



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

City of Clearwater Council Meeting Agenda
Tuesday August 10, 2021 at 6:30pm
129 E Ross Clearwater, KS 67026

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- 1. Call to Order/ Invocation and Flag Salute**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Public Forum** - Members of the public can address the Mayor and City Council limited to not more than five minutes.
- 5. 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. [Previous Council Meeting Minutes](#)
 - b. [Claims and Warrants](#)
- 6. Staff Reports**
- 7. Sgt Lee Harp Recognition**
- 8. Business**
 - a. **General Update**
- 9. Executive Session**
- 10. Governing Body Comments**
- 11. Adjournment**

Next Assignment Numbers

Charter Ordinance: 22

Ordinance: 1069

Resolution: 11-2021

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**
July 27, 2021
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; Shirley Palmer-Witt, Crystal Walter and Justin Shore were present.

Councilmembers Chris Griffin and Chad Pike were absent.

The following staff members were present:

Courtney Zollinger, City Administrator, Cole Hollis, Jared Dinwiddie, Kirk Ives, Justin Patrick.

3. Approval of the Agenda

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

4. Public Forum

Ron Witt, 211 S Grant, asked council to expand on the topic 7c on the agenda. Mayor Ussery stated that topic would be covered under the business section and all questions would be addressed during that item.

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

Claims and Warrants

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

6. Staff Reports

a. Administration Office – Courtney Zollinger – Shore asked for information to help businesses who want to apply for the CDBG-CV3 grant. Zollinger stated to encourage all businesses that are in the city limits, for profit, and have less than 51 employees to apply for the grant. To qualify they would need to be at least 51% low to moderate income. We should just encourage them to apply to see if they would qualify. Council had no other questions.

b. Fire Department –Jared Dinwiddie –Council had no questions.

c. Police Department – Kirk Ives – Council had no questions.

d. Park – Cole Hollis –Council had no questions.

e. Public Works – Cole Hollis – Shore asked about the loose gravel on Southeast Dr again and if

there was a way to get it cleaned up. Hollis informed council we have hired a street sweeper to come in September to clean the streets.

- f. Senior Center – Courtney Zollinger – Council had no questions.

7. Business

a. Junior Prom Fundraiser – Dash for Prom

The Junior Prom Class sponsor originally proposed to ask council to consider waiving the Special Vehicle Permit fee for their Dash for Prom fundraiser. After speaking with the new principal at the high school they decided to change their request to using the sports complex green space for their event and to allow sport utility vehicle and golf carts to drive on the green space between the high school and the intermediate middle school.

Public Works Director Hollis stated he didn't see an issue

Council asked staff to give the Class Sponsor a map with highlighted areas where they would be able to travel as to not damage fields or sprinklers.

Staff stated they would have a map to the Class Sponsors by Friday.

Council asked the Class Sponsors to bring the proposal back to council when they have a finalized plan.

b. Consider Community Request to Use the Center free of Charge

Tex Titterington would like to ask council to consider waiving the fee for use of the Center, 921 E Janet, to use as a meeting place for members of the community to discuss possible 4th of July activities.

Council discussed and agreed to allow for an initial meeting to see if there is interest in the event. If there is council would like to have the group come back to council before they agree to allow future meetings.

Motion: *Shore* moved, *Palmer-Witt* seconded to authorize the use of the Center for Free for 4th of July groups initial meeting. Voted and passed unanimously.

c. Consider Update to City Code Section 38

Zollinger explained that a complaint was received that referenced section 38 of the city code on sign regulations. In reviewing the regulations with the City Attorney, Jennifer Hill, she pointed out that paragraph 22 on private information signs are not allowed except in the zoning areas listed in paragraph 21 (A-L, C-S, C-1, C-2, I-1, and I-2). It was explained that political signs could be argued are private informational signs and the City cannot regulate if someone wants to put a political sign in their yard by state statute. It is believed that it was never the intention of regulating political signs in residential areas and the language needs to be cleaned up in the ordinance to reflect that. This ordinance is just a house keeping ordinance to make sure the City is in compliance with state regulations. The change will be correcting the zoning areas A-L, C-S, C-1, C-2, I-1, and I-2 to All Districts.

Council reviewed paragraph 21 and 22 and pointed out there are some other areas that might need to be looked at in the near future but agreed this change needed to be made.

Motion: *Walter* moved, *Palmer-Witt* seconded to adopt Ordinance 1068 amending the sign regulations code. Voted and passed unanimously.

d. Approve RNR and Budget Hearing

Through the budget presentation the council directed staff to hold the mill levy steady at 64.022 and to exceed the revenue neutral rate for the 2022 budget.

The RNR and Budget hearing is scheduled to take place on August 24, 2021, at 6:30pm during the regularly scheduled council meeting.

