



[Please note that the meeting agenda is subject to change during the meeting.]

City of Clearwater Council Meeting Agenda
Tuesday June 9, 2020 at 6:30pm
129 E Ross Clearwater, KS 67026

NOTICE: Due to the COVID-19 there is limited space in City Hall for people to gather. You may listen to the business meeting through your computer, smart phone, or tablet at the following link.

Please join my meeting from your computer, tablet or smartphone.

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- 1. Call to Order/ Invocation and Flag Salute**
- 2. Invocation and Flag Salute**
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Public Forum** - Members of the public can address the Mayor and City Council limited to not more than five minutes.
- 6. 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. [05/26/20 Council Meeting Minutes](#)
 - b. [Claims and Warrants](#)
 - c. [Approve Hiring – Full Time Officer](#)
- 7. Staff Reports**
- 8. Business**
 - a. **Public Hearing** for the purpose of considering an application to the Kansas Department of Commerce for Small Cities Community Development Block Grant funds under the CDBG-CV category.
 - b. **Action:** [Consider Resolution 07-2020 and an RFP to Hire a Grant Administrator](#)
 - c. **Action:** [Approve Replat of the Clearwater Business Park](#)
 - d. **Discussion:** Revenue from Real Estate Sale and Budget
- 9. Administrators Report**
- 10. Governing Body Comments**
- 11. Adjournment**

Next Assignment Numbers

Charter Ordinance: 21

Ordinance: 1058

Resolution: 07-2020

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**
May 26, 2020
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

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; Justin Shore, Shirley Palmer-Witt, Chris Griffin, and Chad Pike were present.

Yvonne Coon was absent.

The following staff members were present:

Ron Marsh, City Administrator, Courtney Meyer, City Clerk.

Others: Jared Dinwiddie, Kirk Ives, Ernie Misak, Justin Patrick, Chadd Posch, Austin Parker, City Attorney; Karl May

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: *Shore* moved, ***Palmer-Witt*** seconded to accept the agenda as presented. Voted and passed unanimously.

4. Public Forum

Karl May addressed the council and asked that they address the following topics. 1) The posts next to his building are a big issue. He said they are on his property and he would like them removed. 2) There is a crack in the sidewalk in front of his business that he would like address. A patient with crutches almost fell because of it. 3) Rolling Hill Ct street has bad road issues. The curb and gutters are low and causes driveways to hold water which creates problems with the road. He believes the issues are affecting his home value. He has asked Council to review his concerns and respond to him in writing for his record.

Mayor Ussery stated that staff and he would respond to him in writing on how they would address the three topics.

5. Approve Consent Agenda

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

Minutes: 05/12/20
Claims and Warrants
RSVP Transportation Agreement
Victory Pyrotechnics Firework Agreement

Motion: *Palmer-Witt* moved, ***Pike*** seconded to approve the consent agenda as presented. Voted and passed unanimously.

6. Staff Reports

- a. Police Department – Kirk Ives –Griffin asked if it was feasible to keep the Tahoe since we just added a vehicle. Ives explained that by keeping the older vehicle that was still usable it will help keep the miles down on the new vehicles, so they last longer. The expense for the Tahoe is less than \$1000 for insurance and then the cost of annual maintenance. Ives stated that once the vehicle cost more than to keep it then he would get rid of it. Griffin then asked what staff was doing about the damage to the Mikesell treehouse. Ives stated the police department is monitoring it the best they can. The treehouse has been roped off because it is now a safety concern with the age of it. Mayor Ussery suggested when the vandalism happens to use Facebook to spread the word and maybe the citizens can help keep an eye on it. Mayor Ussery also asked if there was a way to record the level and cost of damage this year. Council had no other questions.
- b. Fire Department –Jared Dinwiddie –Council had no questions.
- c. Public Works – Ernie Misak – Misak stated that a wastewater sample has been pulled but the results are not it. Council had no questions.
- d. Parks & Maintenance – Chadd Posch – Council had no questions.

7. Business

a. Remote Collection Site Agreement

Each year the Sedgwick County Household Hazardous Waste facility holds one remote collection event in each of the five commission districts. This year Commissioner O'Donnell requested the 2nd District event be held in Clearwater.

The remote collection will be set up in the Sports Complex parking lot from 9am – 1pm on Saturday, June 20, 2020. Citizens can bring common household hazardous waste items for disposal. This includes but is not limited to, used oil, paint, herbicides, insecticides, pool/spa chemicals, and much more. Sedgwick County and the City will be promoting the event to reach the largest number of people.

Council had no discussion

Motion: *Griffin* moved, *Shore* seconded to approve the Remote Collection Site Agreement. Voted and passed unanimously.

b. Review 1st Quarter Financials

Council reviewed the 1st quarter financials and asked what affects the COVID-19 has caused in the revenues. Meyer and Marsh reported that at this point there has not been any revenue loss. We do expect to see a decrease in gas tax since gas prices are down.

c. Sale of Surplus Property

Council reviewed the request for sale of surplus property that was included with the packet and asked City Attorney Parker if the City could accept an internal offer on any item before it was available to the public. Parker stated that since we are a City of the 3rd class that there is no need to release it to the public prior to an offer internally.

Griffin asked if we sold the speed limit signs to another agency, are we liable if they are problems, they may have with an item they purchased from the City of Clearwater. Marsh and Parker answered no items are sold "as-is" and the City holds no responsibility for the item once it is sold.

Council had no other discussion

Motion: *Shore* moved, *Griffin* seconded to approve the sale of surplus property. Voted and passed unanimously.

d. Approve use of Discretionary Funds for Server Replacement

In 2019 staff was aware of the need to upgrade the server host. We were waiting until the new IT company was hired and on boarded before we started the process. Gilmore has now informed us what the cost to upgrade the server host is \$12,000 and at this time the Police Department virtual server software also needs upgraded since it is running on 2008 R2. That cost is estimated at \$7000. Administration has \$17,000 in equipment reserve for this project but is short the difference. Staff would like authorization from council to use equipment reserve discretionary funds to supplement the cost difference. There is \$23,400 in equipment reserve discretionary for Administration.

The discretionary funds were moved to equipment reserve when administration came in under budget in 2019 and are not identified for a specific project at this time. Staff will continue budget for server replacement as an equipment reserve line item. We now know the approximate cost and will be able to budget more appropriately in the future for this project.

Council review and asked if the migration of the servers was included. The answer is yes. Palmer-Witt questioned if the police department budget was covering any of the cost. Meyer answered no, because of lack of knowledge when creating the equipment reserve fund. The administration has been budgeting to replace the servers out their budget. We now know the cost and can allocate the appropriate amount in their department moving forward.

Motion: *Griffin* moved, *Shore* seconded to approve the use of discretionary funds to pay for the server upgrade. Voted and passed unanimously.

e. Well #2 Upgrade Proposal

Misak explained, Well #2 was taken out of service due to assumed bacterial contamination. The methods of introducing air into the blower system utilized outside and unfiltered air to remove the ground contaminate that had occurred in the 1970's. This system was installed by a State contracted engineering firm and was paid for by the State. During the past few years, there have been a few false positives of coliforms in samples of water that are taken monthly. Each of these required retesting and all but one resulted the in dismissal of the false positive results, resulting in compliance with State and Federal Regulations. The one sample that failed for a second time and after further sampling resulted in "in compliance" sample with negative findings of coliforms, also required a thorough investigation of our entire system for any potential contamination possibilities.

During his investigation, he narrowed the potential contamination down to the air stripper. At that time, he contacted the State and reported his findings. After consultation with the KDHE, he elected to request authorization from the State to discontinue the use of the air stripper and pump water directly into the system. The annual State sampling to monitor the ground water for the contamination that required the use of air stripper in the first place resulted in findings and determination by the State that the groundwater was absent of contamination for the prior three years. Therefore, his request to bypass was approved and we proceeded to disconnect the stripper from the system.

Unfortunately, the well pump that was provided by the State in the rehab installation was under sized (3HP) and insufficient to pump directly into the POTW system. He would not that the original pump, assisted by a booster pump leading from the system would produce approximately 83 GPM.

He had Layne Company pull the pump and provide me with a quote for upgrading the well house to enable use of this well as a valuable producer of water for our system. The proposal will increase the amount of water from this well to approximately 150 GPM and will have enough horsepower (15HP) to push water system. This well upgrade will facilitate our ability to provide potable water to the City, in the event that we might lose use of the eastern wells, due to line breakage or other cause.

The quote for the entire project is 10,927, \$1950 has already been spent to pull the old pump and engineer the system. Misak stated he has money available through contract labor and equipment repair line items to cover the cost.

Misak did add that there is a backup well in the event well's 6, 7, & 8 fail. Well #3 is the "backup" well. It has a high nitrate content and is tagged as emergency use only.

Palmer-Witt questioned when the undersized pump was installed and who installed it. Misak stated it was done around 2006 or 2007 and the State contracted the project.

Mayor Ussery questioned if the air stripper will be usable in the future. Misak said it is not necessary to use an air stripper since the contaminants in the ground water are no longer there. The air stripper will not be used in the future.

Council asked if other bids were received and Misak stated no since this company is the only one in the area that does big wells.

Council asked Meyer if the funds were available. It was reported that as of May 12th the funds were available but will not be once the project is over. It will not leave anymore funds to complete other projects, if needed. However, there is a discretionary fund in the equipment reserve that if an emergency were to arise then those funds could be used.

Motion: *Griffin* moved, *Pike* seconded to the project at \$8977 to complete the well upgrade project. Voted and passed unanimously.

f. Pool Opening

Mayor Ussery relayed to Council that the pool opening has been moved up to June 8th. Staff will work on specific guidelines on how the pool should be managing the daily cleaning. Staff plans on providing bullet points for the manager as a guideline. Mayor Ussery believes some of the guidelines for the pool will be to offer only packaged snacks and bottled drinks at concession, masks will be optional, and all reports and meetings he has attended says there is no issues with social distancing in water.

The update from the Governor stated that the Open Kansas Phase out Program are now just guidelines and restrictions will now lie at the County level. Sedgwick County Commissioners were having an emergency meeting tomorrow, May 27th, to discuss how Sedgwick County will handle the new orders from the Governor.

8. Administrators Report

- Update: Executive Order 20-28 extended executive order 20-05 temporarily prohibiting utility disconnects until May 31, 2020. Unless extended again, the City will be shutting off those customers who have not paid their utility bill or made other arrangements. We have not seen an increase in the number of non-payments.

- Sedgwick County Health Department has contacted the City about possibly using the Senior Center as a testing facility for COVID-19. They are drafting a Memorandum of Understanding which will be brought to Council for approval at a later meeting.
- The State has released Community Development Block Grant (CDBG) funds to help local small business deal with the loss of revenue. These funds are administered through Cities and Counties and the businesses apply to the City for funds. Clearwater has begun the process of applying for these funds. The CDBG process is long and arduous, including a Public Hearing and Resolution of Intent. To help with the application process and administration of the funds we have sent out Requests for Proposal for a Grant Administrator. The Public Hearing, Resolution and approving a grant administrator will all be on the next Council agenda.
- The business park replats have been completed and the preliminary & final replats will be reviewed at the next Planning Commission meeting on June 2nd. If accepted by the Planning Commission the replats will be on the next Council meeting for approval.
- Just a reminder: Department Budget Presentations start next week. Tuesday at 2pm will be Parks and Senior Center and Wednesday at 2pm will be Public Works. Courtney has sent out meeting notices to your city emails.

9. **Governing Body Comments**

Griffin had nothing to report.

Pike had nothing to report.

Palmer-Witt had nothing to report.

Shore had nothing to report.

Ussery asked staff to pull together a response to the public forum covering the three topics. With the report he would like to know if there were any reports filed for the incident when someone almost fell in front of his office and would like any reports and/or plans for Rolling Hills Ct. All this should be brought to the next council meeting for their review. The survey on the open lot should also be included in the response.

There is no update yet on the nursing home.

