent	785-325-2231
Wellington, KS	Jason Newberry	IT Administrator	620-326-3631

Client	Contact	Phone
Abingdon, VA	Jim Smith	(276) 628-3167
Adair County Public Water Supply District No. 1	Paul Hazen	(660) 665-8378
Adel, IA	Kip Overton	(515) 993-4525
Adrian, MO	Melisa Newkirk	(816) 297-2659
Albany, MO	Derek Brown	(660) 726-3935
Algona, IA	Curt Wiseman	(515)295-2411
Amana Service Society	Russell Eimers	(319) 622-7600
Andrew County PWSD #1	Dustin Holmes	(816) 324-6266
Associated Electric Cooperative, Inc.	Teri Nelson	(417) 885-9358
Auburn, IA	Nancy Janssen	(712) 688-2264
Bancroft Municipal Utility	Crysti Neuman	(515)885-2382
Bellevue, NE	Dean Dunn	(402) 293-3144
Belmond, IA	Mark Dirks	(641) 444-3386
Belton, MO	Ryan Vaughan	(819) 331-4331
Bethany, MO	Jonne Slemmons	(660) 425-3511
Bolivar, MO	Tracy Slagle	(417) 326-2489
Bondurant, IA	John Horton	(515) 971-6856
Brookfield, MO	Burnie Hicks	(660) 258-3377
Burlington Municipal Waterworks	Shane Johnson	(319) 754-6501
Burlington, IA	Jesse Howe	(319) 753-8124
Burns and McDonnell	Jeff Barnard	(314) 682-1500
California, MO	Brian Scrivner	(573) 796-2500
Camdenton, MO	Jeff Hancock	(573) 346-3600
Cameron R-1 School District	Becky Calder	(816) 882-1031
Cameron, MO	Paul Rinehart	(816) 632-2177
Cartersville, MO	Debbie Cornell	(417) 396-4064
Carthage Water & Electric Plant	Jason Choate	(417) 237-7300
Cedar Falls, IA	Cory Hines	(319) 273-8629
Centerville, IA	Steve Hawkins	(641) 856-6603
Centralia, MO	Matt Harline	(573) 682-2139
Chariton - Linn PWSD #3	Dan Downey	(660) 258-5606
Charles City, IA	John Fallis	(641) 257-6300
Chillicothe Municipal Utilities	Tammi Venneman	(660) 646-1664
Chillicothe, MO	Haleigh Tague	(660) 646-1877
Clarinda, IA	Gary McClarnon	(712) 542-2136
Clarke County Electric Cooperative	Bill Freeman	(800) 362-2154
Clear Lake Sanitary District	Kevin Moler	(641)357-2019
Clive, IA	Brock Haley	(515) 223-6231
Conception Abbey	Mark Wiederholt	(660) 944-3105
Concord, NC	Jeff Buturff	(704) 968-6484
Cresco, IA	Curt Wiseman	(563)547-3101
Dallas Center, Iowa	Brian Slaughter	(515) 992-3725
Denison Municipal Utilities	Rory Weis	(712) 263-4154
DeSoto, IA	Dan Van Langen	(515) 834-2233
Detroit Lakes Municipal Utilities	Vernell Roberts	(218) 846-7102
Eagan MN	Jon Eaton	(651) 675-5215
East River Electric Cooperative	Andrew Hora	(605) 256-8248
Eldridge, IA	Brian Wessel	(563) 285-4841
Endeavor Energy Resources	Wade Holland	(432) 262-4156
Fairfax, IA	Cynthia Stimson	(319) 846-2204
Fairfield, IA	Melanie Carlson	(641) 472-6193

Client	Contact	Phone
Farmington, MO	Larry Lacy	(573) 756-4413
Frontenac, MO	Jeff Wapplehorst	(314) 994-0646
Gilbertville, IA	Rob Werner	(319)296-1822
Gladstone, MO	Tim Nebergall	(816) 436-5442
Glasper Professional Services	Fermin Glasper	(314) 966-9987 x201
Great American Insurance Group (GAIG)	Amy Flowers	(785) 840-1168
Greenfield, MO	Jared Nichols	(417) 680-7338
Grimes Consulting, Inc.	Earl Graham	(314) 849-6100
GRM Networks	Jenni Neff	(660) 748-2575
Higginsville, MO	Brandon Craig	(660) 584-2106
Hillsboro, MO	Cody Pardieck	(636) 208-5892
Holt County, MO PWSD #1	Beth Castillo	(660) 446-2087
Hospers, IA	Tyler Evenhuis	(712)752-8593
Hudson, IA	Jon OBrien	(319) 988-3600
IAAO	Ron Worth	(816) 701-8120
Jackson County PWSD#2	Pat Ertz	(816) 935-1601
Jacob & Martin Engineering	Will Dugger	(325) 695-1070
John Deere	Jane Driscoll	(319) 748-5902
Joplin, MO	Dan Johnson	(417) 624-0820
Kansas City Board of Public Utilities (KCK BPU)	Steve Green	(913) 573-9630
Kearney, MO	Jay Bettis	(816) 628-4805
Kirksville, MO	Chayton True	(660) 627-1224
Knoxville, IA	Aaron Adams	(641) 828-0550
La Grange, MO	John Roach	(573) 655-4301
Ladue, MO	Anne Lamitola	(314) 993-5665
Lake Mills, IA	Ross Hanson	(641) 592-3251
Lawson, MO	David Blackburn	(816) 580-3217
Little Blue Valley Sewer District	Jeff Shook	(816) 796-7700
Long Grove, IA	Joel McCubbin	(563)320-5548
Lumberton, NC	Robert Armstrong	(910) 671-3851
Macon Municipal Utilities	Stephanie Wilson	(660) 385-3173
Malden, MO	Ted Bellers	(573) 276-4502
Manly, IA	Jordan McLaughlin	(641)454-3090
Marceline, MO	Rich Hoon	(660) 376-3528
Marengo, IA	Deven Markley	(319) 642-3232
Marshall, IL	Cory Sheehy	(217) 826-8087
Marshfield, MO	John Benson	(417) 468-2310
Maryville, MO	Greg McDanel	(660) 562-8001
Mediapolis, IA	Gina Riherd	(319) 394-3125
Memphis, MO	Stacy Alexander	(660) 465-2013
Mexico, MO	Kensey Russel	(573) 581-2100
Milan, IL	Steve Seiver	(309) 787-8500
Missouri Association Management, LLC	Della Miller	(573) 216-0827
Missouri Department of Conservation	Linda Logan	(573) 522-4115
Moberly, MO	Brian Crane	(660) 263-4420
Monett, MO	Pete Rauch	(417) 235-3763
Monticello, IA	Brant LaGrange	(319)465-3577
Mound City, MO	Randy Crowley	(660) 433-2323
Mount Pleasant Municipal Utilities	Jack Hedgecock	(319) 385-2121
Mt. Vernon, IA	Nick Nissen	(319) 480-2663
NASA Langley Research Center(LaRC)	William (Brad) Ball	(757) 286-7297 (m)

Client	Contact	Phone
Nebraska Army National Guard	Cullen Robbins	(402) 309-7210
Neosho, MO	Nate Siler	(417) 451-8050
Nixa, MO	Travis Crossey	(417) 725-5850
Nodaway County PWSD #1	Brock Pfost	(660) 582-1978
North Kansas City, MO	Christ Stueve	(816) 274-6022
Northwest Missouri State University (NWMSU)	Terri Carmichael	(660) 562-1212
Oak Grove, MO	Steven Craig	(816) 690-3773
Ogden Municipal Utilities	Brandon Craighton	(515) 275-2437
Ogden, IA	Chad Thede	(515) 275-2876
Olsson Associates	Mike Milius	(816) 361-1177
Onawa, IA	John Casady	(712) 433-1511
Oronogo, MO	Cyndi Jennings	(417) 673-4541
Osage Municipal Utilities	Josh Byrnes	(641)832-3731
Osage, IA	Jerry Dunlay	(641)732-3709
Osceola Waterworks	Carrie Benda	(641) 342-1435
Osceola, IA	Ty Wheeler	(641) 342-2377
Ottumwa Water and Hydro	Tim Albert	(641) 684-4606
Ozark, MO	John McCart	(417) 581-2407
Perry Water Works	Hank Schmidt	(515) 465-2562
Perry, IA	Jack Butler	(515) 465-2481
Perry, MO	Danete Henderson	(573) 565-3131
Pittsfield, IL	Bruce McKee	(217) 285-6850
Pleasant Hill, MO	Shelby Teufel	(816) 813-9380
Poweshiek Water Association	Chad Coburn	(641) 522-7416
Raytown Water Company	Chiki Thompson	(816) 356-0333
Raytown, MO	Jason Hanson	(816) 365-8658
Reinbeck, IA	Tim Johnson	(319) 788-6404
Republic, MO	Sean Solina	(417) 732-3141
Richmond, MO	Tonya Willim	(816) 776-5304
Roland IA	Nathan Hovick	(515)388-4861
Savannah, MO	Bruce Lundy	(816) 324-4114
Sedalia, MO	Devin Lake	(660) 827-3000
Sergeant Bluff, IA	Mark Huntley	(712) 943-9615
Sibley, IA	Cory Dykstra	(712) 754-2541
Sikeston Municipal Utilites	Jeff Winders	(573) 471-3328
Sikeston, MO	Linda Lowes	(573) 471-2512
Sioux Center, IA	Matt Van Schouwen	(712) 722-0761
Sloan, IA	Dixie Iverson	(712) 428-3348
Solon, IA	Scott Kleppe	(319) 624-3755
St. Ansgar, IA	Lonnie Hillman	(641)713-4921
St. James Municipal Utilties	Harold Selby	(573) 265-7013
St. Joseph, MO	Kevin Schnieder	(816) 236-1471
Stallings, NC	Shannon Martel	(704) 821-0309
Stanberry, MO	Terry Raymond	(660) 783-5027
Story City, IA	Kevin Jacobson	(515) 733-2121
Tiffin, IA	Doug Boldt	(319) 545-2572
Tipton, MO	Jennifer Schmidt	(660) 433-2323
Trenton, MO	Ron Urton	(660) 359-2013
Unionville, MO	Tim Wessle	(660) 947-2168
University of Northern Iowa	Brian Hadley	(319) 273-7653
Ute, IA	Peggy Bridgeman	(712) 885-2237