The Notice will be published in the Times Sentinel newspaper.

Motion: *Shore* moved, *Walter* seconded to set the RNR and budget hearing for August 24, 2021 at 6:30pm. Voted and passed unanimously.

e. Consider Front Office Public Health Project

City Hall front office currently does not have an efficient barrier at the counter. There is currently a 3 x 4 picture frame with plexiglass as a barrier between public and staff. The other area of concern is keyless entry into the hallway and back door into city hall.

With the American Rescue Plan Act the city can utilize funds for public health reasons. Pricing to for a partition with a passthrough is approximately \$10-\$12K for installation and materials. There will an additional cost to hire a contractor to put in the countertop for the glass partition. The estimate to have keyless entry doors is approximately \$5K.

Mayor Ussery stated he believes this is a necessary change that needs to be addressed. The funds are available to use for this purpose and if these funds weren't available he stated he would be advising to find the funds for this year.

Council discussed and agreed the project needed to move forward however they would like to get pricing on making not only the glass partition at the counter but to make the hallway door and wall more secure. They asked for staff to get adjusted pricing for the change requested and bring back to council.

8. Governing Body Comments

Palmer-Witt had no comments

Shore had no comments.

Walter thanked the Chief for the tour of the police department.

Ussery updated council on understanding what water rights are. He explained that the City is purchasing a piece of property that has well but if the City wants to use the well in the future they will have to apply for water rights from the State. Purchasing the property does not automatically give the City water rights for use of water. Mayor Ussery had no other comments.

9. Adjournment

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

MOTION: *Shore* moved; *Palmer-Witt* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:36 PM

CERTIFICATE

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

I, Courtney Zollinger, 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 July 27, 2021 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 10th day of August 2021.