10. **Adjournment**

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

MOTION: *Palmer-Witt* moved; *Shore* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:47 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 May 26, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 9th day of June 2020

Courtney Meyer, City Clerk

Check Register Report

Date: 06/05/2020

Time: 3:51 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
EMPRISE BANK Checks								
46294	06/10/2020	Printed			APS1	AAA PORTABLE SERVICES, INC.	RENTAL 5-9 - 6-5	70.00
46295	06/10/2020	Printed			AMAZ	AMAZON BUSINESS	DUAL MONITOR STAND	1,075.73
46296	06/10/2020	Printed			BBL1	B & B LUMBER	MISC SUPPLIES	88.39
46297	06/10/2020	Printed			BH01	BECKY C. HURTIG	PROFESSIONAL SERVICES	915.00
46298	06/10/2020	Printed			BSWI	BRENNTAG SOUTHWEST, INC	CHEMICAL	2,405.52
46299	06/10/2020	Printed			BROAD	BROADSTROKE INC	WATER BILLS	743.37
46300	06/10/2020	Printed			CIRCLE	CIRCLE C PAVING & CONSTRUCTION	STREET WORK	99,580.00
46301	06/10/2020	Printed			CI W	CIRUS WATER	SENIOR CENTER	4.50
46302	06/10/2020	Printed			CWC02	CLEARWATER WELLNESS CENTER	STATEMENT	45.00
46303	06/10/2020	Printed			COMM	COMMERCIAL LAWN MANAGEMENT	LATE SPRING FERTILIZATION	87.08
46304	06/10/2020	Printed			DPL1	DAN'S PLUMBING, INC	SENIOR CENTER REPAIRS	175.00
46305	06/10/2020	Printed			DOS1	DIGITAL OFFICE SYSTEMS	OVERAGE	132.60
46306	06/10/2020	Printed			EMP1	EMERGENCY MEDICAL PRODUCTS INC	SUPPLIES	646.60
46307	06/10/2020	Printed			EMPAC	EMPAC, INC.	APRIL MAY JUNE 2020	367.50
46308	06/10/2020	Printed			ESO	ESO SOLUTIONS	FIREHOUSE MODULE	123.60
46309	06/10/2020	Printed			FAR	FARREL LANGE	RESTITUTION	80.00
46310	06/10/2020	Printed			LA LI	J. LARRY LINN	PROSECUTION SERVICES	885.00
46311	06/10/2020	Printed			JEFFR	JEFFREY CHANNER	SAFETY BOOTS	117.43
46312	06/10/2020	Printed			KANSAS C	KANSAS CORRECTIONAL INDUSTRIES	WHITE MASKS COVID-19	187.25
46313	06/10/2020	Printed			KJC1	KANSAS JUDICIAL COUNCIL	2 KS COURT MANUALS	90.00
46314	06/10/2020	Printed			KOC1	KANSAS ONE CALL SYSTEM, INC.	49 LOCATES	58.80
46315	06/10/2020	Printed			KRW1	KANSAS RURAL WATER ASSN	MEMBERSHIP FEE	911.00
46316	06/10/2020	Printed			KST1	KANSAS STATE TREASURER	LEO TRAINING/ED FUND	700.00
46317	06/10/2020	Printed			AOM1	KATHLEEN KINKAID BRINKERHOFF	TALL NUMBERS	6.00
46318	06/10/2020	Printed			KIE1	KIEFER	GUARD UNIFORMS	364.30
46319	06/10/2020	Printed			LC02	LAYNE CHRISTENSEN COMPANY	WELL 2 PUMP REMOVE/INSPECTION	1,950.00
46320	06/10/2020	Printed			LOK1	LEAGUE OF KS MUNICIPALITIES	2020 HOME RULE	51.00
46321	06/10/2020	Printed			MERI	MERIDIAN ANALYTICAL LABS, LLC	WATER ANALYSIS	130.00
46322	06/10/2020	Printed			MIG1	MIZE'S THRIFTWAY	STATEMENT	142.54
46323	06/10/2020	Printed			MC05	MULVANE COOP	STARTER FLUID/BRUSH FLUID	134.49
46324	06/10/2020	Printed			NU-LINE	NU-LINE SIGNS LLC	HIGHWAY SIGNS	200.00
46325	06/10/2020	Printed			OR	O'REILLY AUTO PARTS	1980 DUMP TRUCK	118.42
46326	06/10/2020	Printed			PCA1	PETTY CASH	CITY	102.53
46327	06/10/2020	Printed			RC11	RENN & COMPANY, INC.	GENERAL LIABILITY AUDIT	459.00
46328	06/10/2020	Printed			SAFE S	SAFE SLIDE RESTORATION	2ND PAYMENT/SLIDES	2,150.00
46329	06/10/2020	Printed			SCDF	SEDGWICK COUNTY	PRISONER HOUSING	1,450.95
46331	06/10/2020	Printed			STA	STAPLES	INKJET ADDRESS LABELS	609.21
46332	06/10/2020	Printed			SUPERIOR	SUPERIOR EMERGENCY RESP VEH	2016 FORD GRAPHICS	2,229.90
46333	06/10/2020	Printed			TSN1	TIMES-SENTINEL NEWSPAPERS	HOUSING INCENTIVES	328.50
46334	06/10/2020	Printed			T2UL	TRUE2U AUTOMOTIVE, LLP	OIL PRESSURE SWITCH/LABOR	273.79
46335	06/10/2020	Printed			USBAN	U.S. BANCORP EQUIPMENT FINANCE	COPIER LEASE	269.94
46336	06/10/2020	Printed			USP1	U.S. POSTMASTER	BOX RENT 453	64.00
46337	06/10/2020	Printed			UIN1	UNITED INDUSTRIES, INC.	TIGER SHARK REPAIRS/POOL SUPP	427.75
46338	06/10/2020	Printed			VER	VERIZON WIRELESS	STATEMENT	40.01
46339	06/10/2020	Printed			VICTORY	VICTORY PYROTECHNICS & SFX	4TH OF JULY	2,400.00
46340	06/10/2020	Printed			WTC1	WICHITA TRACTOR CO.	LANDPRIDE MOWER	177.99

Check Register Report

Date: 06/05/2020

Time: 3:51 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
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Total Checks: 46

Checks Total (excluding void checks): 123,569.69

Total Payments: 46

Bank Total (excluding void checks): 123,569.69

Check Register Report

Date: 06/05/2020

Time: 3:51 pm

Page: 3

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Checks								
598	06/10/2020	Printed			CGSI	CASEY'S	STATEMENT	1,372.39
599	06/10/2020	Printed			CLA1	COLONIAL LIFE & ACCIDENT	STATEMENT	148.14
600	06/10/2020	Printed			HSB1	EMPRISE BANK	DODGE DURANGO	561.36
601	06/10/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	150 S. PROSPECT	33.19
602	06/10/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	921 E. JANET	168.60
603	06/10/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	109 E. ROSS	256.77
604	06/10/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	100 E. ROSS	34.89
605	06/10/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	319 W. ROSS	338.71
606	06/10/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	STREET LIGHTS	2,009.22
607	06/10/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	129 E. ROSS	346.92
608	06/10/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	149 N. FOURTH	96.01
609	06/10/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	GROUP BILL	1,529.04
610	06/10/2020	Printed			KGS1	KANSAS GAS SERVICE	149 N. FOURTH	35.52
611	06/10/2020	Printed			KGS1	KANSAS GAS SERVICE	109 E. ROSS	34.91
612	06/10/2020	Printed			KGS1	KANSAS GAS SERVICE	319 W. ROSS	63.99
613	06/10/2020	Printed			KGS1	KANSAS GAS SERVICE	921 E. JANET	51.58
614	06/10/2020	Printed			KGS1	KANSAS GAS SERVICE	129 E. ROSS	42.64
615	06/10/2020	Printed			KGS1	KANSAS GAS SERVICE	401 W. ROSS	48.60
616	06/10/2020	Printed			KGS1	KANSAS GAS SERVICE	901 CLEARCREEK	56.43
617	06/10/2020	Printed			KANSAS	KANSAS TURNPIKE AUTHORITY	STATEMENT MAY 2020	32.30
618	06/10/2020	Printed			LIBERTY	LIBERTY NATIONAL	STATEMENT	307.66
619	06/10/2020	Printed			SKT1	SKT	CITY BUILDING	490.97
620	06/10/2020	Printed			SKT1	SKT	SENIOR CENTER	75.12
621	06/10/2020	Printed			SKT1	SKT	ELECTRONIC SIGN	59.92
622	06/10/2020	Printed			SKT1	SKT	PUBLIC LIBRARY	126.26
623	06/10/2020	Printed			SKT1	SKT	PUBLIC WORKS	146.49
624	06/10/2020	Printed			SKT1	SKT	POLICE AND COURT	299.84
625	06/10/2020	Printed			SKT1	SKT	EVS AND FIRE	520.58
626	06/10/2020	Printed			SKT1	SKT	HISTORICAL SOCIETY	107.14
627	06/10/2020	Printed			SEHP	STATE EMPLOYEE HEALTH PLAN	STATEMENT	20,168.15

Total Checks: 30

Checks Total (excluding void checks): 29,563.34

Total Payments: 30

Bank Total (excluding void checks): 29,563.34

Total Payments: 76

Grand Total (excluding void checks): 153,133.03

**City of Clearwater
City Council Meeting
June 5, 2020**

Approve Hiring Full Time Police Officer

Context: Chief Ives recommends hiring Justin Jacks as a full time police officer to replace Brian Daily who left to become the Police Chief in Sedgwick. Justin is a fully certified police officer and has 8-9 years of experience, most recently with Haysville PD. Starting pay will be \$18.50/hr with the retention bonus of \$500 after one full year of service and \$1000 after 2 full years of service. Hiring will be contingent upon Justin passing post offer employment testing.

Financial: Costs for the position have been allocated in the 2020 budget.

Legal Considerations: Review and comment as necessary

Recommendations/Actions: Approve the hiring of Justin Jacks as a full time police officer at a starting pay of \$18.50/hr and retention bonus.

To: Mayor and City Council

From: Jared Dinwiddie
Clearwater Fire Chief

Date: June 5, 2020

Re: Fire Department Staff Report

- Clearwater Fire responded to 7 medical calls and 3 Fire calls since last meeting.
- Average response time for SGCO EMS on medical calls has been around 20 minutes.
- To Date: The department has been unable to respond to 6 emergency calls. This is a result of the normal personnel that respond, were at their full-time job with their respective agencies.
- Performed annual fit test of members at last fire meeting. Medical training resumed last Thursday.
- Permission was granted to the After Prom Committee to allow fire dancers to perform at their event.
- Continue to seek quotes for paint, body work, and skid unit for new brush unit.
- The department implemented a “No more than 2 responders” policy for medical calls. This is to reduce the amount of PPE equipment used per call and allow our supply to last longer. Exceptions are allowed for high priority calls such as Code Blues, Shootings, etc.
- Confirmed COVID-19 Cases: **Clearwater Nursing and Rehabilitation**
Clearwater Retirement

****Personnel are being kept up to date on the ever-changing circumstances with COVID-19. The Dept. has a response policy in place and to date, no exposures have been recorded.**

To: Mayor and City Council

From: Kirk Ives,
Chief of Police

Date: June 05, 2020

Re: Police Department Staff Report

Officers:

The whole department is doing well.

Zac Nolan is at KLETC he left on 06/08/2020.

LT. Gearhardt is on vacation that is well deserved. He will be back on Monday the 15th.

SGT. Lee Hard will be taking vacation on June 17th thru 24th.

Roy Riggs and I are STILL working on the Evidence Room. But there is a end in sight.

Brian Daily has excepted a Chief of Police position in the City of Sedgwick and is no longer here.

We have located another Full-time officer that is KLETC certified. Hopefully, we will be presenting his name to you at this upcoming meeting.

We are hopefully done with the COVID-19 issues

We are still looking forward to the phase 1 of the Police Department remodel/wall and counter to begin soon.

Vehicles:

The Tahoe and the Ford Explorer have received new decals this last week. They look great.