Client	Contact	Phone
Vandalia, MO	Darren Berry	(573) 473-5822
Villisca, IA	Chad James	(712) 370-5098
Walcott, IA	John Kostichek	(563) 284-6571
Warren Water District	Andy Fish	(515) 208-5350
Warrensburg, MO	William Graves	(660) 262-4664
Warrenton, MO	Melody Rugh	(636) 456-3535
Waverly, IA	James Broner	(319)352-9211
Webb City, MO	William Runkle	(417) 438-4140
Webster City, IA	Matt Alcazar	(515) 832-9151
West Bend, IA	Lisa Sewell	(515) 887-2181
West Branch, IA	Matt Goodale	(319) 643-5888
West Burlington, IA	Kelly Fry	(319) 752-5451
Williamsburg, IA	Brian Portwood	(319) 668-1133
Winthrop, IA	Shawn Curtis	(563) 920-3173

# COLBY, KANSAS

## POPULATION 5,361

### 2015, 2018



UTILITY & INFRASTRUCTURE DATA COLLECTION



GIS DATA DEVELOPMENT & MAPPING

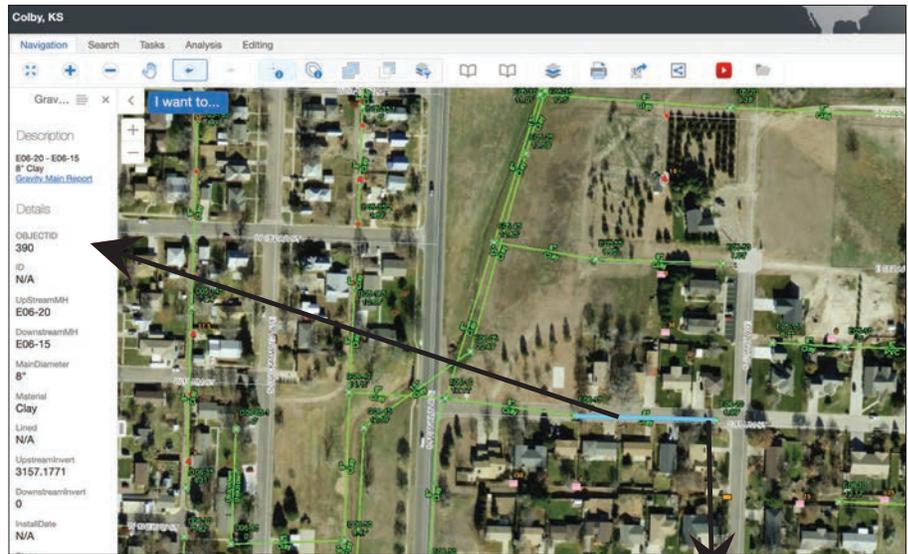


WEB-BASED, MOBILE GIS & ASSET MANAGEMENT

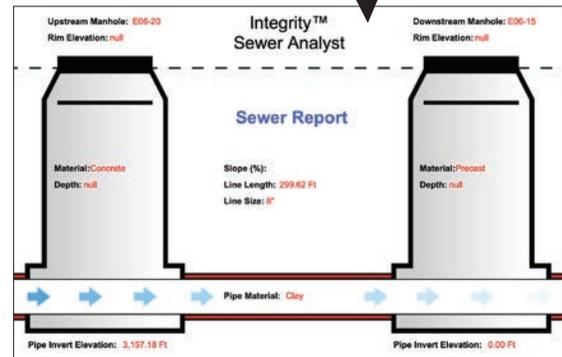
### PROJECT CONTACT

Tyson McGreer  
 City Manager  
 manager@cityofcolby.com  
 785.460.4410

Located in NW Kansas, Colby has a population of 5,300 and was interested in transferring their CAD drawings into an active and web-based GIS program. Midland GIS Solutions was selected based on qualifications to provide Colby with a city-wide GIS program.



Beginning with electric and water in 2015, Midland not only located and mapped the city’s infrastructure, but also collected inventory and inspection data that was integrated into a complete asset management geodatabase through Integrity™. Integrity is Midland’s web-based and mobile software solution to edit, maintain and analyze GIS data to create built-in workflows for daily operations and utility asset management



for municipal government. With all of this into one site, the city can quickly access their mapping data on any computer or mobile device.

In the years to follow Colby again contacted Midland GIS to map the sewer network. Inspection of all sewer attributes were included and imported into the GIS program. Altogether the projects in Colby consisted of nearly 15,000 assets across 10,300 acres.

After Midland’s completion of the projects, Colby was able to start utilizing the asset management functionality within the Integrity™ system to track their activities such as water main breaks, leaks, transformer changeout and sanitary sewer cleaning and rehab.

- Inventory of all utility attributes
- Utility GIS Mapping and Inspections
- Web-based Integrity™ GIS Implementation
- Asset management integration

# AUGUSTA, KS

## POPULATION 9,389

### 2017



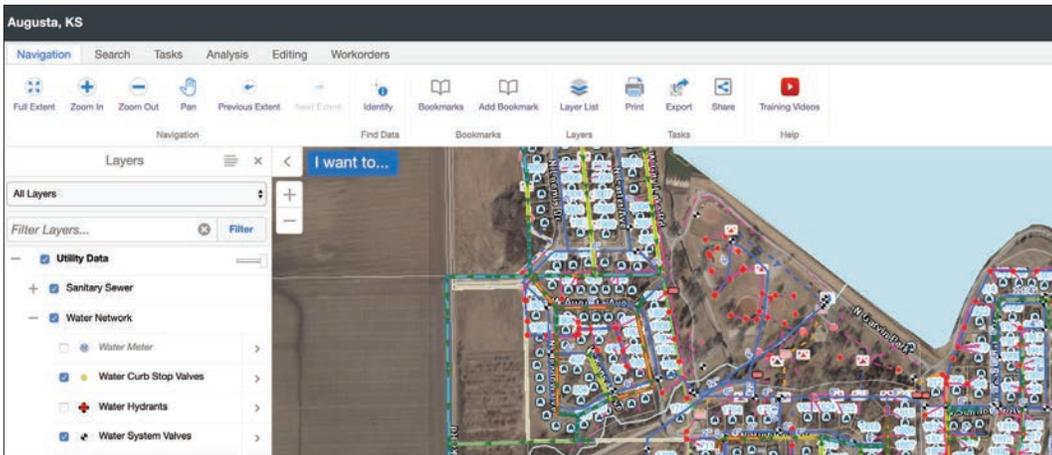
UTILITY &  
INFRASTRUCTURE  
DATA COLLECTION



WEB-BASED,  
MOBILE GIS & ASSET  
MANAGEMENT

## PROJECT CONTACT

Josh Shaw  
City Manager  
jshaw@augustagov.org  
316.775.4510



The City of Augusta, Kansas has a population of approximately 9,300 located outside of the Wichita, Kansas Metro. Prior to 2017 the city relied upon the CAD maps provided and maintained by their engineers over the history of many projects. The city was looking at significant upgrades to their sanitary sewer system as well as a persistent problems with field navigation of the water system and finding assets in the field. Augusta selected Midland GIS based on qualifications to build a city-wide GIS system for their utilities. Midland GIS GPS located and inspected the sanitary sewer system and produced accurate data that was immediately turned over to the city's engineering consultant in order to perform design, build and analysis for sanitary sewer improvements. Additionally, Midland GIS field staff GPS mapped and inventoried the water and electric systems and implemented a web-based GIS and asset management program for the city to view, edit and maintain their utility data.



- From unreliable CAD to GIS geodatabase
- Sanitary Sewer GPS Mapping
- Water GPS Mapping
- Web-based Integrity™ GIS Implementation
- Asset Management Integration

# CHANUTE, KS

POPULATION 9,054  
2018



UTILITY &  
INFRASTRUCTURE  
DATA COLLECTION



GIS DATA  
DEVELOPMENT &  
MAPPING



WEB-BASED,  
MOBILE GIS & ASSET  
MANAGEMENT

Midland GIS Solutions had previously provided software implementation and training to the City of Chanute. This progressive community in Southeast Kansas prides itself in the quality of services it provides to its citizens. The sanitary sewer, water, storm water, gas distribution, electric and telecommunications networks are all owned and operated by the City of Chanute.

As one of the only cities in Kansas to provide all utilities at the municipal level, Chanute has invested strategically over the last several years in their infrastructure to accommodate a significant amount of commercial and residential growth. This constant activity made it difficult for staff to record and track all the changes and updates within the systems, and Chanute utility management sought to implement new technology for maintaining their information.

In 2016, Chanute selected Midland GIS through qualifications-based selection to incorporate all of their GIS data and maintenance records into the Integrity™ enterprise web-based program that was efficient and easy for all city employees to utilize. Once the city began utilizing the program and the ability to access utility data was fast and convenient, the staff soon realized how inaccurate some of the layers were. While the electric had been mapping accurately in-house and many utilities had historical records attached, some of the other utilities had been digitized and converted from a CAD system without any field verification.

In 2017, Chanute again employed Midland GIS to provide RTK Survey-Grade GPS mapping and inventory collection on the water, sanitary sewer, gas distribution and telecommunications infrastructure. Once the data was completely field verified and drawn to Chanute's approval, Midland GIS integrated the updated information into the Integrity™ web-based GIS system. From there, Chanute was able to start utilizing the asset management functionality within the Integrity™ system to track their activities such as water main breaks, gas leaks, transformer changeout, sanitary sewer cleaning and rehab, and fiber availability.