Courtney Zollinger, City Clerk

Check Register Report

Date: 08/03/2021

Time: 2:00 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
EMPRISE BANK Checks								
47646	08/04/2021	Printed			APS1	AAA PORTABLE SERVICES, INC.	RENTAL 7-3 - 7-30	70.00
47647	08/04/2021	Printed			ADAMS	ADAMS JONES LAW FIRM, P.A.	AREAL ESTATE ATTORNEY	850.00
47648	08/04/2021	Printed			AFF1	AMERICAN FUN FOOD CO., INC.	CONCESSIONS	110.34
47649	08/04/2021	Printed			ALA2	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP	53.00
47650	08/04/2021	Printed			ASC1	ASCAP	LICENSE	367.00
47651	08/04/2021	Printed			EMERREPO	BACKDRAFT OPCO LLC	BASE PACKAGE-FIRE BUNDLE	4,130.00
47652	08/04/2021	Printed			BH01	BECKY C. HURTIG	PROFESSIONAL SERVICES	915.00
47653	08/04/2021	Printed			BSWI	BRENNTAG SOUTHWEST, INC.	CHEMICAL	395.79
47654	08/04/2021	Printed			CPSS1	CENTRAL POWER SYSTEMS & SERV	LIFT STATION GENERATOR MAINT	2,000.00
47655	08/04/2021	Printed			CI W	CIRUS WATER	POLICE DEPT	4.50
47656	08/04/2021	Printed			CLEAR	CLEARWATER BOOSTER CLUB	BLUE BUSINESS MEMBERSHIP	125.00
47657	08/04/2021	Printed			CWC02	CLEARWATER WELLNESS CENTER	STATEMENT	50.00
47658	08/04/2021	Printed			DOS1	DIGITAL OFFICE SYSTEMS	COPY OVERAGE	348.35
47659	08/04/2021	Printed			EMP1	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	1,278.76
47660	08/04/2021	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	129 E. ROSS SAL	53.39
47661	08/04/2021	Printed			FIRE E	FIRE EQUIPMENT ASSOCIATES.INC	BALL VALVES	1,703.91
47662	08/04/2021	Printed			GT	GT DISTRIBUTORS, INC	SUPPLIES	74.96
47663	08/04/2021	Printed			HI01	HARPER INDUSTRIES, INC.	BLADE SET	330.58
47664	08/04/2021	Printed			HA1	HUBER & ASSOCIATES	TRAINING NOLAN	300.00
47665	08/04/2021	Printed			JHS1	J & H STORAGE	STATEMENT	75.00
47666	08/04/2021	Printed			LA LI	J. LARRY LINN	PROSECUTION SERVICES	885.00
47667	08/04/2021	Printed			JUSTIN J	JUSTIN JACKS	TRAINING	379.96
47668	08/04/2021	Printed			KLA1	KANSAS LIBRARY ASSOCIATION	MEMBERSHIP	40.00
47669	08/04/2021	Printed			KST1	KANSAS STATE TREASURER	GO TEMP NOTE 2021 FEES	630.00
47670	08/04/2021	Printed			KIE1	KIEFER AQUATICS	SWIMSUIT	49.50
47671	08/04/2021	Printed			KIRK	KIRK IVES	MEALS/MEETING	426.69
47672	08/04/2021	Printed			LOK1	LEAGUE OF KS MUNICIPALITIES	CLASSIFIED JOB POSTING/CLERK	200.00
47673	08/04/2021	Printed			LFP1	LEASE FINANCE PARTNERS	COPIER LEASE	563.61
47674	08/04/2021	Printed			LH1	LEE HARP	MEETING	275.81
47675	08/04/2021	Printed			LC1	LISA CORR	KEMSA REGISTRATION	250.00
47676	08/04/2021	Printed			MSS1	MAYER SPECIALTY SERVICES LLC	MAINTENCE CLEANING	11,697.97
47677	08/04/2021	Printed			MCDONALD	MCDONALD TINKER PA	MAY STATEMENT	3,439.00
47678	08/04/2021	Printed			MEL	MELISSA MAYER	POOL PARTY REIMBURSEMENT	50.00
47679	08/04/2021	Printed			MERI	MERIDIAN ANALYTICAL LABS, LLC	SEWER ANALYSIS	252.00
47680	08/04/2021	Printed			MICHELLE R	MICHELLE RUSSELL	REFUND POOL PARTY	200.00
47681	08/04/2021	Printed			PCA1	PETTY CASH	CITY	10.00
47682	08/04/2021	Printed			PC02	PROCOM LMR, INC.	COMMUNICATION SUPPLIES	790.00
47683	08/04/2021	Printed			RJ01	ROASTER JOE'S	CITY SHOP	22.50
47684	08/04/2021	Printed			SOUTH C	SOUTH CENTRAL KS ECONOMIC	CDBG COMM REHAB GRANT	1,750.00
47685	08/04/2021	Printed			STA	STAPLES	CLEANER	104.31
47686	08/04/2021	Printed			STATE OF K	STATE OF KANSAS	GO TEMP NOTE 2021A FEES	150.00
47687	08/04/2021	Printed			TRA	TRAVELERS	CYBER INSURANCE	4,603.00
47688	08/04/2021	Printed			TCE1	TRI-COUNTY ELECTRIC CORP	WIRE AUTOMATIC DOOR	96.75
47689	08/04/2021	Printed			T2UL	TRUE2U AUTOMOTIVE, LLP	REFRIGERANT/LABOR	100.13
47690	08/04/2021	Printed			UMO1	ULTRA MODERN POOL & PATIO	TABLETS	13.99
47691	08/04/2021	Printed			VER	VERIZON WIRELESS	STATEMENT	320.08
47692	08/04/2021	Printed			WCI1	WASTE CONNECTIONS, INC.	DISPOSAL CHARGE	424.77
47693	08/04/2021	Printed			WPF1	WATER PROTECTION FEE	2ND QUARTER 2021	918.34

Check Register Report

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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
EMPRISE BANK Checks								
47694	08/04/2021	Printed			WAV	WAV SERVICES, INC	RELOCATE SPEAKER	160.00
47695	08/04/2021	Printed			WTC1	WICHITA TRACTOR CO.	KNIFE/SUPPLIES	114.82

Total Checks: 50

Checks Total (excluding void checks): 42,153.81

Total Payments: 50

Bank Total (excluding void checks): 42,153.81

Check Register Report

Date: 08/03/2021

Time: 2:00 pm

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City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Checks								
1204	08/04/2021	Printed			HSB1	EMPRISE BANK	Loan 13181467	561.36
1205	08/04/2021	Printed			SKT1	SKT	PARKS & FACILITIES	23.02
1206	08/04/2021	Printed			SKT1	SKT	ELECTRIC SIGN	62.81
1207	08/04/2021	Printed			SKT1	SKT	CITY BUILDING	375.09
1208	08/04/2021	Printed			SKT1	SKT	POLICE AND COURT	317.38
1209	08/04/2021	Printed			SKT1	SKT	EVS AND FIRE	475.35
1210	08/04/2021	Printed			SKT1	SKT	HISTORICAL SOCIETY	104.13
1211	08/04/2021	Printed			SKT1	SKT	SENIOR CENTER	79.33
1212	08/04/2021	Printed			SKT1	SKT	PUBLIC WORKS	73.31
1213	08/04/2021	Printed			SEHP	STATE EMPLOYEE HEALTH PLAN	STATEMENT	17,728.01
1214	08/04/2021	Printed			VER	VERIZON WIRELESS	STATEMENT	40.01