Matters of interest since last meeting on Police Activity:

We had 55 Dispatched calls since my last report.

We have assisted Sedgwick County on many calls because of the protests.

To: Mayor and City Council

From: Chadd Posch

Date: 6/5/2020

Re: Parks and Facilities

- The Grasshopper lawn mower sold at auction for \$5401.
- There was a drain backing up at the senior center the problem was fixed, and a T fitting was replaced.
- Working on ordering of new Mower to replace the grasshopper.
- All the ballfields are prepped to the best of our abilities and are currently being used for rec ball season.
- My crew has been working hard to keep the Parks and Sports complex in top shape.
- We are planning to start having mulch brought into the park for around the playground equipment the week of the 15th.
- We are planning on starting on the 8th to fix the tree house.
- I have been looking into having a net put up in front of the baseball diamonds new score board to help protect it from being hit by homerun balls and causing damage.

To: Mayor and City Council Members

From: Ernie Misak, Public Works Director

Date: June 9, 2020

Subject: Public Works Summary

1. Wastewater sample and water samples for the month of May were collected and delivered to lab. Water sample results were in compliance. Wastewater sample results was high for TSS and BOD. June sampling will be collected during W.E. 6-12-20.
2. On going training the two new employees on all facets of our work assignments.
3. Continuation of valve exercising on the water system. Will continue as time permits.
4. Considerable time is being spent mowing, weed eating, etc. Areas of mowing include Waste Ponds, Park Glen ditch, Clearwater Entry Signage (Rock at Diagonal), Cemetery Roads, Railroad Right-of-ways, Area N. of COOP Store on Fourth, Water Wells, and Chisholm Ridge Property(s).
5. Repaired water leak on S. Second Ave.
6. Well #2 pump is scheduled to be installed.
7. Water meter gpm and Totalizer has been installed by Comtronix.
8. Shut off performed and W.Orders completed as requested.
9. Starting to get more "one call" locate request.
10. Other normal duties and responsibilities.

Clearwater Senior & Community Center

Staff Report

June 5, 2020

To: Mayor & City Council

From: Sonja Froggatte, Director

We will remain closed until notification that we can open.

1. However, we will have a picnic 6/9 at 12:00 noon at the City Park, in order to keep 6 feet between us.
2. On June 19th at 10:00 a.m. we are scheduled to host the Goddard Puppet Ladies.
3. At 10:00 a.m. on 6/23 Nancy Bradfield, the pharmacist at the Clearwater Pharmacy, will speak about medication safety.
4. On 6/27 we have may have Live Music at the Center.
5. June 30th we will distribute USDA Food Assistance and Mike Anderson will be here at 2:00 p.m. to present a dulcimer performance and facts.

**City of Clearwater
City Council Meeting
June 5, 2020**

Consider Resolution 07-2020 Authorizing the City to Apply for CDBG-CV Funds and a Request for Proposal to Hire Certified Grant Administrator for said Funds

Context: In May 2020 the Governor announced that over \$9 million in federal funding was being made available to the Community Development Block Grant (CDBG) program for community responses to COVID-19. Cities and counties in Kansas can apply for economic development grants up to \$300,000 to provide communities with funding to help local businesses retain jobs for low-to-moderate income people. These funds are awarded on a first come basis.

There has been a request from a local business owner about these funds and Clearwater has begun the application process. The process to apply for CDBG grants is arduous and there is no one on City staff with experience or knowledge in applying for CDBG grants. Staff was advised by the Department of Commerce to hire a grant administrator to apply and administer the grant if awarded.

The CDBG program required the RFP process be used to hire a grant administrator and that a resolution authorizing the City to apply for the funds be approved by the Governing Body. The resolution was included in your backup material and will be considered first.

The RFP was sent to four vendors with two responding:

1. Ransom Financial Group \$2750
2. South Central Kansas Economic Development District (SCKEDD) \$1750

Both responses include a \$15,000 administrative fee if the full amount is awarded or a prorated admin fee if the amount is less. If the City is not awarded a CDBG grant the admin fee is not charged. This fee is taken from the funds awarded and is not paid from the City budget.

Both responses will provide the same services for the proposed fee including application for and administering the funds.

The second motion will be to approve a grant administrator based on the RFP's received.

Financial: Cost to the City is \$1750 or \$2750.

Legal Considerations: Review and comment as necessary

Recommendations/Actions:

1. Approve Resolution 07-2020 Authorizing the City to Apply for CDBG-CV Funds
2. Approve the RFP from SCKEDD in the amount of \$1750 to be the Grant Administrator for the CDBG-CV funds.

THE CITY/COUNTY OF CLEARWATER, KANSAS

RESOLUTION NO. _____

RESOLUTION CERTIFYING LEGAL AUTHORITY AND
AUTHORIZATION TO APPLY FOR THE CDBG-CV
FROM THE KANSAS DEPARTMENT OF COMMERCE

WHEREAS, The City of Clearwater, Kansas, is a legal governmental entity as provided by the laws of the STATE OF KANSAS, and

WHEREAS, The City of Clearwater, Kansas, intends to submit an application for assistance from CARES Act under the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City of Clearwater, Kansas, is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the CARES Act under the KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR of Clearwater, Kansas, to act as the applicant's official representative in signing and submitting an application for the assistance to the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

As Chief Elected Official of the City of Clearwater, I hereby certify that I have knowledge of all activities in the above-referenced application.

THE APPLICANT hereby dedicates \$_____ in matching funds toward this project

APPROVED BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS,
this _____ day of _____, 2020.

APPROVED _____
MAYOR

ATTEST _____ (SEAL)

THE CITY OF CLEARWATER, KANSAS

May 25, 2020

Mayor and Council
ATTN: Ron Marsh, City Administrator
129 E. Ross, P. O. Box 453
Clearwater. KS 67026

RE: Administration Services Proposal
Proposed CDBG-CV Project

Dear Mayor and Council:

Enclosed for your consideration is our proposal to serve the City of Clearwater, Kansas (the "City") as its CDBG grant administrator for its proposed Covid Project. Following are a few highlights regarding our proposal:

1. Experienced Grant Administrators. Ranson Financial Group LLC has four employees with grant writing and administration experience. Libby Kleeman, Steve Saunders, and Rose Mary Saunders have all completed CDBG projects. Also, recently, joining our staff is Crystal Hinnen who has experience with 501c3 organizations. Our most experience grant writer and administrator, Rose Mary Saunders, has almost 40 years' experience with the CDBG and supervises grant staff. Rose Mary worked on over 145 projects in Kansas, Missouri and Oklahoma and has secured over \$48,000,000 for her clients. As far as project administration, there will be one lead administrator assigned to the City's project, and the rest of the grant department will service as support personnel.

Libby Kleeman, a member of Ranson's grant department, is a graduate of Bethel College with a Bachelor of Arts Degree in History and holds a master's degree in Public Administration from the University of Kansas. Libby has nearly 20 years of experience working with municipalities of all sizes across the State of Kansas.

Steve Saunders, a member of Ranson's grant department, is a graduate of Wichita State University with a Bachelor and master's degree in Biology and a master's degree in Professional Accountancy. Prior to joining the firm, he was the Chief Financial Officer for a home health organization for 25 years. His primary role is to provide support services for loan and grant document processing and public finance.

Page Two
City of Clearwater, Kansas
May 25, 2020

Crystal Hinnen is the newest member to Ranson's Grant department, is a graduate of Southwestern College in Winfield and received her bachelor's degree in Business Quality Management, Human Resource Development and Not for Profit Management. Prior to joining the firm, she worked at a City Clerk and as a teacher. Her primary role is to provide support for loan and grants and assists with City Code support.

Rose Mary Saunders leads Ranson's grant department and supervises other grant writers/administrator as well as other Ranson support staff. Rose Mary is a graduate of Kansas State University with a dual Business of Science Degrees in Management and Administration. Her primary role at the firm is to complete application paperwork for the KDHE State Revolving Loan Fund (both water and sewer) as well as USDA Rural Development paperwork, CDBG paperwork which includes the writing of the grant application through final close out of the project and back up support service for bond work.

Our firm also works with you to update your City Code.

Enclosed are two (2) copies of our Proposal which includes a list of the successful CDBG applications that we have been involved with.

2. Past Record of performance of the firm. Besides being experts in the field of grant writing and administration, Ranson has years of experience in the field of public finance and delivers a menu of diverse services that can be utilized by the City. In addition to grant writing and administration, these services include capital improvement programs ("CIP's"), budget preparation, utility rate reviews, writing and administering community development block grants ("CDBG"), KDHE and USDA loan administration, compliance with continuing disclosure requirements, structing investment programs, arbitrage rebate services, analyzing and implementing economic development alternatives, maintaining and updating municipal codes online, and developing and maintaining municipal websites to serve citizens and market municipalities to the world.

We strive to meet deadlines for the CDBG program with a significant degree of success. Most projects are completed within the 24-month time frame or shorter. Those that extend beyond the 24-month time frame are usually due to circumstances outside of everyone's control such as the weather.

3. Proximity. With our office location in Wichita, we are approximately one half hour away from City Hall. We do travel extensively throughout the State and would be available to attend your Council meetings on a regular or as needed basis including special meetings, if needed, in preparation of the application's submission to CDBG.

4. Capability to Carry out Activities. With the staff that is available to work on your project, we feel we have the capability to complete all activities in a timely manner.

5. Proposed Fee. Our contract with the City will include all required provisions such as the Title VI of the Civil Rights Act of 1964 and all Federal and State Regulations governing the project.

Our fee for the preparation would be a not to exceed cost of \$2,750 and the administration fee for the proposed project is \$15,000 based on applying for the full amount. If the City applies for less, we can reduce our fee accordingly. The cost of grant administration services will include the completion of all documents from the execution of the State contract through closeout.

We have worked with the city on various projects from bond financing/refinancing and rate review.

6. References. The following communities are given as references for your use and to show the types of projects we are involved in:

1. City of Goessel, Kansas – David Schrag, Mayor or Jennifer Bliss, City Clerk, 105 S. Cedar, P.O. Box 347, Goessel, KS 67053 Telephone No. (620) 367-8111 Type of CDBG Project: Sanitary Sewer Improvements (2018).
2. City of Burden, Kansas – Duane Wingert Jr., Mayor or Julia Loving, City Clerk, 401 N. Main Street, P.O. Box 37, Burton, KS 67019 Telephone No. (620) 438-2360 Type of CDBG Project: Wastewater System Improvements (2018)
3. City of Marion, Kansas – Roger Holter, City Administrator, or Tiffany Jeffrey, City Clerk, 208 E. Santa Fe, Marion, KS 66861 Telephone No. (620) 382-3703. Types of CDBG Projects: Street Improvements (2008 and 2013), Water System Improvements (2010), Sewer System Improvements (2012), Sidewalks, Playground Equipment & Basketball & Tennis Court Rehabilitation, and construction of Racquetball Courts for East City Park (2015).
4. City of Norwich, Kansas – Jerry (Jake) Power, Mayor or Carol Poe, City Clerk, 226 S. Main Street, P.O. Box 100, Norwich, KS 67118 Telephone No. (620) 478-2280 Type of CDBG Project: Water Treatment Plant
5. City of Anthony, Kansas – Cyndra Kastens, City Administrator 124 S. Bluff, P.O. Box 504, Anthony, KS 67003 Telephone No. 620-842-5434 Type of CDBG Project: Fire Truck

Page Four
City of Clearwater, Kansas
May 25, 2020

6. City of Augusta, Kansas – Josh Shaw, City Manager, or Erica Jones, City Clerk, 113 E. 6th Avenue, P. O. Box 489, Augusta, KS 67010 Telephone No. (316)775-4510. Type of CDBG Project: Phase I Sewer Rehabilitation for Basin A (2017).
7. City of Udall, Kansas -Stephen Brown, Mayor or Lulita Hopkins, City Clerk, 100 S. Main P.O. Box 410, Udall, KS 67146 Telephone No. (620) 782-3512. Types of CDBG Projects: Water System Improvements – Phase I (2008), KanStep Community Building (2011), Water System Improvements – Phase II (2014) and City Library/Wellness Center (2020).
8. City of Strong City, Kansas – Shari DeWitt, City Clerk, 204 W. Topeka Avenue, P.O. Box 208, Strong City, KS 66869 Telephone No. (620) 273-6110. Types of CDBG Projects: Water Line Replacement (2013), Sewer (Urgent Need 2018), and Sanitary Sewer Improvements (2019).
9. City of Maize, Kansas – Richard LaMunyon, City Administrator or Jocelyn Reid, City Clerk, 10100 Grady Avenue, P. O. Box 245, 67101, Maize, KS 67101 Telephone No. (316)722-7561 Type of CDBG project: Economic Development (2003)

We were awarded two CDBG projects in Conway Springs – Neighborhood Center (2019) and Sewer Improvements (2020). Please feel free to contact any of the cities that are mentioned above or any of the applicants on the list regarding our relationship with the communities, our ability to complete the work and our relationships with State staff.