- Fiber/ Telecom GIS Mapping
- Sanitary Sewer GPS Mapping
- Water GPS Mapping
- Electric Field Mapping Updates
- Web-based Integrity™ GIS Implemented
- Asset Management Implementation
- Gas GPS Mapping
- Maintenance Record Integration and Asset Tagging

## PROJECT CONTACT

Rick Willis | IT Manager  
rwillis@chanute.org | 620.431.5227

Our “client-focused” approach and experience in project management have been the cornerstone of success for Midland GIS in a market that does not expect, but rather demands a high level of service. Therefore, the proposed team members for this project have a unique combination of utility infrastructure knowledge and experience in project management, data collection, QA/QC procedures and GIS mapping. All project requirements and specifications will be met by the key personnel identified in this section.

## PROJECT MANAGEMENT

The Midland GIS team has completed hundreds of utility GIS projects across the Midwest proves the firm's dedication to information exchange and open communication throughout the project to reach a successful outcome. At the foundation of this approach is our proactive management philosophy, which anticipates challenges, revolves around listening and is committed to partnering. On every project, Midland GIS utilizes a team approach and encourages open communication channels with the client and their stakeholders to reach a successful outcome.

Project Manager, Ethan Herbek, will oversee all aspects of this data collection and GIS mapping project. This includes the kick-off meeting and geodatabase design, establishing cost controls and providing final deliverables and training. Internal metrics and procedures are in place for projects of all sizes and complexities to ensure that timelines and budgets are met.



**Kirk Larson** • Project Principal • [KLARSON@MIDLANDGIS.COM](mailto:KLARSON@MIDLANDGIS.COM)

**EXPERIENCE**

- Midland GIS Solutions: 14 years
- Professional: 26 years

**EDUCATION**

B.S. Geography, Northwest MO State University- Maryville, MO

**PROJECT MNGMT & ADMIN.**

- 200+ municipal & utility GPS projects
- Coordinates resources & project schedules
- Administers cost controls
- Serves as contract administrator

**PROJECT DUTIES**

Kirk Larson is a Sr. Vice President and managing partner at Midland GIS. Since 2005, Kirk has overseen the development and implementation of more than 200 municipal and utility GPS projects. His experience includes working in local government as a GIS Coordinator and in the private sector in various project management roles.

As Project Principal, Kirk is responsible for working closely with various levels of client personnel and stakeholders to solidify the scope of work and contractual obligations. On a daily basis, Kirk assists with project management tasks and ensures that project staff, technical planning, project schedules, budgeting, client communication and quality control expectations are being met and/or exceeded.

Kirk's unique understanding and knowledge of utility asset management and GPS field collection positions him as an expert in those fields. To share this expertise and successful approach to similar projects, Kirk attends and presents at numerous industry events on an annual basis that focus on sustaining and growing municipalities and utility companies throughout the Midwest.

**Ethan Herbek** • Project Manager • [HERBEK@MIDLANDGIS.COM](mailto:HERBEK@MIDLANDGIS.COM)

**EXPERIENCE**

- Midland GIS Solutions: 15 years
- Professional: 15 years

**EDUCATION**

B.S. Geography/GIS Minor, NWMSU- Maryville, MO

**CERTIFICATIONS**

- GIS Professional (GISP) #71950
- National Association of Sewer Service Companies (NASSCO) – Completed Pipeline, Lateral and Manhole Assessment Certification Programs
- OSHA Certified in Occupational Safety and Health Training & Confined Spaces ('09 & '13) and Traffic Control for Field Engineering & Surveying ('13)

**PROJECT DUTIES**

Ethan Herbek is experienced in GIS data development and GPS field data collection, serving in multiple management roles that include Municipal Project Supervisor, Field Supervisor, Utility GIS Specialist and Quality Control Manager. Ethan is capable of supervising and conducting all aspects of municipal GIS projects, from geodatabase design and GPS field data collection to GIS data integration and training.

On a daily basis, Ethan coordinates and manages GPS field personnel and GIS technicians. Ethan is also responsible for final geodatabase design to ensure that all aspects of GPS data and attribute collection are synchronized with the overall project plan. Ethan oversees and monitors all safety procedures and supervises day-to-day quality control during the GIS data creation portion of each data collection and asset inventory project.

As Project Manager, Ethan will be responsible for the overall daily management of field data collection and GPS field personnel. Ethan will ensure that all aspects of GPS data and attribute collection are synchronized with the overall project plan for the city. He will lead/attend onsite project meetings, integrate new data within the existing GIS database, and ensure that any web services are updated as well.

**Ryan Schieber** • Sr. GIS Specialist • [RYAN.SCHIEBER@MIDLANDGIS.COM](mailto:RYAN.SCHIEBER@MIDLANDGIS.COM)**EXPERIENCE**

- Midland GIS Solutions: 17 years
- Professional: 17 years

**EDUCATION**

B.S. Geography & GIS, NWMSU-  
Maryville, MO

**PROJECT MNGMT & ADMIN.**

- Esri's ArcGIS for Desktop and Server
- Parcel fabric
- Geocortex® Essentials
- E911 addressing
- Geodatabase design
- Software installation and training
- Manages onsite & offsite backups

**PROJECT DUTIES**

Ryan Schieber has more than 17 years of experience at Midland GIS and provides a wide range of GIS development and conversion services. As Sr. GIS Specialist, Ryan manages the geodatabase design and coordinates the data development of all projects, oversees and assists with quality control procedures and provides technical support to clients on a daily basis. He is trained in the latest ArcGIS and ArcGIS Server software and applications.

Ryan will use his vast experience in GIS data integration and development in overseeing the GIS program development portion of the project while providing any technical support issues. He will assist in quality control to ensure the final project deliverables exceed project requirements.

**Chase Young** • Lead GIS Technician • [COUNG@MIDLANDGIS.COM](mailto:COUNG@MIDLANDGIS.COM)**EXPERIENCE**

- Midland GIS Solutions: 5 years
- Professional: 5 years

**EDUCATION**

B.S. GIS, NWMSU - Maryville, MO

**PROJECT DUTIES**

After two (2) years as a GPS Field Technician for Midland GIS, Chase Young is now a member of the internal office staff. As a Lead GIS Technician, Chase is responsible for GIS mapping assets and utilities, data conversion and integration, quality control and quality assurance and provides technical support to clients on a daily basis.

Throughout the project Chase will work with the GIS Project Manager and GPS field staff to accurately map field collected data and attribute information into the city's GIS mapping program.

**Mitchell Bradshaw** • GPS Field Crew Chief**EXPERIENCE**

- Midland GIS Solutions: 5 years
- Professional: 5 years

**EDUCATION**

B.S. Geography/GIS Minor,  
NWMSU- Maryville, MO

**TECHNICAL EXPERTISE**

- Survey-grade GPS (RTK)- Sokkia GRX1 and GRX 2
- Mapping-grade GPS – Trimble Geo7X and R2
- Carlson Surv CE & PC, Collector, ArcPAD

**PROJECT DUTIES**

Mitchell Bradshaw has more than five (5) years of GPS field data collection and utility inspection experience with Midland GIS. His knowledge in GPS data collection procedures and quality control measures ensures accuracy and efficiency on every project. As GPS Field Crew Chief, Mitchell trains all GPS Field Technicians in utilizing survey-grade and mapping-grade GPS equipment. He is knowledgeable at identifying key components of all utility networks. Knowing critical asset types is essential in developing a clean and accurate GIS database.

Mitchell will lead a GPS field crew to collect utility infrastructure data for the project. He will oversee data collection and inspections and field check all collected data prior to processing that information in the office. Mitchell will maintain communication with city staff when providing onsite GPS and GIS services.

## PROJECT KICK-OFF

Midland GIS will provide an onsite kick-off meeting and geodatabase design workshop with the City of Clearwater to start the project. The kick-off meeting is essential to developing open communication with the client and will help establish guidelines and procedures for coordinating the project. The following important topics will be discussed and determined at the kick-off meeting:

## COLLECT EXISTING DATA

Midland GIS will acquire copies of existing and available mapping records, such as relevant GIS data, AutoCAD drawings, hard-copy utility maps, as-built information and historical utility drawings for use as reference during the project. All hard-copy maps will be scanned and returned to the city in a timely manner.

## SUBCONTRACTING

**No Subcontractors will be used on Clearwater's GIS project.** Midland GIS routinely provides GPS data collection and GIS data development services and has no need for the addition of subcontractors for any aspect or phase of the requested scope of work. All services requested in this RFP will be executed, completed and implemented by key personnel with Midland GIS.

## SAFETY AND PROCEDURES

Midland GIS will review safety and field procedures during the kick-off meeting to ensure the safety of field staff, city staff, and the citizens of Clearwater throughout the data collection phase of the project. Midland GIS follows a strict safety and procedures manual and requires all Midland GIS employees to attend internal quarterly safety meetings to review procedures and concerns.

At all times, field staff will be wearing the required Class II traffic safety vests and all field vehicles will be clearly marked with company information and have the required safety lights for operation while in public right-of-way. GPS field personnel have acquired OSHA training and certification for "Traffic Control for Field Engineering & Surveyors" and "Confined Spaces". Proper traffic control signage will be utilized when necessary while operating in public right-of-way. If required, due to traffic concerns, Midland GIS will operate during non-peak hours to obtain field locates and inspections. If Midland GIS staff has concerns about their safety, the appropriate city staff or local law enforcement will be contacted.



## PROJECT TIMELINE AND MILESTONES

Midland GIS will review and discuss the anticipated project timeline and milestones with the City of Clearwater during the kick-off meeting. Any level of responsibility required of the city (i.e. providing existing data, pre-locating utilities, etc.) will be discussed and taken into consideration when finalizing the overall project timeline. Internal and external cost controls, along with any modifications to the proposed project schedule at the request of the city will be discussed during the kick-off meeting.

Midland GIS proposes the following timeline for the utility mapping and GIS development project for the City of Clearwater. Major project milestones are outlined below.