Total Checks: 11

Checks Total (excluding void checks): 19,839.80

Total Payments: 11

Bank Total (excluding void checks): 19,839.80

Total Payments: 61

Grand Total (excluding void checks): 61,993.61

To: Mayor and City Council

From: Courtney Zollinger
City Administrator

Date: July 23, 2021

Re: Administration Report

- CDBG-CV3
 - 22 Business packets have been distributed.
 - 3 packets have been returned completed.
 - A talking point card will be available on Tuesday for council to take with them.
 - Applications are due by 1:00PM on August 27, 2021 to City Hall.
- Interviews for City Clerk position have begun.
- A map with highlighted areas for the Junior Class Sponsors was provided for them for their planning process
- Gilmore Solutions has completed the re-cabling process at City Hall and PD.
- Contacted a contractor to get quotes on securing the front office.
- A Council Workshop is scheduled August 31 at 6:30pm. This is the 5th Tuesday of the month.

Budget Calendar

July 12 th		Submit to County Clerk of intent to levy above RNR
August 5 th		Publish notice of budget hearing in newspaper
August 24 th		Revenue Neutral Hearing & Budget Hearing
September 14 th		Budget Adoption
October 1 st		Budget due to County Clerk

To: Mayor and City Council

From: Jared Dinwiddie

Clearwater Fire Chief

Date: August 5, 2021

Re: Fire Department Staff Report



- Clearwater Fire responded to **4** medical calls and **2** Fire calls since last meeting.
- Average response time for SGCO EMS on medical calls has been around **23** minutes. Sedgwick County EMS Community Response Vehicle (CRV81) response time has averaged about 3 minutes.
- To Date: The department has been unable to respond to **16** emergency calls.
- To Date: The CRV has been unstaffed **13** times.
- Fire members went over fire behavior, with live fire training, at our last meeting on the 3rd.
- Annual pump certification will be conducted on August 9th to certify E71 and T71.
- Members needing recredentialed this year have completed their written examination and will be conducting their practical examination here soon.
- Department will be providing medical stand-by for the Chisolm Trail Rodeo on August 13th & 14th.



To: Mayor and City Council

From: Kirk Ives, Chief of Police

Date: August 5, 2021

Re: Police Department Staff Report

Officers:

Officer Zach Noland caught two well-known burglars from Sedgwick County attempting to steal metal from Plains Cotton Coop. Noland has been very active and is doing very well for the Police Department and City of Clearwater.

Officer Justin Jacks has completed Advanced SRO training and has been in contact with the school superintendent on start dates and training for the school.

SGT Lee Harp has received the School Based Policing Officer of the Year. Harp will be at the council meeting per the Mayors request.

Building update:

Council member Justin Shore came and visited the new PD and evidence room on 8/4/2021. The invitation is open to all members.

Vehicles:

We have had some issues with the Ford Explorer's, and it has been fixed. All other vehicles are running well just a few in for routine maintenance.

Matters of interest since last meeting on Police Activity.

We had 58 dispatched/reported calls since my last report. (Does not always include self-initiated calls).
12 Arrests since the last report.

To: Mayor and City Council

From: Chadd Posch

Date: 08/06/2021

Re: Parks and facilities

- Mowing
- Tree trimming in the sports complex
- Edging the side walks at the sports complex
- Cleaned gutters and trimmed the tree at the library
- Dragging ball fields
- Worked on hot water tank at the park
- Worked on electrical outlets at the “brainfreeze” park bathrooms
- Fixed leaking water line on toilet in the senior center
- Assisted public works with two water leaks
- All other normal duties



Clearwater Senior Center

Staff Report

August 6, 2021

To: Mayor & City Council

From: Amber Ives, Coordinator

Hermes Foot Care brought in 46 people to the facility the last week of July. I love to hear the chatter about the facility when new people come in.

On Tuesday, August 3rd, we had our last Summer Bingo and have 5 tables full of all ages. Everyone seems to really enjoy Bingo with the younger kids in the community. I will seek to find times to do this in the future.

Something New: We received our first batch of crops from the Conservation Group working with local farmers. This is a partnership with 4H and the Sedgwick County Conservations District. We received 5 different items and the residents were sure appreciative. We have also graciously been given tomatoes and sweet corn these past 2 weeks.

Coming up: Our first shopping trip to Walmart. I have a couple people asking monthly to go shopping for their monthly needs. We are making this happen, starting this month.

Back to School Spaghetti Dinner/Fundraiser will be Sunday, August 15th. This fundraiser will help with some of the funding needed for the new flooring we hope to get next year, but also a time where multigenerational family members can enjoy dinner together. Please share the word about this event.

Midweek Milkshakes was such a hit, we are doing it again! Come, Wednesday, August 25th for a delicious shake with friends!

Respectfully,

Amber Ives
Senior Center Coordinator