5. Interviews. If the City Council wishes to meet with us, we would be willing to attend a meeting to answer any questions regarding our proposal. Please feel free to contact our office at (316) 264-3400 or my cell phone number is (316) 613-1774. Also, please feel free to contact me via my email address at rsaunders@ransonfinancial.com.

We look forward to working with you on this project and hope to hear from you soon.

Respectfully submitted,

Ranson Financial Group, L.L.C.
Rose Mary Saunders
Municipal Consultant
Enc.

CDBG FUNDED PROJECTS

as of 03-01-2020

*Note: Could not perform Administration at that time due the firm being the project engineer.

Applicant	Year	Type of Project	CDBG Funding Amount	Partnering Agency	D2D Survey	Wrote	Administered	Assisted*
Marion Co. Imp. Dist. #2	1986	Sanitary Collection System	\$300,000	Bonds		X		X
Cheney, KS	1987	Water System	\$300,000	Bonds		X		X
Florence, KS	1987	Wastewater Lagoon Imp	\$80,000	Bonds		X		X
Garden Plain, KS	1987	Water System	\$300,000	Bonds		X		X
Cardin, OK	1987	Sanitary Sewer System	\$128,800	USDA		X		X
Bluejacket, OK	1988	Sanitary Sewer System	\$125,000	USDA				X
Pawnee Rock, KS	1988	Water Storage & Wells Improvements	\$91,000	USDA		X		X
Burns, KS	1988	Water System Improvements	\$161,250	USDA		X		X
Gaylord, KS	1989	Water System Improvements	\$66,500	USDA				X
Oronogo, MO	1989	Water Extension	\$47,260	USDA		X		X
Peabody, KS	1990	Water Storage & Wells Improvements	\$300,000	USDA		X		X
Morland, KS	1990	Natural Gas System	\$223,000	Bonds				X
Winona, KS	1990	Natural Gas System	\$250,000	Bonds				X
St. George, KS	1991	Water System Improvements	\$35,500	Bonds		X		X
Bentley, KS	1991	Water System	\$300,000	Bonds		X		X
Brownell, KS	1991	Water System	\$62,715	Bonds		X	X	
Burden, KS	1991	Wastewater Lagoon Imp	\$150,000	KDHE		X		X
Peoria, OK	1991	Water System Improvements	\$62,500	USDA		X		X
Belpre, KS	1992	Water System Improvements	\$116,000	USDA		X		X
Florence, KS	1992	Water System Improvements	\$400,000	USDA		X		X
Leon, KS	1992	Wastewater Lagoon Imp	\$190,000	KDHE		X		X
Lenora, KS	1992	Wastewater Lagoon Imp	\$149,177	USDA				X
Milan, MO	1993	Natural Gas System	\$124,500	Bonds				X
Marion Co. Imp. Dist. #2	1993	Water Distribution System	\$400,000	Bonds		X		X
Hillsboro, KS	1993	Water Line Replacement	\$216,000	Bonds		X	X	
Cullison, KS	1993	Water Wells & Line Imp	\$120,000	Bonds		X	X	X
Oronogo, MO	1993	Sewer Collection System	\$497,000	USDA				X
Asbury, MO	1994	Sanitary Sewer System	\$318,000	USDA				X
Andale, KS	1994	Water System	\$397,500	Bonds		X	X	
Caldwell, KS	1994	Storm Drainage	\$400,000	Bonds		X		
Hillsboro, KS	1994	Storm Drainage	\$81,000	Bonds		X	X	
Stotts City, MO	1994	Sanitary Sewer System	\$340,000	USDA				X
Florence, KS	1995	Urgent Need-Flood	\$20,000	Cash		X		X
Sawyer, KS	1995	Water Line Replacement	\$183,000	USDA		X	X	
Tampa, KS	1995	Housing Rehabilitation	\$96,000	Cash		X		
Commerce, OK	1995	Sewer Collection System	\$330,000	USDA		X		X
Picher, OK	1995	Water System Improvements	\$350,000	USDA				X
Quapaw, OK	1996	Water System Improvements	\$350,000	USDA				X
Neck City, MO	1996	Water System Improvements	\$141,000	USDA		X	X	
Lancaster, MO	1996	Water System Improvements	\$406,000	USDA		X		
Flemington, MO	1996	Sanitary Sewer System	\$300,000	USDA		X		X
Sedgwick Co-Sunview I.D.	1996	Urgent Need-Sewer	\$75,000	Cash		X	X	
Peabody, KS	1996	Water System Improvements	\$400,000	USDA		X		X
Preston, KS	1996	Water System Improvements	\$177,000	KDHE		X		X
Cardin, OK	1997	Water System	\$320,000	USDA		X	X	
St. George, KS	1997	Water System Improvements	\$122,500	Bonds		X		X
Tampa, KS	1997	Senior Center	\$138,300	Cash		X	X	
Florence, KS	1999	Sewer Extension	\$268,000	Bonds		X		X
East Lynne, MO	1999	Streets	\$375,000	Cash		X	X	
Cullison, KS	2000	Water Tower	\$40,000	Bonds		X		X
Brookville, KS	2000	Sanitary Sewer System	\$400,000	USDA		X		X
Lost Springs, KS	2000	Sanitary Sewer System	\$170,000	USDA		X		X
Ramona, KS	2000	Streets	\$189,600	Bonds		X		X
Highlandville, MO	2000	Sewer System - Phase I	\$500,000	USDA		X		X
Humansville, MO	2000	Wastewater Lagoon Imp	\$500,000	USDA		X		X
Wentworth, MO	2000	Sanitary Sewer System	\$325,000	USDA		X		X
Beverly, KS	2000	Water System Replacement	\$135,000	KDHE		X		X
Dexter, KS	2001	Sewer Lines & New Lagoon	\$180,000	KDHE		X		X
Potwin, KS	2001	Community Center	\$338,750	Cash/Volunteer Labor		X	X	
Hillsboro, KS	2001	Housing Rehabilitation & Demolition	\$297,500	Cash		X	X	
Tampa, KS	2002	Demolition	\$96,200	Cash		X	X	
Humansville, MO	2003	Water System Improvements	\$500,000	USDA		X		X
Maize, KS	2003	Water System Improvements	\$270,000	KDHE			X	
Goodman, MO	2004	Water System Improvements	\$500,000	USDA		X		X
Peabody, KS	2004	Wastewater Lagoon Improvements	\$400,000	USDA		X		X
Caldwell, KS	2004	Wastewater Lagoon Improvements	\$400,000	KDHE		X		X
Coats, KS	2004	Wastewater Lagoon Improvements	\$44,300	Bonds				X
Beverly, KS	2004	Wastewater Lagoon Improvements	\$232,000	KDHE		X		X
Maize, KS	2004	Economic Development	\$740,000	Subgrantee Cash			X	
Quapaw, OK	2005	Sanitary Sewer System Improvements	\$250,000	USDA		X		

Brookville, KS	2005	Water System Replacement	\$400,000	USDA			x		x
Canton, KS	2005	Wastewater Lagoon Improvements	\$390,000	KDHE			x	x	
Hillsboro, KS	2005	Water Line Replacement	\$155,500	Bonds			x		x
Raymond, KS	2005	Wastewater Lagoon Improvements	\$60,000	USDA			x		x
St. George, KS	2005	Street/Storm Drainage	\$350,000	Bonds			x		x
Highlandville, MO	2005	Sanitary Sewer - Phase II	\$500,000	USDA			x		x
Sumner Co., KS (Peck)	2006	Sanitary Sewer System	\$348,000	USDA			x		
Geneseo, KS	2006	Wastewater Lagoon Improvements	\$336,650	USDA			x	x	
Bentley, KS	2006	KanStep-Senior Center	\$204,719	Cash/Volunteer Labor			x	x	
South Haven, KS	2007	Water System Improvements	\$400,000	USDA			x		
Canton, KS	2007	Community Center	\$200,000	Cash			x	x	
Partridge, KS	2007	Wastewater Lagoon Improvements	\$210,000	KDHE				x	
Reno County Fire Dist. No. 9	2007	KanStep - Fire Station	\$284,971	Cash/Volunteer Labor			x	x	
Caldwell, KS	2008	Community Facility-Library	\$110,000	USDA RDLG			x	x	
Marion, KS	2008	Street Improvements	\$400,000	Bonds			x	x	
Severy, KS	2008	Wastewater Plant Improvements	\$171,222	KDHE			x	x	
Udall, KS	2008	Water System Improvements-Phase I	\$400,000	KDHE			x	x	
Burrtown, KS	2009	Wastewater System Improvements	\$400,000	KDHE			x	x	
Luray, KS	2009	Electrical Dist. System Improvements	\$173,132	Bonds			x	x	
Riley, KS	2009	Water System Improvements	\$400,000	KDHE			x	x	
Tampa, KS	2009	Wastewater System Improvements	\$82,500	KDHE			x	x	
Pratt County, KS (Sawyer RFI)	2009	KanStep - Fire Station	\$299,971	Cash/Volunteer Labor			x	x	
Anthony, KS	2009	Urgent Need - Demolition	\$331,000	Cash			x	x	
Little River, KS	2010	Water System Improvements	\$499,779	KDHE			x	x	
Marion, KS	2010	Water System Improvements	\$102,703	KDHE			x	x	
Matfield Green, KS	2010	Water System Improvements	\$150,000	USDA			x	x	
Anthony, KS	2010	Wellness Center	\$400,000	Bonds			x	x	
Derby, KS	2010	Senior Center Expansion	\$92,000	Cash				x	
Riley, KS	2010	KanStep-City Library/Community Food I	\$299,932	Cash/Volunteer Labor			x	x	
Argonia, KS	2011	Wastewater System Improvements	\$500,000	KDHE			x	x	
Burrtown, KS	2011	Street Improvements	\$400,000	Bonds			x	x	
Caldwell, KS	2011	Community Building Improvements	\$400,000	USDA			x	x	
Udall, KS	2011	KanStep Community Building	\$300,000	Cash/Volunteer Labor			x	x	
Geneseo, KS	2011	Water System Improvements	\$496,000	KDHE			x	x	
Olsburg, KS	2011	Water System Improvements	\$310,436	USDA			x	x	
Anthony, KS	2011	Urgent Need - Fire Truck Repair	\$19,249	Cash		Assist		x	
Reading, KS	2011	Urgent Need - Treatment Plant	\$200,975	Cash			x	x	
Marion, KS	2012	Sewer System Improvements	\$180,000	KDHE			x	x	
Anthony, KS	2012	Fire Truck	\$161,250	Cash			x	x	
Hillsboro, KS	2012	Street Improvements	\$400,000	Bonds			x	x	
PWWSD #26	2013	Regional Water System	\$1,000,000	KDHE			x		
Argonia, KS	2013	Water System Improvements	\$500,000	KDHE			x	x	
Cottonwood Falls, KS	2013	Water System Improvements	\$500,000	KDHE			x		
Harper, KS	2013	Water Treatment Plant	\$500,000	KDHE			x		
Lincolnton, KS	2013	Sewer System Improvements	\$245,275	KDHE			x		
Windom, KS	2013	Water System Improvements	\$260,000	KDHE			x	x	x
Marion, KS	2013	Street Improvements	\$400,000	Bonds			x		
Strong City, KS	2013	Water System Improvements	\$500,000	KDHE			x		
Udall, KS	2014	Water System Improvements-Phase II	\$500,000	USDA			x		x
Council Grove, KS	2014	Downtown Commercial Rehabilitation	\$114,000	Subgrantee Cash			x	x	
Canton, KS	2015	Street Improvements	\$400,000	Sales Tax			x	x	
Medicine Lodge, KS	2015	Water System Improvements	\$500,000	USDA			x	x	
Atlanta, KS	2015	Storm Shelter; Playground; Sidewalks	\$301,400	Cash			x	x	
Marion, KS	2015	Sidewalks, Playground; Courts	\$221,940	Cash			x	x	
Olsburg, KS	2015	BB Court; Sidewalks	\$120,670	Cash			x	x	
Paxico, KS	2015	Sidewalks; Shelter House; Playground	\$181,980	Cash			x	x	
Argonia, KS	2016	Water System Improvements	\$500,000	KDHE			x	x	
Hoisington, KS	2016	Lagoon Improvements	\$500,000	KDHE			x		
Little River, KS	2016	Street Improvements	\$400,000	Cash			x	x	
Augusta, KS	2017	Sewer System Improvements-Ph I	\$500,000	KDHE			x	x	
Norwich, KS	2017	Water System Improvements	\$500,000	KDHE			x	x	
Kingman, KS	2017	Commercial Rehabilitation	\$250,000	Subgrantee Cash			x	x	
Atlanta, KS	2018	Water System Improvements	\$390,000	USDA			x	x	
Attica, KS	2018	Electrical System Improvements	\$341,512	Cash			x	x	
Burden, KS	2018	Wastewater System Improvements	\$307,100	KDHE			x	x	
Goessel, KS	2018	Wastewater System Improvements	\$600,000	USDA			x	x	
Strong City, KS	2018	Urgent Need-Sewer Line Replacement	\$198,390	KDHE			x	x	
Neodesha, KS	2019	Natural Gas System Improvements	\$600,000	USDA			x	x	
Strong City, KS	2019	Wastewater System Improvements	\$600,000	KDHE/USDA			x	x	
Caldwell, KS	2019	Neighborhood Center	\$892,121	Bonds			x	x	
Conway Springs, KS	2019	Neighborhood Center	\$961,000	Cash			x	x	
Moundridge, KS	2019	Neighborhood Center	\$1,000,000	Bonds			x	x	
Yates Center, KS	2019	Neighborhood Center	\$1,000,000	Lease/Cash			x	x	
Arlington, KS	2020	Wastewater System Improvements	\$600,000	KDHE			x	x	