 										
City of Clearwater, Kansas Project Timeline										
	Week									
Task	1	2	3	4	5	6	7	8	9	10
<b>Project Meeting</b>										
Geodatabase Design										
Collect Existing Map Data										
Review Project Timeline										
Safety Review										
<b>Sanitary Sewer</b>										
GPS Data Collection										
<b>Water Network</b>										
GPS Data Collection										
<b>Digitizing &amp; GIS Development</b>										
Map and Data Development										
Integrity System Design and Development										
<b>Pavement Data Layer</b>										
Pavement Data Layer GIS Data Creation										
<b>QA/QC</b>										
Check Plot Review By City										
Final Data Review										
Field Clean Up										
<b>Training &amp; Install</b>										
Configuration & Testing										
WebGIS Training										

## CLEARWATER RESOURCES

Midland GIS Solutions makes every effort to minimize and avoid interference or disruption to normal municipal operations in your community. In coordination with the City of Clearwater, Midland GIS requests the following assistance and resources from the city for the duration of the project.

- Provide public communication to the citizens regarding the project.
- Provide city staff presence for the project kick-off meeting, final implementation and training.
- Provide access to buried manholes and water valves as reported by Midland GIS.
- City Staff review of check plot maps as provided by Midland GIS.
- Designation of city staff to serve as project contact to oversee and accept all work completed by Midland GIS.

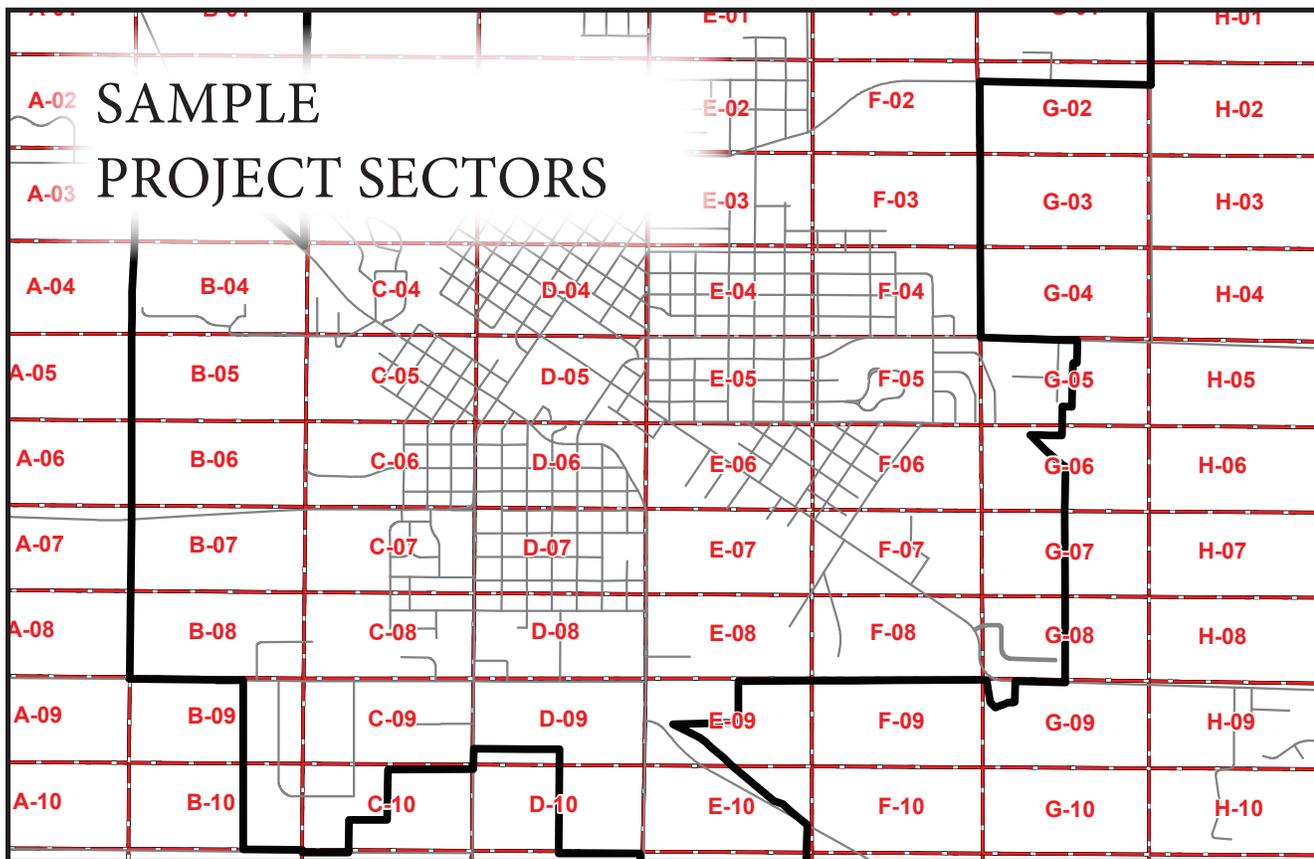
## WORK SECTOR DEFINITION

Midland GIS will work with city staff to define a grid and identify work sectors for the entire project area. The creation of these work sectors serves two very distinct and important roles during the project. First, the project sectors will be utilized by Midland GIS field staff as a quality control measure. Field staff will work within each sector and complete all locates and inspections required prior to moving on the next sector. This allows for an efficient method of data collection and translates into cost savings and overall project quality.

Another benefit of working within project sectors is to provide city staff with an effective method to track progress and know exactly what part of the city Midland GIS field staff is working in. The work sectors also facilitate pre-planning during morning meetings for traffic control, city staff assistance and project reports to Clearwater.

## PUBLIC NOTIFICATION

Midland GIS will work with city staff to ensure proper citizen notification. It has been our experience on similar projects that informing citizens about the field work will help to alleviate any concerns local residents may have. Notifications at City Hall, utility billing offices and the local newspaper or public access channel (if available) is highly recommended. Midland GIS field staff will carry an informational letter on letterhead from the City of Clearwater describing the project and the proper contact information in the event there are concerns from the public. It is also recommended that local law enforcement be notified about the project and that Midland GIS field staff will be working in the area.



The most critical aspect of developing a functional GIS program is the development of the geodatabase. A geodatabase is a logical single-file format for organizing spatial data and corresponding datasets.

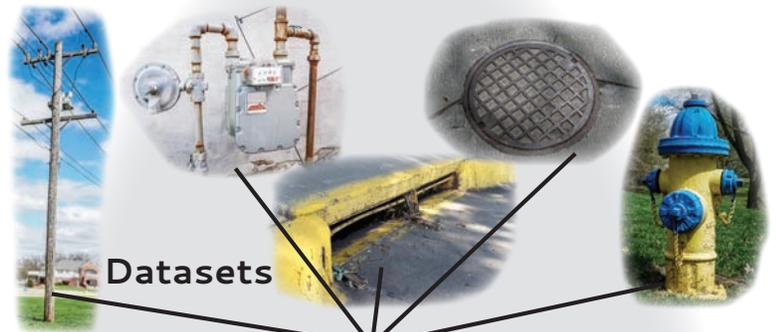
When creating the overall design of the geodatabase for Clearwater, Midland GIS will take into consideration the best model and structure to meet the needs of the city. The geodatabase will also be based on Midland GIS' previous models, the published Esri utility model and future GIS needs, as identified by Clearwater. Developing an accurate and functional geodatabase will enable users to:

- Store all GIS-related data in a centralized location
- Apply rules and relationships to the data
- Create a consistent and accurate database of spatial data
- Define relationship classes and topological enforcement rules
- Work in an environment that supports multi-user access and editing

Custom domains (pre-defined menus) will be built for each layer during the geodatabase design. These domains will be added to custom field inspection application to ensure that Midland GIS field staff will collect clean and consistent data throughout the utility project. These domains will also be utilized by city staff for future management of the geodatabase to help simplify the editing and data management processes.

This upfront design process enables field personnel to collect data in a rule-based environment. It minimizes field coding errors by pre-defining attribute tables used in the field and helps maintain consistency in the data collection process.

## Geodatabase Design



## Build the Geodatabase



## GPS Data Collection



## Final Data



## GPS Data Collection

Midland GIS will utilize Real-Time Kinematic (RTK) technology to locate utility infrastructure. Typically recognized in the utility industry as survey-grade, Midland GIS will utilize RTK GPS technology to locate utility assets associated with sanitary sewer and water features, resulting in centimeter-level accuracy (+/- 2 centimeters) and accurate elevations.



GPS surveys will be referenced to the Kansas State Plane Coordinate System to allow for direct insertion into the GIS program developed for Clearwater. Horizontal (x,y) coordinates will be obtained in the field for both utility features. Vertical (z) elevations will be obtained for sanitary sewer utility features. Captured features through GPS surveys will include all features designated by Clearwater in the Request for Proposal.

After thorough investigation by Midland GIS field staff, a report containing all utility features to be located that were not found, or determined to be inaccessible will be submitted to the City of Clearwater. Midland GIS will work with city staff to locate utility features during the clean-up phase of the project. This will allow Midland GIS to collect features in a quicker and more efficient manner, translating into cost savings for Clearwater and minimizing the impact on city staff.

## DATA CONSISTENCY

Midland GIS will employ our customized data collection field application that has been successfully used on other similar projects. All field data will be pre-defined for field staff to ensure accurate and consistent attribute collection. Field staff will run the custom application on the GPS controller unit to allow for quick and easy identification and navigation of the utility features.

## DATA SECURITY & BACK UP

Midland GIS will download and process the GPS field data for insertion into the project geodatabase. All data will be downloaded, transferred and backed up nightly via the internet to the Midland GIS Corporate Office in Maryville, MO.

Every safeguard has been implemented to ensure that hardware or software failure does not interfere with or risk our accurate data collection efforts in the field.



## GPS REDUNDANCY CHECK

Midland GIS will GPS locate five (5) percent of the features previously shot during the project. This process is part of the Midland GIS standard field protocol and will be employed during the Clearwater project. Midland GIS will compile and process the results against the original dataset and verify the required accuracy tolerance is being met.