SCKEDD
South Central Kansas Economic
Development District

Serving the
Economic Needs
of South Central
Kansas.

May 19, 2020

RE: CDBG Grant Administration
City of Clearwater
2020 CDBG-CV

Dear Mr. Marsh,

The South Central Kansas Economic Development District (SCKEDD) is pleased to submit for your consideration the enclosed proposal for professional Grant administration services on your proposed 2020 CDBG-CV application round.

Our years of Community Development Block Grant Program experience, our knowledgeable staff, our qualified grant administrators and our proven track record of successful grant work within South Central Kansas, including City of Clearwater, will make SCKEDD an excellent partner in this venture.

Please review the enclosed response and notify us of your intentions. **If required, we will make ourselves available for a personal interview.** If an interview is needed, please contact me at your earliest convenience to arrange that.

An important element of our response is that since City of Clearwater is a community within one of SCKEDD's member counties you are entitled to SCKEDD's services for any economic development or infrastructure project. SCKEDD charges the administration services if and when a grant is awarded.

If you have any questions or desire any additional information, please feel free to contact me at (316) 440-7334.

Sincerely,

Michelle McDowell
Assistant Development Coordinator

Butler
Chautauqua
Cowley
Elk
Greenwood
Harper
Harvey
Kingman
Marion
McPherson
Reno
Rice
Sedgwick
Sumner

9730 E. 50th St. N.
Bel Aire, KS 67226

P:316.262.7035
F:316.262.7062
www.sckedd.org

CITY OF CLEARWATER

CDBG ADMINISTRATION PROPOSAL

2020 CDBG-CV
Kansas Department of Commerce
Community Development Block Grant Application

May 19, 2020



South Central Kansas Economic Development District, Inc.

9730 E. 50th Street
Bel Aire, KS 67226
(316) 262-7035

1. SPECIALIZED EXPERIENCE AND QUALIFIED PERSONNEL

South Central Kansas Economic Development District (SCKEDD) is a non-profit organization that is financially supported by a 14-county consortium, of which County of Sedgwick is one of the supporting counties. We exist to serve the economic development needs in the south-central portion of Kansas. SCKEDD has been working within this 14-county area of South-central Kansas to further economic development since 1972.

At SCKEDD we understand your desire to hire a qualified administrative team to ensure this project runs smoothly from start to finish. SCKEDD is fully qualified to handle grant administration, having administered Community Development Block Grant (CDBG) projects since 1979.

We have a team of talented administrators, and a tradition of community development in south central Kansas. In addition to having extensive knowledge of administering CDBG funded grant projects, we have a strong rapport with the State of Kansas staff that is responsible for monitoring CDBG grants. We have first-hand knowledge of the best strategies to move projects to successful completion. Our years of experience have given us a great depth of knowledge into all aspects of CDBG administration and project construction. SCKEDD's grant administration team consists of:

Gloria McDowell, *Grant Team Lead*

Gloria McDowell has been with SCKEDD since 2000. She has spent most of that time administering various housing rehabilitation programs for SCKEDD. For the last 9 years Gloria has concentrated on administering the HOME and CDBG Housing rehabilitation grants awarded from the Kansas Housing Resource Corporation. Additionally, Gloria has worked on various other housing programs such as Kansas Weatherization Program funded through KHRC, Affordable Housing Program funded through Federal Home Loan Bank, Housing Preservation Grants funded through USDA and such other programs as HERO and KAMP once funded through the State of Kansas. Being a Certified CDBG Grant Administrator Gloria has been transitioning to working with CDBG grants as KHRC is no longer funding the HOME Housing Rehabilitation program.

Michelle McDowell, *Grant Specialist*

Michelle McDowell has been with SCKEDD since May 2019, working specifically with the Community Development Block Grant and Economic Development Administration Grant programs. Michelle holds a Bachelor of Science degree from Wichita State University. Michelle works primarily with writing CDBG Grants in the fourteen-county area of south-central Kansas.

Brandy Eagle, *Controller*

Brandy Eagle has been with SCKEDD since October 2019. Brandy holds a Master of Science in Human Resource Management and Business Administration. She has work as a CFO for two other local non-profit agencies with that she brings a wealth of knowledge with her to SCKEDD.

Brandy is responsible for maintaining and monitoring the overall financial health of SCKEDD organization. She works with all programs, including CDBG grants, to maintain fiscal compliance with various laws and regulations that pertain to our organization. Brandy is responsible for ensuring external audits are completed on time. Brandy also ensure that all SCKEDD's financial and information systems are controlled so that any risk potential for fraud or abuse of finances is mitigated.

Bill Lampe, *Weatherization/CDBG Program Manager*

Bill Lampe was hired by SCKEDD in April of 2002 to work as a Kansas Weatherization Assistance Program (KWAP) Housing Inspector. He had worked previously in construction and held a Kansas and Missouri General Contractor License. He is a Certified Weatherization Inspector and a Certified Housing Quality Standards Inspector. He has completed the Lead-Based Paint Inspector and Lead-Based Paint Assessor Training, and asbestos inspection training. Currently he is in the position of Program Manager with responsibility for overseeing the grants and the Weatherization Departments

2. CDBG EXPERIENCE AND CAPABILITIES

At SCKEDD, we have decades of experience in helping communities meet their local challenges through the use of the CDBG program funds. In just the past three (4) years alone SCKEDD has administered CDBG projects with over \$9 million in grant money and total funding for these projects in excess of \$30 million. Over the previous 5 years our water and sewer programs have overseen grant awards of more than \$6.5 million in CDBG funding and over \$18 million in total construction. A sampling of grants written and administered within the last 5 years includes: sewer projects for the City of Douglass, City of Little River, City of Pretty Prairie, City of Raymond, City of El Dorado, City of Lincolnville, City of Moundridge and Greenwood County; water projects for the City of Sedan, City of Turon, City of Longton, City of Harper (2), Elk County Rural Water District (2), Greenwood County Rural Water District, City of Howard, City of Severy, City of El Dorado and Chautauqua County Rural Water District; paving projects for the City of Pretty Prairie, City of Chase, City of Buhler, City of El Dorado and Rice County; rail projects in the City of El Dorado, City of Hutchinson (2) and Rice County; and community facilities for the City of Wellington, City of Harper, City of Nickerson, Harper Hospital District, Anthony Medical Center

and the City of El Dorado. Additionally, within the last 3 years SCKEDD has written and administered CDBG Housing grants for the City of Eureka, City of Hutchinson (2) and the City of Lyons (2).

Within the last 5 years SCKEDD has written and administered economic development CDBG grants for job creation and retention for the following communities: City of Anthony, City of Burrton, City of Hutchinson, City of El Dorado, Rice County, Elk County and the City of Moundridge. Within the last five (5) years SCKEDD has successfully closed out all our CDBG projects.

Besides actively being involved with writing and administering CDBG projects SCKEDD has been active with numerous other grant programs. Within the last 5 years SCKEDD has administered over 41 HOME housing rehabilitation grants in communities within our 14-county development area. SCKEDD also is responsible for administering approximately \$4,500,000 in Kansas Weatherization funding within a 40-county area of south central Kansas. We maintain our own crews of installers and inspectors to work through these various housing programs. Other Housing Rehabilitation Grant programs SCKEDD has written and administered include Housing Preservation Grants (HPG) funded through USDA, Affordable Housing Program Grants (AFP) funded through the Federal Home Loan Bank and Hero and KAMP funded through the State of Kansas. Additionally, within the last five (5) years SCKEDD has also written and administered five (5) Economic Development Administration (EDA) grants in South Central Kansas, including the recent Learjet Parking Lot expansion at the Wichita Airport. SCKEDD has also written and is administering 2 Moderate Income Housing Grants funded through KHRC for the City of Lyons which is creating 14 infill houses in a defunct subdivision. Finally, SCKEDD has administered five (5) Neighborhood Stabilization (NSP) grants which provided rehabilitation or reconstruction of homes through the ARRA stimulus package for the communities of Cowley County, Sumner County, Harvey County, the City of Hutchinson and Sedgwick County. In Sedgwick County alone this was responsible for the development of 30 new single-family residences.

3. FIRM ABILITY AND CAPACITY

SCKEDD's administrative contract provides a turnkey operation for the grant recipient. In Section VIII of the Community Development Block Grant manual under Administrative Services, you will find all the items we generally perform under an administrator contract. Please note that not only does SCKEDD prepare all forms, manage the procurement process, guide the City through the monitoring process, and ensure compliance with all state and federal requirements for the project, we also plan and document the all the necessary steps in administering a CDBG project.

SCKEDD is fully capable of providing the following complete administration services that are required by KDOC and expected from our clients. We will provide at a minimum the following services:

- **Writing and submitting the application for grant funding.** If selected as the administrator SCKEDD does charge a flat fee of \$1,750.
- **Provide assistance with the signing of the state contracts and meeting any contract conditions.** SCKEDD will be instrumental in coordinating all contracts with the Department of Commerce and the city staff. We will participate in all levels of interaction between KDOC and the city.
- **Environmental Review.** SCKEDD will assure that all aspects of the environmental review are complete and meet KDOC requirements, including environmental reviews that will need to be completed.
- **Citizens Participation.** SCKEDD will attend and make presentations at all Public Hearings. This included the public hearing upon completion of the project, SCKEDD will arrange for the publication of the legal notice. Cost of publication will be the responsibility of the city.
- **Fair Housing and Civil Rights Compliance.** We will assist the city in “Furthering Fair Housing” and “Civil Rights” compliance by publishing the proper notices in the official newspaper for the City, or by performing specific activities, and documenting them
- **Quarterly Reports.** Upon the awarding of the project, SCKEDD will prepare quarterly progress reports within ten days of quarter end. The report will be e-mailed to the designated City staff and to KDOC.
- **Conducting a Pre-Monitoring, attend the monitoring and resolve any monitoring deficiencies.** SCKEDD will be present for all KDOC monitoring. If there are any deficiencies, staff will work diligently with the City for resolution.
- **Assist the City with Record Keeping and setting up of the files.** SCKEDD will set up a standardized record keeping system with the City. Such system is very user friendly for all parties—the City, Grant Administrator and KDOC. This will include all general files, contractor files and individual client files. We will provide a system of files and labeled folders that closely follows the progression of the grant. SCKEDD will hold a mirrored back up filing system at our office.
- **Assist with setting up a financial management system that complies with CDBG regulations.** We will work with the city to establish the most favorable method to request cash draws against the grant and distribute funds to contractors. We will also assist with preparing signature forms, establishing accounting procedures, maintaining a spreadsheet to track expenses for the overall project, preparing every Request for Payment forms (used to draw down grant funds), preparing each Estimated Cash Disbursement Report and working with auditor on audit, if required by KDOC.
- **Applicant Qualification.** SCKEDD will work to assure that all applicants selected meet the income and other program requirements as will be required to meet job creation requirements. This process will be documented along the way to satisfy CDBG monitoring requirements.

- **Procurement of all other professional services as needed, including Minority Business Enterprise and Women's Business Enterprise.** SCKEDD will review the City's procurement procedures to determine if the documents require updating for compliance with CDBG guidelines.
- **Civil Rights activities and documentations.** SCKEDD will coordinate the annual Fair Housing Activity and Section 3 which are a mandated part of the grant agreement.
- **Complete Close-Out packet.** SCKEDD staff will prepare all close-out forms and guide the City through the close-out process. We will also be present to participate in the required public hearing close-out hearing.
- **Attendance at commission meetings as required or deemed necessary by the commissioners to explain documents.** SCKEDD will attend such meetings with proper notice.

SCKEDD understands that the above is not an all-inclusive list. We will guide and explain all procedures/steps of the Community Development Block Grant process to comply with the application guidelines, the General Grantee Handbook and the Housing Grantee Handbook as established by the Kansas Department of Commerce for administering CDBG grants to enable a smooth and successful CDBG project. SCKEDD will complete all Administrative tasks required to keep the City of Clearwater in compliance with all CDBG requirements.

SCKEDD's office in the Bel Aire business park that is less than 33 miles from the City of Clearwater. This proximity to City of Clearwater will assure that meetings and site visits can be planned and carried out as needed.

SCKEDD takes a great deal of pride in being consistently accessible to our clients, believing this facilitates prompt project completion. Telephone calls and e-mails will always be answered quickly. As the primary grant administrator for the CDBG project Gloria McDowell will be available to attend any City Commission meetings as required, and any meetings needed with city officials for the duration of this project. Michelle McDowell will be assisting her with any of the daily duties required for administration. Additionally, with two (2) qualified administrators and experienced staff members in SCKEDD's office there will always be ample staff on hand to make sure the milestones in the project are met in a timely manner.

Since our incorporation SCKEDD has developed or assisted with various projects in throughout south-central Kansas since its founding in 1972, over 43 years ago. Specifically, SCKEDD has written and administered CDBG, HOME, EDA, NSP and other grant programs throughout our service area.

SCKEDD has a proven track record for successfully writing and administering grant projects in numerous programs and CDBG experience in particular. Having worked closely with these other communities on developing, obtaining, and administering grant funding we have come to know the needs and processes for working with KDOC in their program.

As previously indicated SCKEDD has a long tradition in the area of grant writing and administration. We look forward to working with the city's staff in compiling all needed information, writing, and submitting the application in a timely manner.

4. BID AMOUNT/COST OF SERVICES

PREPARATION OF APPLICATION

As a community within a due paying county that supports SCKEDD the City of Clearwater is entitled to any assistance we can provide. KDOC guidelines spells out that grant writing and the fees associated with the application process are not an eligible expense for either grant funds or local match. SCKEDD's commitment to serve the interest of City of Clearwater and its communities, SCKEDD tries to keep Grant Writing fees as low as possible.

CDBG ADMINISTRATION

Kansas Department of Commerce guidelines on page 9 of KDOC's Grantee Administration Handbook under Administration Allowances indicates that grant administration fees for CDBG-CV projects should be \$15,000 or 10%, whichever is smaller, for CDBG-CV grants. SCKEDD intends to follow these guidelines. **Therefore, if the application is submitted in the full amount possible SCKEDD would charge a \$15,000 administration fee.** If the application is submitted for a lesser amount, SCKEDD will abide by the proposed KDOC CDBG administration guidelines for CDBG-CV and charge a fee, accordingly, based on the grant amount. This bid amount does not include printing or publishing costs. This fee is contingent on the proposed project receiving CDBG funding grant approval. **If selected as the administrator SCKEDD does not charge any administration fees unless the grant is approved and funded.**

5. OTHER PERTINENT INFORMATION

References

Our objective is to see the project achieve its goals and to ensure the grant process moves forward smoothly for our client. We encourage you to speak with any of the communities we have helped strengthen. Their endorsements are further proof of our abilities. SCKEDD stands by all its work, and we would be happy to have you speak with any of our client communities. Listed below are several references, but please do not feel limited by it. Please contact us if you have any questions. If needed a SCKEDD representative would be available for a personal interview. We will be glad to help. We believe you will find SCKEDD to be a good fit for the City of Clearwater.

City of Lyons	Mr. Chad Buckely, City Administrator (620) 257-2320
City of Moundridge	Mr. Randy Frazer, City Administrator (620) 345-8246
City of McPherson	Mr. Nick Gregory, City Administrator (620) 245-2535
City of Kechi	Mr. Robert Conger, City Administrator (316) 744-9287

Additional Information

If desired SCKEDD will make itself available for a personal interview. If chosen to be the grant administrator SCKEDD agrees to abide by the following State and Federal Regulations:

1. SCKEDD will provide the City, the Kansas Department of Commerce, or the Comptroller General through any authorized representative, the access to and the right to examine SCKEDD's records, books, papers or documents related to the contract,
2. Fair Housing Amendments Act of 1988,
3. Public Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.)
4. Executive Order 11063, as amended by Executive Order 12259 (24 CFR Part 107),
5. Title VI of the Civil Rights Act of 1964
6. Section 109 of the Housing and Community Development Act of 1974, as amended,
7. Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.),
8. Section 102 of the Housing and Urban Development (HUD) Reform Act of 1989 (CFR Part 12),
9. Section 104(1) of the Housing and Community Development Act, as amended,
10. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794),
11. American with Disabilities Act (ADA) (P.L. 101-336; 42 U.S.C. 12101),
12. Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 1701u),
13. Executive Order 11246, as amended,
14. Section 110 of the Housing and Community Development Act of 1974, as amended,
15. Davis-Bacon Act, as amended (40 U.S.C. 276a-s) Section 2: June 13, 1934, as amended (48 Stat. 948-40 U.S. C. 276 (c)), Popularly Known as the Copeland Act,
16. Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.),
17. Section 104(f) of the Housing and Community Development Act of 1974, as amended,

18. The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et seq. and 24 CFR Part 58),
19. The Clean Air Act, as amended (42 U.S.C. 7401, et seq.),
20. HUD Environmental Standards (24 CFR, Part 51, Environmental criteria and standards and 44. F.R. 40860-40866, July 12, 1979),
21. Executive Order 11990, May 24, 1977; Protection of Wetlands (42 F.R. 26961, et seq.),
22. The Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. 1271, et seq.),
23. Executive Order 11988, May 24, 1978: Floodplain Management (42 F.R. 26951, et seq.),
24. The Endangered Species Act of 1973, as amended (16 U.S.C. 1531, et seq.),
25. The Reservoir Salvage Act of 1960 (16 U.S.C. 469 et seq.), Sections 3 (16 U.S.C. 469 a-1), as amended by the Archaeology and Historic Preservation Act of 1974,
26. The Safe Drinking Water Act of 1974 (42 U.S.C. Section 201, 300(f) et seq. and U.S.C. Section 349) as amended, particularly Section 1424(e) (42 U.S.C Section 300H-303(e)),
27. The Federal Water Pollution Control Act of 1972, as amended including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et seq.),
28. The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et seq.),
29. The Fish and Wildlife Coordination Act of 1958, as amended (16 U.S.C. Section 661, et seq.),
30. EPA List of Violating Facilities,
31. Historic Preservation,
32. Federal Regulations Protect Historic Properties Affected by Federal Undertakings,
33. Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831),
34. HUD 1012/1013 Requirements for Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Housing Receiving Federal Assistance (24 CFR part 35, et al.),
35. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and 24 CFR 570.488),
36. Section 104(d) of Title I, Housing Development Act of 1974, as amended,
37. Section 105(a) (11) of Title I, Housing Development Act of 1974, as amended,
38. Prevailing Wages,
39. Contracts with Cities and Counties, K.S.A. 12-2908,
40. K.S.A. 75-4317 et seq., Open Public Meetings Law,
41. K.S.A. 1983 Supp. 45-206 et seq., Open Records Act,
42. K.S.A. 58-1301 et seq., Handicapped Accessibility Standards,
43. Articles 10 and 11 of Chapter 44 of the Kansas Statutes Annotated, Kansas Acts Against Discrimination,
44. SCKEDD will provide safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain

for themselves or others, particularly those with whom they have family, business, or other ties.

**City of Clearwater
City Council Meeting
June 5, 2020**

Approve Replat of Clearwater Business Park

Context: After purchasing approximately 104 acres of the Business Park, Plains Cotton Cooperative Association (PCCA) needs to replat the section they own.

The replat was conducted by Graber Surveying and the preliminary replat and final replat are included in the packet. The replat has met all County and City requirements and Dan Graber from Graber Surveying is here to explain the replat and answer any questions.

At the June 2, 2020 meeting, the Planning Commission voted unanimously recommending approval of both replats.

Financial: PCCA has born the cost of the replat process.

Legal Considerations: The City Attorney was available during the Planning Commission meeting and can review and comment as necessary.

Recommendations/Actions: Approve the preliminary and final replats of the Clearwater Business Park (2 separate motions).

FINAL PLAT

PLAINS COTTON ADDITION

A PORTION OF THE NORTHWEST QUARTER OF SECTION 24, TOWNSHIP 29 SOUTH, RANGE 2 WEST OF THE 6TH PRINCIPAL MERIDIAN, SEDGWICK COUNTY, KANSAS.