## Sanitary Sewer Network GPS Field Data Collection

Midland GIS will GPS locate the features associated with Clearwater's sanitary sewer system. Typical features that are collected during this phase of the project include:

- Manholes
- Lift stations
- Force main valves
- Lamp holes (if present)
- Pre-located force main locations



In the event that city staff are unable to identify the approximate location of the force main, as-built drawings will be utilized to retrace the location of the force main line. If Clearwater's staff is unable to locate portions of the gravity main system during the cleanup phase, Midland GIS will COGO as-built drawings into the GIS.

This data will be loaded into the GPS controller and will be used to navigate to the approximate locations of the lost or buried manholes.

### DATA COLLECTION SPECIFICATIONS:

- For consistency purposes, the north rim of the manhole will be located during the project.
- Midland GIS will mark each manhole with survey marking paint after each manhole has been identified.
- Manholes that are inaccessible by GPS due to tree cover or satellite visibility will be noted and shot utilizing traditional survey methods (total station or level rod). All data will be coded as to the method of collection utilized.



The US received a **D+** overall for Sanitary Sewer Infrastructure according to the *American Society of Civil Engineers Report Card for US in 2017*.

There are over **800,000 miles** of public sewer lines in the US. Aging makes them more susceptible to structural failure, blockages and overflows.

**56 million** more people are expected to be added to public sanitary sewer systems by 2032 in the US – an increase of 23%.



The Environmental Protection Agency estimates that up to **75,000 sanitary sewer overflow** events occur in the US each year.

## INSPECTION ATTRIBUTE COLLECTION

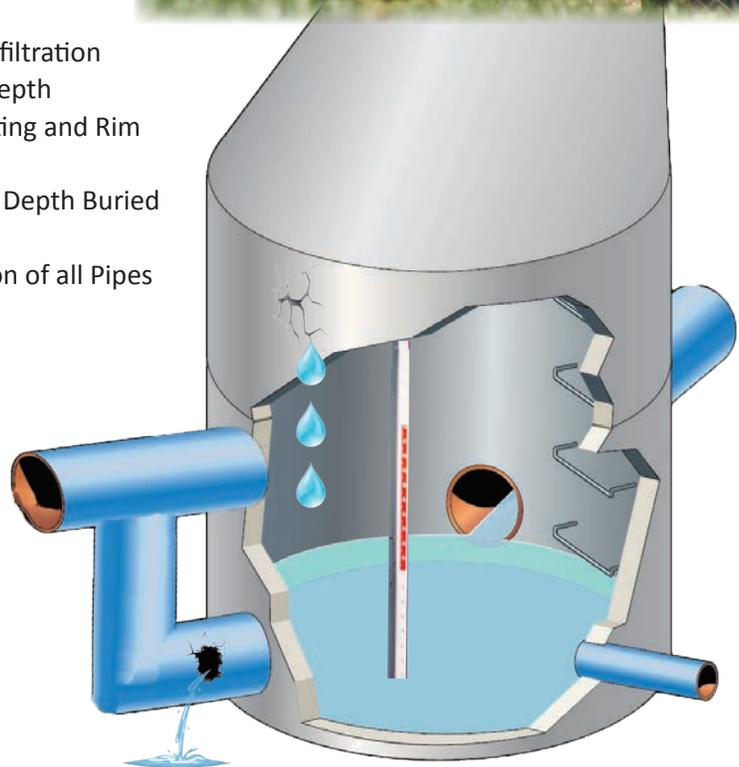
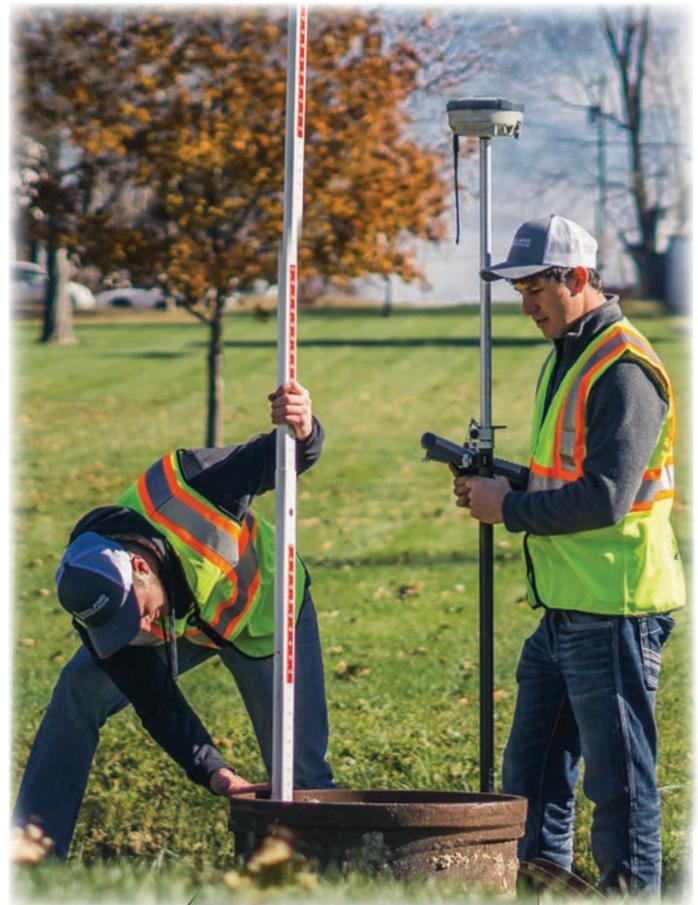
Midland GIS will perform top-side manhole field inspections to collect manhole attribute data during this phase of the project. Manholes will be opened, inspected and attribute data collected. Any manholes that require further assistance in opening or gathering attribute data will be noted and Midland GIS will work with city staff to gain access to the identified manholes.

Utilizing traditional survey measurement methods, Midland GIS will obtain invert elevations for all incoming and outgoing mainlines, manhole depth and pipe size. This information will be collected by measuring down from the north rim location where the GPS elevation was acquired. Flow direction will be noted during the field inspection process. If during the inspection process Midland GIS discovers any manholes that need immediate attention (back-ups, cave-ins, major obstructions or overflows), the appropriate staff will be immediately contacted.

At a minimum, the following data will be collected in the field as specified in the RFP. Additional attributes may be added upon the city's request. Midland GIS field staff will record these attributes and perform an inspection from the top-side of each structure.

- Photograph
- Condition Status
- Major Defects & Issues
- Depth
- Elevation
- Pipe Size
- Pipe Material
- Structural Material
- Structure Dimension
- Connecting Characteristic
- Access Type
- Grade
- Evidence of Infiltration
- Drop Type / Depth
- Northing, Easting and Rim Elevation
- Buried (Y/N) / Depth Buried
- Location
- Invert Elevation of all Pipes
- Lined (Y/N)

Midland GIS field staff will run our custom application on the GPS data collector to allow for quick and easy identification and navigation of the manholes.



### Water Network GPS Data Collection

Midland GIS will GPS field locate the following utility features for the water network within the project limits:

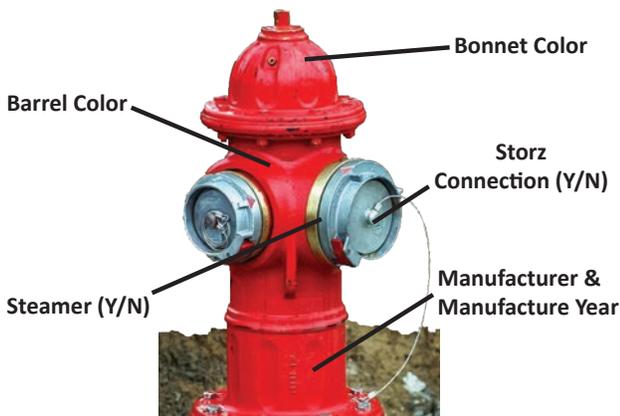
- Hydrants
- Hydrant valves
- Valves

Through Real-Time Kinematic (RTK) GPS methods, Midland GIS will locate the water network contained within the defined project limits. Captured features through GPS surveys will include all features designated by the city during the planning phase of the project. *This proposal does not include the data collection of curb stops or water meters.*

After thorough investigation by Midland GIS field staff, a report containing all waterline network features that were not found or that were found to be inaccessible will be submitted to the city. Midland GIS will work with city staff to locate utility features during the cleanup phase of the project. This will allow Midland GIS to collect features in a quicker and more efficient manner, translating into cost savings for the city and minimizing the impact on city staff.

GPS surveys will be referenced to the state’s plane coordinate system to allow for direct insertion into the city’s GIS. Horizontal (x,y) coordinates will be obtained in the field for the water facilities. Features will be collected with centimeter accurate GPS methods.

All data collected will be downloaded nightly and transferred via the internet to the Midland GIS home office in Maryville, Missouri where it will be backed up nightly.



The US received a **D grade** overall for Drinking Water Infrastructure according to the **American Society of Civil Engineers Report Card for US in 2017**. Asset management programs for water networks are encouraged by ASCE to support the improvement efforts of utilities.



**240,000**  
water main breaks  
occur each year

**\$1 Trillion**  
in investment is needed  
to maintain and expand  
service to meet demands  
over the next 25 years

There are  
**1 million miles**  
of drinking water pipes  
across the country

**90%**  
of Americans receive their  
drinking water from a public  
drinking water system

Everyday nearly  
**6 billion gallons**  
of treated water is lost  
due to leaking pipes

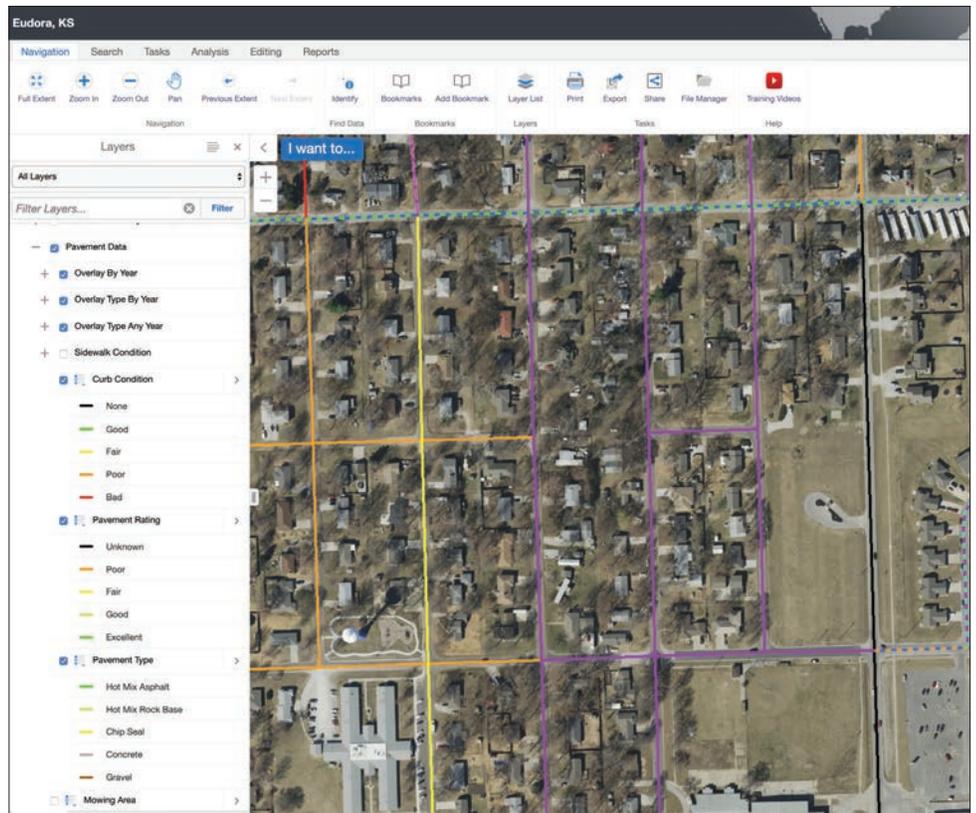
## Pavement Management

Midland GIS will set up a unique road centerline data layer within the city's geodatabase to create the Pavement Management Data layer.

The road centerlines will be segmented from intersection to intersection so that the city can enter specific pavement information for each road segment in the GIS mapping program.

Midland GIS will integrate the following attribute fields as provided by the City of Clearwater:

- Surface Type
  - Concrete
  - Asphalt
  - Chipseal
  - Gravel
- Condition
  - Excellent
  - Good
  - Fair
  - Poor
  - Very Poor
- Function
  - Primary
  - Secondary
  - Residential
  - County
  - State
- PASER Rating
  - 1-10
- Age
- Comments
- Treatment Date



An essential step in the process of implementing a utility GIS program is integrating field data into a GIS mapping program and properly drawing the utility system to show network connectivity and a high-level overview of the city's infrastructure. Midland GIS specializes in this "field to finish" approach for utility network development.

## BASE MAP AND THIRD-PARTY DATA LAYERS

Midland GIS will integrate the most current and available digital aerial photography of the project area, provided by the City of Clearwater, into the GIS program. The raster datasets created will be viewed as a continuous, seamless image across the entire project area and adjusted for color and contrast to meet the specifications of the city.

Midland GIS will incorporate all available cadastral map data layers from Sedgwick County, Kansas into the GIS program upon request. The City of Clearwater is responsible for any cost associated with acquiring the GIS data from Sedgwick County. Incorporating these data layers will establish a base map for the city's GIS program.

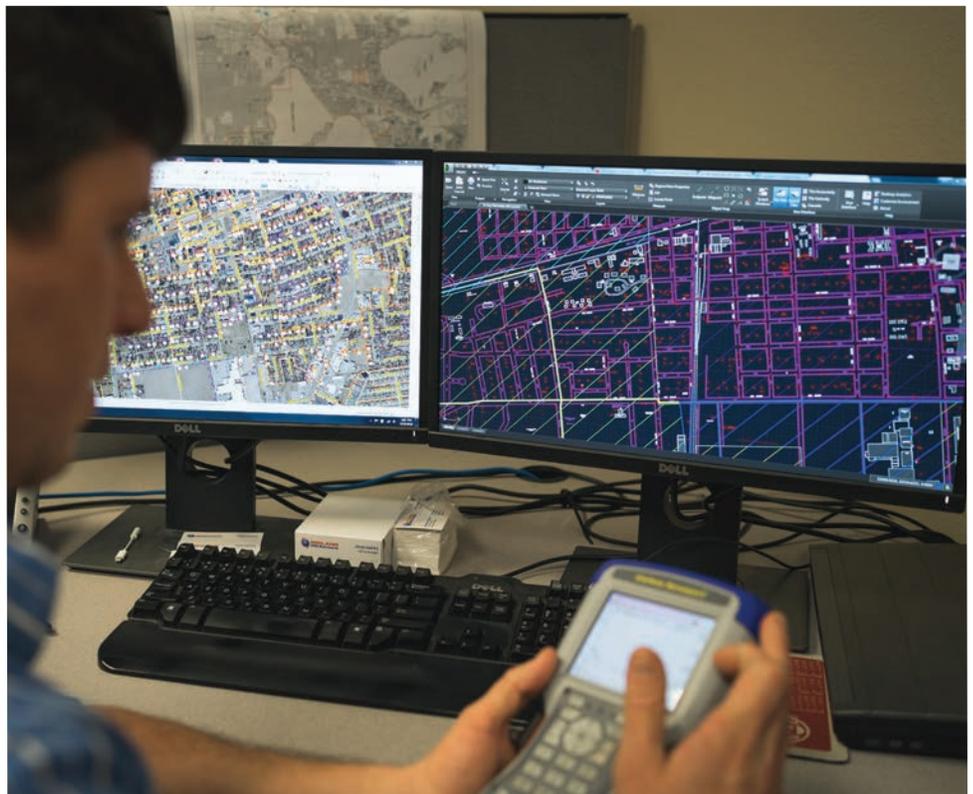
## MAP AND DATA DEVELOPMENT

Sanitary sewer line segments will be created utilizing custom, in-house editing tools developed by the Midland GIS development team. These tools will incorporate inspection data collected by field staff and will auto-generate sanitary sewer line segments illustrating flow direction, slope and exact length measurements. Quality assurance warnings have been built into these tools to verify positive slopes and to check for inconsistencies with pipe material and diameter.

Water distribution mains will be developed by combining exact GPS locations of above ground features with as-built/AutoCAD drawings to determine the best representation of those networks. Individual water main segments will have diameter and material attributes associated with them. All lines will be checked in a quality assurance process to ensure a clean network.

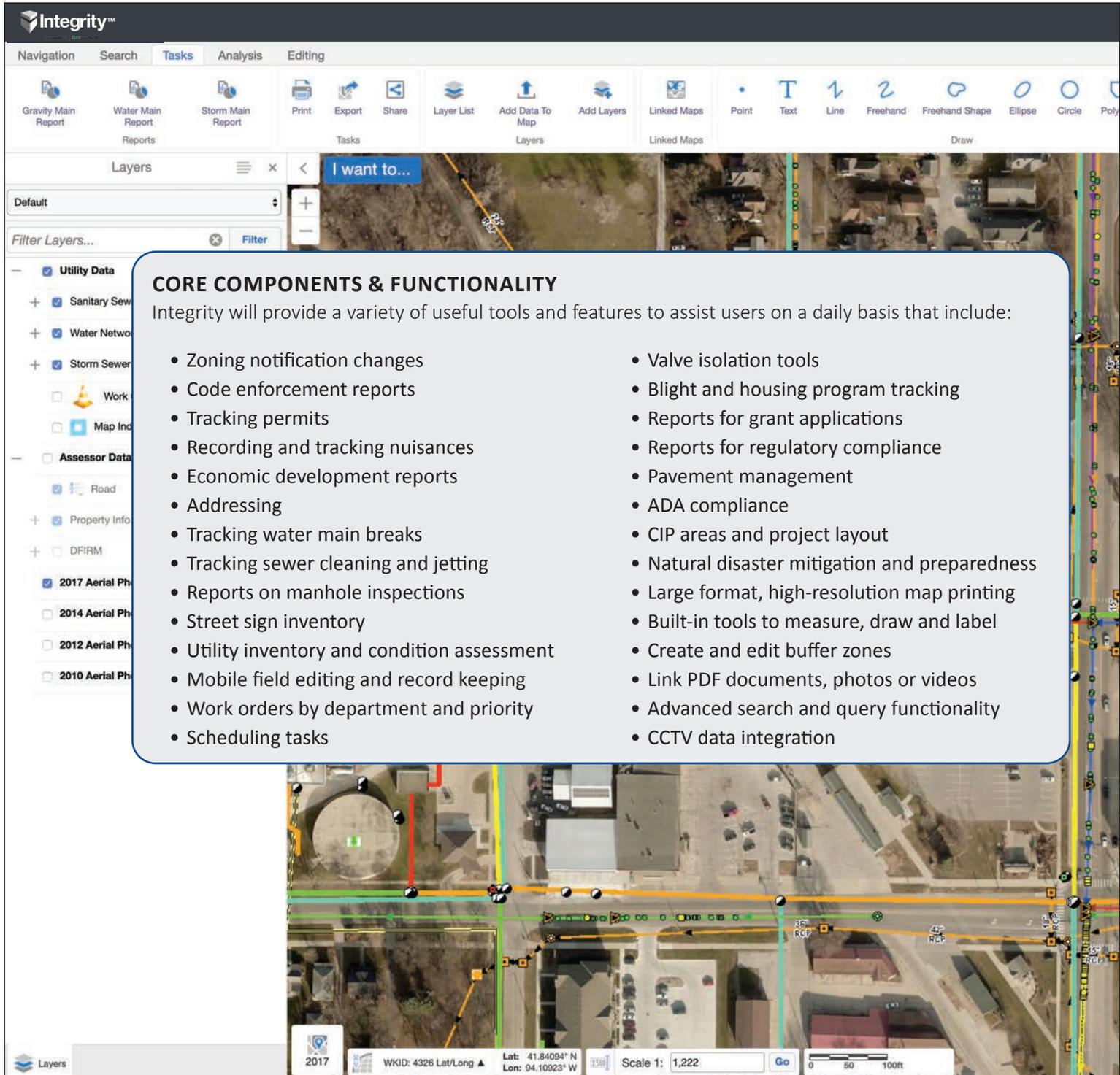
Pavement Data information will be displayed as a connected road network, segmented out by intersection. Pavement and road information will be displayed, color-coded and symbolized by the identifying criteria as specified by the City of Clearwater.