BENCHMARK:

OPUS-20200044: Square Cut with Chiseled "X" located along 135th Street W, Approximately 469 feet North and 37 feet West of the Southwest Corner of the Northwest Quarter of Section 24, Township 29 South, Range 2 West of the 6th Principal Meridian in Sedgwick County, Kansas. Elevation=1297.82 (NAVD88)

SBM:

Arrow on Fire Hydrant Approximately 279 feet North and 617 feet East of Southwest Corner of the Northwest Quarter of Section 24, Township 29 South, Range 2 West of the 6th Principal Meridian. Elevation=1299.37 (NAVD88)

LAND SURVEYOR'S CERTIFICATE AND DESCRIPTION

I, the undersigned, professional land surveyor of the State of Kansas, do hereby certify that the following described tract of land was surveyed on May 7, 2020 and the accompanying final plat prepared and that all monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief:

DESCRIPTION:

A portion of the Northwest Quarter of Section 24, Township 29 South, Range 2 West of the 6th Principal Meridian in Sedgwick County, Kansas, more particularly described as follows: Commencing at the Northeast corner of the Northwest Quarter of Section 24, Township 29 South, Range 2 West of the 6th Principal Meridian; thence with a bearing South 00°39'34" East (basis of bearings is NAD 83 Kansas South Zone) along the East line of said Northwest Quarter 50.00 feet to the South right-of-way line of 95th Street South for the point of beginning; thence continuing South 00°39'34" East along the East line of said Northwest Quarter 2,536.55 feet to the Southeast corner of said Northwest Quarter; thence South 88°27'05" West along the South line of said Northwest Quarter 2,368.63 feet; thence North 00°00'55" West 208.69 feet; thence North 88°27'15" East 81.30 feet; thence North 00°00'55" West 688.78 feet; thence South 45°09'34" West 352.33 feet to the East right-of-way line of 135th Street West; thence North 00°00'55" West along the East right-of-way line of 135th Street West a distance of 112.79 feet; thence North 45°09'34" East 970.18 feet; thence North 44°50'26" West 300.00 feet to the Southeast right-of-way of the Missouri Pacific Railroad; thence North 45°09'34" East along said railroad right-of-way line 1,311.64 feet to the South right-of-way line of 95th Street South; thence North 89°13'21" East along the South right-of-way line of 95th Street South a distance of 1121.07 feet to the point of beginning containing 117.054 Acres.



Date _____, 2020.

OWNER'S CERTIFICATE AND DEDICATION

STATE OF KANSAS)
COUNTY OF SEDGWICK) SS

This is to certify that the undersigned, owner of the land described in the Surveyor's Certificate; has caused the same to be surveyed and subdivided on the accompanying plat into Lots, a Block and a Street under the name of "PLAINS COTTON ADDITION", a subdivision of a portion of the Northwest Quarter of Section 24, Township 29 South, Range 2 West of the 6th Principal Meridian, in Sedgwick County, Kansas; that all easements and public rights-of-way as denoted on the plat are hereby dedicated to and for the use of the public for the purpose of constructing, operating, maintaining and repairing public improvements; and further that the land contained herein is held and shall be conveyed subject to any applicable restrictions, reservations, and covenants now on file or hereafter filed in the Office of the Register of Deeds of Sedgwick County, Kansas. Access controls are hereby granted to the appropriate governing body.

President of Plains Cotton Cooperative

Jay Cowart, President of Plains Cotton Addition

Jordan Lauer, Owner

A & J Cleaning Inc.

Owner

Robert Andrew Jacobs, Owner

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF SEDGWICK) SS

BE IT REMEMBERED:

That on this _____ day of _____, 2020 A.D., before me, the undersigned, a notary public in and for the county and state aforesaid, came _____, President of A & J Cleaning Incorporation, who is known to me to be the same person who executed the foregoing plat and the within instrument of writing.

IN TESTIMONY WHEREOF: I have hereunto set my hand and affixed my Notarial Seal the day and year last mentioned above.

My Commission Expires: _____

Notary Public

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF SEDGWICK) SS

BE IT REMEMBERED:

That on this _____ day of _____, 2020 A.D., before me, the undersigned, a notary public in and for the county and state aforesaid, came Robert A. Jacobs, Owner of a Portion of Lot 1, Block 3, Clearwater Business Park Addition, who is known to me to be the same person who executed the foregoing plat and the within instrument of writing.

IN TESTIMONY WHEREOF: I have hereunto set my hand and affixed my Notarial Seal the day and year last mentioned above.

My Commission Expires: _____

Notary Public

COUNTY SURVEYOR'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF SEDGWICK) SS

BE IT REMEMBERED:

Reviewed in accordance with K.S.A. 58-2005 on this _____ day of _____, 2020.

Tricia L. Robello, P.S. #1246
Deputy County Surveyor
Sedgwick County, Kansas

PLANNING COMMISSION CERTIFICATE

STATE OF KANSAS)
COUNTY OF SEDGWICK) SS

This plat of "PLAINS COTTON ADDITION", a subdivision of a portion of the Northwest Quarter of Section 24, Township 29 South, Range 2 West of the 6th Principal Meridian in Sedgwick County, Kansas; has been submitted to and approved by the Planning Commission of the City of Clearwater, Kansas.

Dated this _____ day of _____, 2020.

Clearwater Planning Commission

By _____, Chair

ATTEST: _____, Secretary

GOVERNING BODY CERTIFICATE

STATE OF KANSAS)
COUNTY OF SEDGWICK) SS

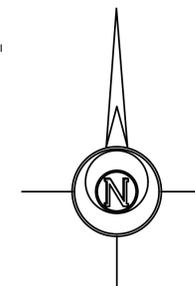
This plat approved and all dedications shown hereon, if any, accepted by the City Council of the City of Clearwater, Kansas this _____ day of _____, 2020.

_____ Chairman

ATTEST: _____ City Clerk

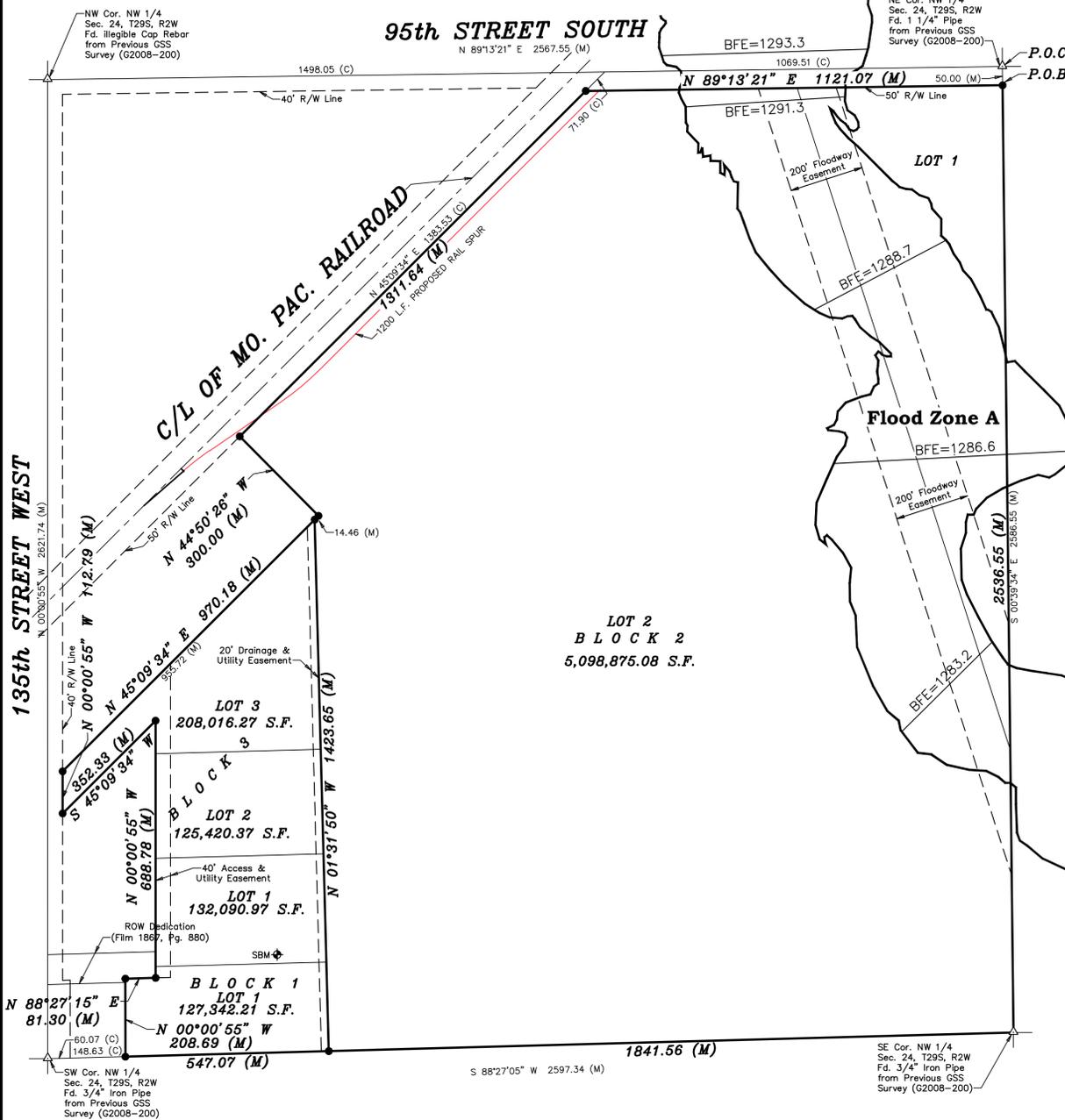
LEGEND

- Sectional Monument Found
Survey Monument Found
5/8" x 24" Iron Rebar Set w/G.S.S. Cap
Site Benchmark
Calculated
Measured
Power Pole
Underground Telephone Pedestal
Fire Hydrant
Guy Anchor



BASIS OF BEARING = NAD 83 KANSAS SOUTH ZONE

135th STREET WEST



FLOOD NOTE: According to Flood Insurance Rate Map No. 20173C0145G (dated December 22, 2016) published by the Federal Emergency Management Agency, the property described above lies within Zone "X", which is defined as "Areas determined to be outside the 0.2% annual chance floodplain."

FLOODWAY RESERVE NOTE: The floodway reserve is hereby reserved for floodway reserve purposes and shall be the responsibility of Lot 1 & 2, Block 2 until such time as the appropriate governing body elects to assume the responsibility for maintenance and improvements to the drainage. No buildings shall be constructed or placed on or within said floodway reserve, nor shall any fill, change of grade, creation of channel or any other work be carried on without the permission of the Engineer for said governing body.

TRANSFER OF RECORD

STATE OF KANSAS)
COUNTY OF SEDGWICK) SS

Entered on transfer record on this _____ day of _____, 2020.

_____ County Clerk

Kelly B. Arnold

REGISTER OF DEEDS CERTIFICATE

STATE OF KANSAS)
COUNTY OF SEDGWICK) SS

This is to certify that this instrument was filed for record in the Register of Deeds Office at _____, on this _____ day of _____, 2020, in Book _____ Page _____

_____ Register of Deeds

Tonya E. Buckingham

_____ Deputy Register of Deeds

Kenly Zehring

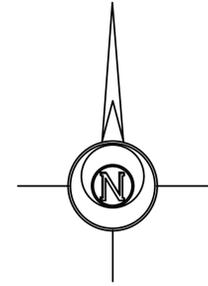
FINAL PLAT
Prepared For: PLAINS COTTON ADDITION
Prepared By: Garber Surveying Service, P.A.
Description: A PORTION OF THE NW 1/4 SECTION 24, T29S, R2W SEDGWICK COUNTY, KANSAS
Drawn By: EWS Scale: 1"=200' Date of Field Work: May 7, 2020 Job No:
Checked By: DEG Date: 05/12/2020 Sheet 1 of 1 Sheet(s) G2020-44

PRELIMINARY PLAT (ONE-STEP)

PLAINS COTTON ADDITION

A PORTION OF THE NORTHWEST QUARTER OF SECTION 24, TOWNSHIP 29 SOUTH, RANGE 2 WEST OF THE 6TH PRINCIPAL MERIDIAN, SEDGWICK COUNTY, KANSAS.