The completion of all data collected and mapped by Midland GIS personnel will not be final until approved by the City of Clearwater. The QA/QC process listed in the Statement of Qualifications will ensure appropriate communication and collaboration between the city and Midland GIS to achieve accurate finalized data that the city can rely on.



## INTEGRITY™ WEB-BASED GIS AND ASSET MANAGEMENT

Built on Esri technology, Integrity is a web-based and mobile GIS software solution to edit, maintain and analyze GIS data. With built-in workflows for daily operations and utility asset management for municipal government, users can quickly access their mapping data on any computer or mobile device, increasing efficiencies in communication throughout various departments and to constituents. Midland GIS developed Integrity to provide our clients with a user-friendly and cost-effective tool to access and update their GIS data in a multi-user environment.



The screenshot displays the Integrity GIS web-based interface. The top navigation bar includes tabs for Navigation, Search, Tasks, Analysis, and Editing. Below this is a toolbar with various tools such as Gravity Main Report, Water Main Report, Storm Main Report, Print, Export, Share, Layer List, Add Data To Map, Add Layers, Linked Maps, Point, Text, Line, Freehand, Freehand Shape, Ellipse, Circle, and Poly. The main map area shows an aerial view with utility data overlays in various colors (red, green, yellow, blue). A search bar with the text "I want to..." is visible. On the left, a Layers panel lists various data layers, including Utility Data, Sanitary Sewer, Water Network, Storm Sewer, Assessor Data, and Aerial Photography. A central text box titled "CORE COMPONENTS & FUNCTIONALITY" lists the following features:

### CORE COMPONENTS & FUNCTIONALITY

Integrity will provide a variety of useful tools and features to assist users on a daily basis that include:

- Zoning notification changes
- Code enforcement reports
- Tracking permits
- Recording and tracking nuisances
- Economic development reports
- Addressing
- Tracking water main breaks
- Tracking sewer cleaning and jetting
- Reports on manhole inspections
- Street sign inventory
- Utility inventory and condition assessment
- Mobile field editing and record keeping
- Work orders by department and priority
- Scheduling tasks
- Valve isolation tools
- Blight and housing program tracking
- Reports for grant applications
- Reports for regulatory compliance
- Pavement management
- ADA compliance
- CIP areas and project layout
- Natural disaster mitigation and preparedness
- Large format, high-resolution map printing
- Built-in tools to measure, draw and label
- Create and edit buffer zones
- Link PDF documents, photos or videos
- Advanced search and query functionality
- CCTV data integration

The bottom of the interface shows a status bar with the year 2017, WKID: 4326 Lat/Long, coordinates (Lat: 41.84094° N, Lon: 94.10923° W), Scale 1: 1,222, and a scale bar from 0 to 100ft.

## WEB DESIGN AND DEVELOPMENT

Midland GIS will setup a customized Integrity GIS website for this project. Developed on the HTML5 platform, the GIS website will allow the accessibility of GIS data via any tablet or mobile iOS, Apple, Android or Windows device. Midland GIS will setup and incorporate the following Esri GIS datasets for the GIS website:

- All GIS data designed and created by Midland GIS under the scope of this project
- Any Esri "GIS ready" shapefile data and aerial photography provided by the client

Midland GIS will register a Secure Sockets Layer (SSL) domain name through GoDaddy.com. This standard security protocol will establish encoded links between the web server and browser in order to protect the privacy and exchange of data. The suggested web domain will be:

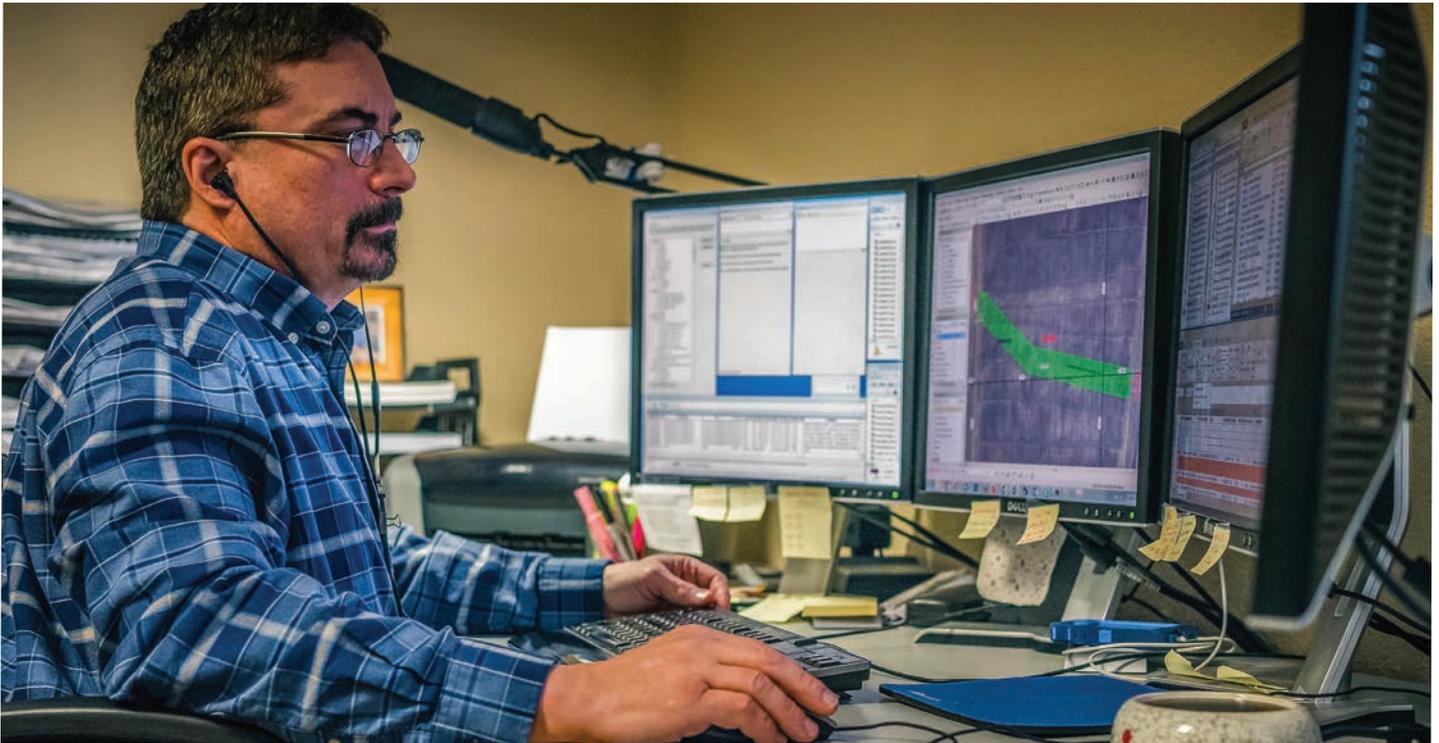
<https://clearwater.integritygis.com>

Midland GIS will route the Domain Name Service (DNS) numbers to our dedicated web servers. Midland GIS will test the domain name once transferred to our web server for quality control purposes.

## Advantages of Integrity web-based GIS

- Unlimited users
- Cross platform functionality
- HTML5 mobile
- Full editing rights
- Asset management
- Work order modules
- Password protected
- Integrated with County data
- Print high-resolution maps
- Advanced search and report tools
- Email and share maps
- Utility maintenance tables





### WEB HOSTING

Midland GIS will host the GIS website and associated data on a Dell PowerEdge R710 web server. If applicable, Midland GIS will set up a scheduled batch program that will automatically copy updated GIS data from the city's GIS server to our secured ftp server on a weekly basis. Hosing services for the Integrity GIS program include:

- Domestic data storage on Midland GIS servers located in Maryville
- Domestic Offsite data back-up for additional protection
- 24/7 Unlimited Site Access via the Internet
- SSL Token Security to protect your online data
- Unlimited User Accounts
- Administration Control of Users
- Multiple-user environment with ASP Enterprise Esri Licensing
- Back-End System Administration to ensure the GIS program is functioning and accessible

**\*This solution does not require a service commitment or annual contract on the part of the city.**

### PROGRAM TRAINING

Midland GIS provides comprehensive training and support for every level of service provided, including on-site and remote training for Midland GIS' Integrity program. As part of this project, four (4) hours of onsite GIS website training will be provided to the client's staff.