- LEGEND**
- △ - Sectional Monument Found
 - - Survey Monument Found
 - 5/8" x 24" Iron Rebar Set w/G.S.S. Cap
 - SM - Site Benchmark
 - (C) - Calculated
 - (M) - Measured
 - EP - Power Pole
 - UB - Underground Telephone Pedestal
 - FH - Fire Hydrant
 - WM - Water Meter
 - WO - Water Well



BASIS OF BEARING = NAD 83 KANSAS SOUTH ZONE

DESCRIPTION:
A portion of the Northwest Quarter of Section 24, Township 29 South, Range 2 West of the 6th Principal Meridian in Sedgwick County, Kansas, more particularly described as follows:
Commencing at the Northeast corner of the Northwest Quarter of Section 24, Township 29 South, Range 2 West of the 6th Principal Meridian; thence with a bearing South 00°39'34" East (basis of bearings is NAD 83 Kansas South Zone) along the East line of said Northwest Quarter 50.00 feet to the South right-of-way line of 95th Street South for the point of beginning; thence continuing South 00°39'34" East along the East line of said Northwest Quarter 2,536.55 feet to the Southeast corner of said Northwest Quarter; thence South 88°27'05" West along the South line of said Northwest Quarter 2,388.63 feet; thence North 00°00'55" West 208.69 feet; thence North 88°27'15" East 81.30 feet; thence North 00°00'55" West 688.78 feet; thence South 45°09'34" West 352.33 feet to the East right-of-way line of 135th Street West; thence North 00°00'55" West along the East right-of-way line of 135th Street West a distance of 112.79 feet; thence North 45°09'34" East 970.18 feet; thence North 44°50'26" West 300.00 feet to the Southeasterly right-of-way of the Missouri Pacific Railroad; thence North 45°09'34" East along said railroad right-of-way line 1,311.64 feet to the South right-of-way line of 95th Street South; thence North 89°13'21" East along the South right-of-way line of 95th Street South a distance of 1121.07 feet to the point of beginning containing **117.054 Acres**.

BENCHMARK:
OPUS-20160367:
Square Cut with Chiseled "X" located along 135th Street W, Approximately 469 feet North and 37 feet West of the Southwest Corner of the Northwest Quarter of Section 24, Township 29 South, Range 2 West of the 6th Principal Meridian in Sedgwick County, Kansas.
Elevation=1297.82 (NAVD88)

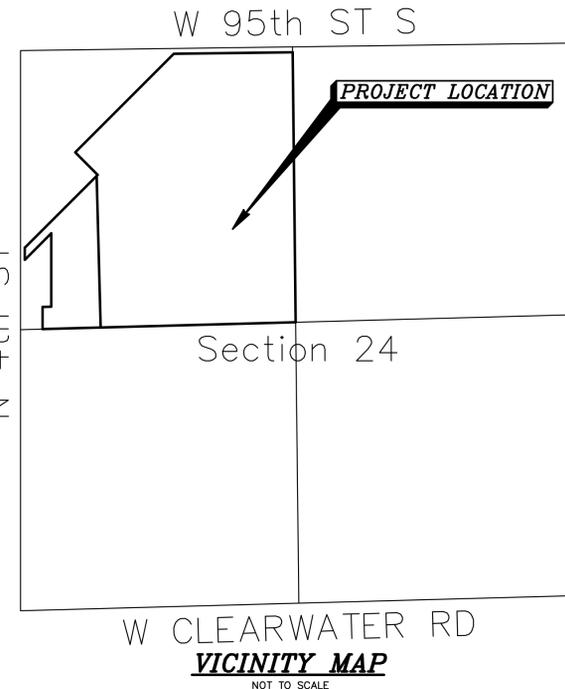
SBM:
Arrow on Fire Hydrant Approximately 279 feet North and 617 feet East of Southwest Corner of the Northwest Quarter of Section 24, Township 29 South, Range 2 West of the 6th Principal Meridian.
Elevation=1299.37 (NAVD88)

DIGSAFE:
Utilities shown were located by respective owners. Any Utilities not shown are due to no response to Kansas One Call "1-800-DIG-SAFE" Ticket #20154308.
Utility locations shown hereon are based on information received from Kansas One-Call (1-800-DIG-SAFE) identified by Ticket #20154308 on April 15, 2020. Before any digging, contractor should verify utility locations by calling 1-800-DIG-SAFE.

- ZONING DATA: L.I. - LIMITED INDUSTRIAL**
- (1) Minimum Lot Area: None
 - (2) Minimum Lot Width: None
 - (3) Minimum Front Setback: 20 feet
 - (4) Minimum Rear Setback: None
 - (5) Minimum Interior Side Setback: 0-5 feet
 - (6) Minimum Street Side Setback: None
- Maximum Height:** 80 feet + 2 feet increase/1 feet additional setback

ZONING REGULATIONS ARE SUBJECT TO INTERPRETATION, FOR FURTHER ZONING INFORMATION CONTACT:

Wichita-Sedgwick County Planning (1-316-268-4421)



FLOOD NOTE:
According to Flood Insurance Rate Map No. 20173C0145G (dated December 22, 2016) published by the Federal Emergency Management Agency, the property described above lies within **Zone "X"**, which is defined as "Areas determined to be outside the 0.2% annual chance floodplain."

GENERAL NOTES:
Access controls as indicated are hereby granted to the appropriate governing body.

FLOODWAY RESERVE NOTE:
The floodway reserve is hereby reserved for floodway reserve purposes and shall be the responsibility of Lot 1 & 2, Block 2 until such time as the appropriate governing body elects to assume the responsibility for maintenance and improvements to the drainage. No buildings shall be constructed or placed on or within said floodway reserve, nor shall any fill, change of grade, creation of channel or any other work be carried on without the permission of the Engineer for said governing body.

OWNER/SUBDIVIDER:
CITY OF CLEARWATER
129 EAST ROSS
CLEARWATER, KANSAS 67026
(316) 641-6522

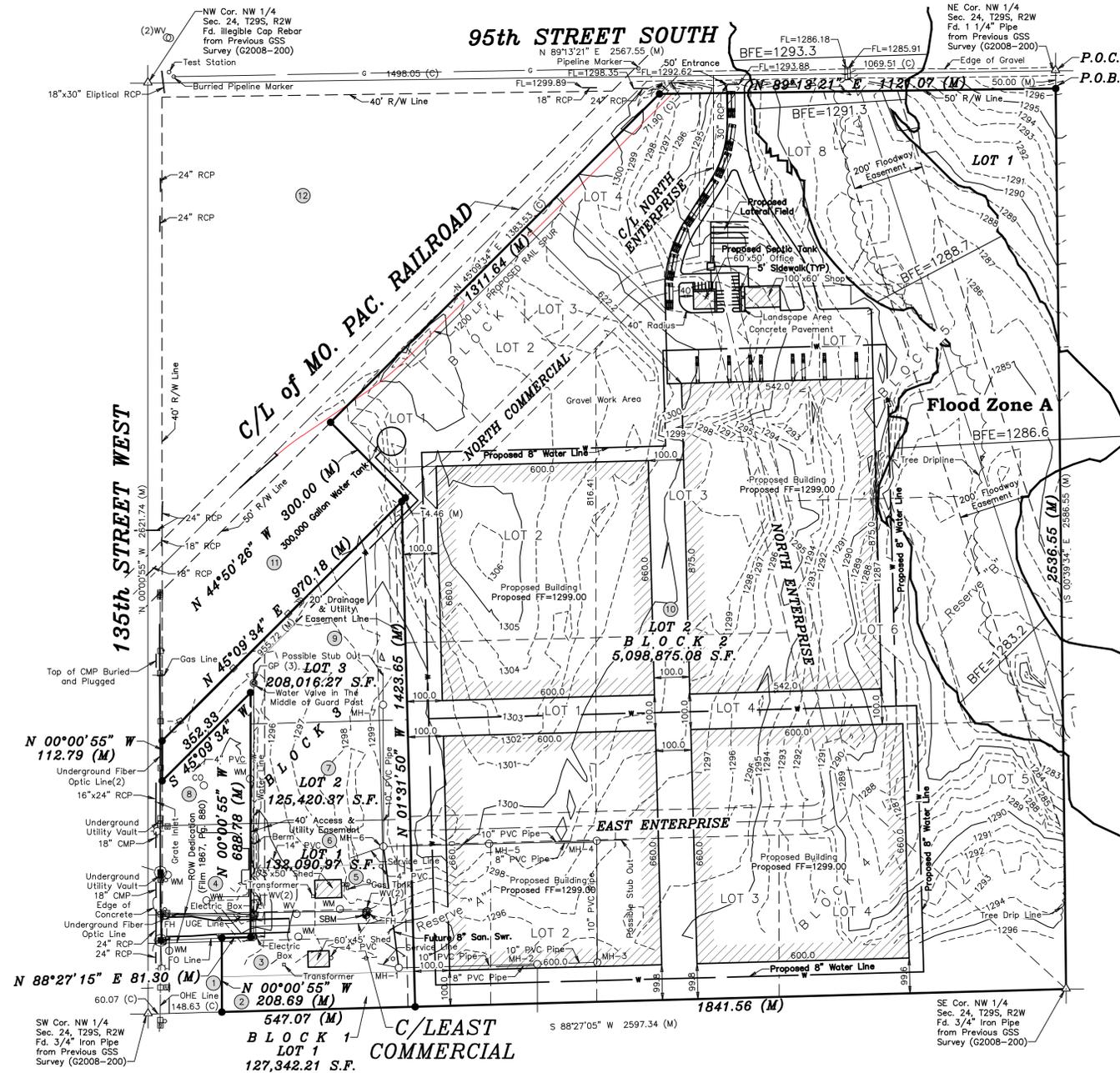
ENGINEER:
HARLAN FORAKER
CERTIFIED ENGINEERING DESIGN, P.A.
1935 WEST MAPLE STREET
WICHITA, KANSAS 67213
(316) 282-8808

SURVEYOR:
DANIEL E. GARBER
GARBER SURVEYING SERVICE, P.A.
2908 NORTH PLUM STREET
HUTCHINSON, KANSAS 67502
(620) 685-7032

- MH-1
Elevation=1295.72
FL (E)=1287.21
FL (W)=1291.38
- MH-2
Elevation=1296.91
FL (W)=1285.91
2nd FL (W)=1279.31
FL (E)=1279.29
FL (S)=1279.07
- MH-3
Elevation=1298.86
FL (E)=1279.76
FL (W)=1279.91
- MH-4
Elevation=1300.06
FL (S)=1280.63
FL (W)=1280.81
2nd FL (W)=1284.86
FL (E)=1280.77
- MH-5
Elevation=1299.93
FL (E)=1286.08
FL (W)=1286.21
- MH-6
Elevation=1298.93
FL (SW)=1292.98
FL (E)=1287.22
FL (N)=1287.37
- MH-7
Elevation=1300.26
FL (S)=1288.84
FL (N)=1288.84

OWNERSHIP TABLE	
1	FALKE JERRY L REV TR
2	CITY OF CLEARWATER
3	LAUER JORDAN
4	MURPHY ROBERT J & DEBRA D LIV TR
5	A & J CLEANING INC
6	JACOBS ROBERT ANDREW
7	CITY OF CLEARWATER
8	MULVANE COOPERATIVE UNION
9	CITY OF CLEARWATER
10	CITY OF CLEARWATER
11	DURAFORM INC
12	MULVANE COOPERATIVE UNION

CLOSURE TABLE
NORTHING: 0.00318
EASTING: 0.00302
PRECISION: 10,072.06/0.0044 = 1:2289102.27



Copyright © 2020 Garber Surveying Service, P.A. Saved 5/12/2020 11:56:15 AM by: ESD010ENCKEY
Plot Date & Time: Tuesday, May 12, 2020 11:56:31 AM Draw Path: \\gss\Company\LDL_GSSFILES\2020\20200404_CSA\dwg\20200404_PPL

PRELIMINARY PLAT

<p>Prepared For: PLAINS COTTON ADDITION</p> <p>Prepared By: GSS</p> <p>Drawn By: EWS Checked By: DEG</p>	<p>Description: A PORTION OF THE NW 1/4 SECTION 24, T29S, R2W SEDGWICK COUNTY, KANSAS</p> <p style="text-align: center;">Garber Surveying Service, P.A.</p> <p>HUTCHINSON (Main Office) 2908 North Plum St. 67502 Ph. 620-665-7032 Fax 620-663-7401 McPHERSON (Branch Office) 115 East Main St. 67460 Ph. 620-241-4441 Fax 620-241-4458 NEWTOWN (Branch Office) 511 North Poplar St. 67114 Ph. 316-283-5053 Fax 316-283-5073 MANHATTAN (Branch Office) 3226 Kimball Ave. Ste. 42 66503 Ph. 785-320-4810</p> <p>Date of Field Work: May 7, 2020 Job No: G2020-44</p>
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