After the staff at the City of Clearwater has reviewed and approved all GPS located and attributed data, Midland GIS will present a full set of deliverables to the city. All collected and mapped sanitary sewer, water and pavement management data will be uploaded into the city's geodatabase and also integrated into the city's Integrity GIS website. **All work done for the City of Clearwater will be executed and completed by Midland GIS.**

**The City of Clearwater will be entitled to full ownership and editing rights to all GIS data created under the RFP.**

The following deliverables will be provided:

- Esri ArcGIS Geodatabase containing datasets for
  - o Sanitary Sewer Network
  - o Water Distribution Network
  - o Pavement Network
  
- Esri Map Documents (.mxd)
  - o 11x17 Truck Book Map Documents (for each utility)
  - o 36x36 100-scale Map Documents (for each utility)
  
- Two (2) Sets of bound 11x17 Truck Books (for each utility)
  
- One (1) Full system wall map (for each utility)
  
- Integrity GIS website development and implementation
  - o Built on Esri technology
  - o Unlimited users
  - o Offsite backup
  - o HTML5 capability for mobile device accessibility
  
- Four (4) Hours Onsite GIS Training for Staff
  
- Annual GIS Website Hosting

**Project Cost** \$44,928.00

**Firm Name:** Midland GIS Solutions, LLC.

1	Sanitary Sewer Utility Network	\$21,279.00	LUMP SUM
2	Water Utility Network	\$14,249.00	LUMP SUM
3	Pavement Management Overlay	\$2,800.00	LUMP SUM
4	GIS Website Development	\$3,000.00	LUMP SUM
5	On-Going Costs for GIS Program	\$3,600.00	ANNUALLY
6	Any additional Costs or fees not listed in 1-6 (explain below)		
		<b><u>\$44,928.00</u></b>	<b><u>TOTAL</u></b>

Additional Costs Explained

Optional Data Development

Mayer CCTV Data Integration \$3,000.00

## PROPOSAL SIGNATURE PAGE

Name Midland GIS Solutions, LLC.

DBA (if any)

Contact person Kirk Larson, Senior Vice President

Address 501 N. Market Street City Maryville State MO Zip 64468

Phone (660) 562-0050 (office) or (660) 215-7097 (Kirk's direct line)

In submitting a response to this RFP, proposer acknowledges compliance with and acceptance of all sections of the entire City of Clearwater, Kansas Utility GIS System RFP.

Signature



Title Sr. Vice President

Print Name Kirk Larson

Date November 22, 2019

**City of Clearwater  
City Council Meeting  
January 10, 2020**

**Consider Police Department Remodel RFB**

---

**Context:** In September 2019 the City began working with an Architect to design plans and create an RFB for the police department remodel. Over the following months the plans were developed, the RFB was issued and responses were opened on January 7<sup>th</sup>.

Due to the expected cost of the overall project, the RFB was broken down into two phases in order of importance:

Base Bid: remodel the lobby area to include constructing a ballistic wall and counter.

Alternate 1: remodel the current restroom into the Chiefs office and turn the current office into the property and evidence room.

A second alternate was added later, a charging station for items that needed daily charging.

The RFB was sent to multiple vendors with two responding. Bid tabulation is included in the backup material. Van Asdale Construction was low bid for all three phases of the project.

**Financial:** There is money in the Police equipment reserve fund to cover the cost of the base bid (\$27,700) and alternate #2 (\$1700) for a total of \$29,400.

**Legal Considerations:** Review and comment as necessary.

**Recommendations/Actions:** Award the Police Department remodel RFB for the base bid and alternate #2 to Van Asdale Construction in the amount of \$29,400. Staff recommends holding off on alternate #1 until funds can be allocated in 2021. At that time alternate #1 would need to be rebid.



January 7, 2020 4PM

Bid Tally

Clearwater Police Department Remodel

<u>Company</u>	<u>Bid Bond</u>	<u>Base Bid</u>	<u>Alt. #1</u>	<u>Alt. #2</u>	<u>Time</u>	<u>Addenda</u>
<u>Gerena Construction</u>	No Bid					
<u>Sutherland Builders</u>	✓	32,900-	27,312-	3,900-	90	2 ✓
<u>Van Asdale Construction</u>	✓	27,700-	17,700-	1,700-	95	2 ✓

565 WESTSHORE DR. • WICHITA, KS 67209  
 RANDAL@RSAARCHITECT.COM • PH (316) 641-4670

**FORMAL BID FORM (Revised and included with Alternate 2)  
CLEARWATER CITY HALL**

To: City of Clearwater Kansas  
129 E. Ross Avenue  
Clearwater, Kansas 67026

Project: Clearwater Police Department Remodel  
109 Lee Avenue  
Clearwater, Kansas 67026

Date: 12-7-20

Submitted By:  
(full name)

(full address)

VAN ASDALE Construction  
353 N. Pennsylvania  
Wichita KS 67214

**PART 1 - BASE BID OFFER (Sheets B1, B2, R3)**

Having examined the Place of the Work and all matters referred to the Instructions to Bidders and the Contract Documents prepared by Randal Steiner Architect, P.A. dated December 9, 2019 for the above mentioned project, we, the undersigned, hereby offer to enter into a contract with the City of Clearwater.

(Show values numerically and written.)

27,700

Twenty seven thousand seven hundred Dollars

(\$ \_\_\_\_\_) in lawful money of the United States of America.

We have included herewith, the required cost of a bid bond as required by the Instruction to Bidders. NOTE THAT THE CITY will provide a Kansas sales tax exemption number.

ALTERNATES - Include all associated costs.

ALTERNATE 1 - Remodel Police Department Office Area Per Sheet R1, R2, R3

The Amount of the Base Proposal will increase by the Sum of:

Seventeen thousand seven hundred  
17,700 Dollars (\$ 17,700)

ALTERNATE 2 - Equipment Charging Station

The Amount of the Base Proposal will increase by the Sum of:

Seventeen hundred  
1700 Dollars (\$ 1,700)

PART 2 - ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for thirty days from the Bid closing date.

If this Bid is accepted by the Owner within the time period stated above, we will: Execute the Agreement. AIA Document A104- 2017 (formerly A107-2007) Standard Abbreviated Form of Agreement Between Owner and Contractor for Construction Projects of Limited Scope where the basis of payment is a Stipulated Sum (With Owner Modifications)

If this Bid is accepted within the time stated, and we fail to commence the Work as stated below, the Bid Security shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the face value of the Bid Security.

In the event our Bid is not accepted within the time stated above, the required Bid Security shall be returned to the undersigned, in accordance with the provisions of the Instructions To Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

PART 3 - CONTRACT TIME

If this Bid is accepted, we will:  
Complete the Work in 95 calendar days from the Notice to Proceed.

PART 4 - CHANGES TO THE WORK

The Architect has established that the method of valuation for Changes in the Work (additions and deductions) will be net cost plus a percentage fee, our percentage fee will be:

10 percent overhead and profit on the net cost of our own work;

10 percent on the net cost of work done by any Subcontractor.

PART 5 - ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs including taxes thereto are included in the Bid Price.

Addendum # 1 Dated 12-30-19

Addendum # 2 Dated 1-3-20

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

PART 6 - BID FORM SIGNATURES

(legal name of bidder)

VAN ASDALE Construction

(address of bidder)

353 N. Pennsylvania  
(signed by authorized officer)

owner  
(title)

Seal  
(if bid by corporation)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF BID FORM

**FORMAL BID FORM (Revised and included with Alternate 2)  
CLEARWATER CITY HALL**

To: City of Clearwater Kansas  
129 E. Ross Avenue  
Clearwater, Kansas 67026

Project: Clearwater Police Department Remodel  
109 Lee Avenue  
Clearwater, Kansas 67026

Date: 1/7/2020

Submitted By:  
(full name)

Sutherland Builders, Inc.

(full address)

6053 S. Seneca

Wichita, KS 67217

**PART 1 - BASE BID OFFER (Sheets B1, B2, R3)**

Having examined the Place of the Work and all matters referred to the Instructions to Bidders and the Contract Documents prepared by **Randal Steiner Architect, P.A.** dated **December 9, 2019** for the above mentioned project, we, the undersigned, hereby offer to enter into a contract with the City of Clearwater.

(Show values numerically and written.)

Thirty Two Thousand, Nine Hundred & 00/100Dollars

(\$32,900.00) in lawful money of the United States of America.

We have included herewith, the required cost of a bid bond as required by the Instruction to Bidders. NOTE THAT THE CITY will provide a Kansas sales tax exemption number.

ALTERNATES - Include all associated costs.

ALTERNATE 1 – Remodel Police Department Office Area Per Sheet R1, R2, R3  
The Amount of the Base Proposal will increase by the Sum of:

Add Twenty Seven Thousand, Three Dollars (\$27,312.00)  
Add Hundred Twelve & 00/100----Dollars

ALTERNATE 2 – Equipment Charging Station  
The Amount of the Base Proposal will increase by the Sum of:

Add Three Thousand, Nine Dollars (\$3,900.00)  
Hundred & 00/100----Dollars

**PART 2 - ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for thirty days from the Bid closing date.

If this Bid is accepted by the Owner within the time period stated above, we will: Execute the Agreement. AIA Document A104- 2017 (formerly A107-2007) Standard Abbreviated Form of Agreement Between Owner and Contractor for Construction Projects of Limited Scope where the basis of payment is a Stipulated Sum (With Owner Modifications)

If this Bid is accepted within the time stated, and we fail to commence the Work as stated below, the Bid Security shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the face value of the Bid Security.

In the event our Bid is not accepted within the time stated above, the required Bid Security shall be returned to the undersigned, in accordance with the provisions of the Instructions To Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**PART 3 - CONTRACT TIME**

If this Bid is accepted, we will:  
Complete the Work in 90 calendar days from the Notice to Proceed.

**PART 4 - CHANGES TO THE WORK**

The Architect has established that the method of valuation for Changes in the Work (additions and deductions) will be net cost plus a percentage fee, our percentage fee will be:

10 percent overhead and profit on the net cost of our own work;

8 percent on the net cost of work done by any Subcontractor.

**PART 5 - ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs including taxes thereto are included in the Bid Price.

Addendum # 1 Dated 12/30/19

Addendum # 2 Dated 1/3/19

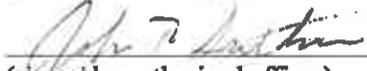
Addendum #        Dated       

**PART 6 - BID FORM SIGNATURE(S)**

Sutherland Builders, Inc..  
(legal name of bidder)

6053 S. Senecq, Wichita, KS 67217

(address of bidder)

  
\_\_\_\_\_  
(signed by authorized officer)

Secretary/Treasurer  
(title)

Seal  
(if bid by corporation)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF BID FORM

