



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

City of Clearwater Council Meeting Agenda  
Tuesday August 25, 2020 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. [08/11/20 Council Meeting Minutes](#)
  - b. [Claims and Warrants](#)
6. **Staff Reports**
7. **Business**
  - a. **Action:** Approve hiring Senior Center Coordinator
  - b. ~~**Action:** Consider proposal for installation of manhole~~
  - c. **Action:** Approve "Not to Exceed" amount for water line extension in Business Park
8. **Administrators Report**
9. **Governing Body Comments**
10. **Executive Session**
11. **Adjournment**

Next Assignment Numbers

Charter Ordinance: 21

Ordinance: 1060

Resolution: 09-2020

**NOTICE: SUBJECT TO REVISIONS**

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
August 11, 2020  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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

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

**2. Roll Call**

The City Clerk called the roll to confirm the presence of a quorum. The following members were present: Mayor Burt Ussery, Councilmembers; Shirley Palmer-Witt (phone), Chad Pike, Justin Shore and Chris Griffin, were present.

Yvonne Coon was absent.

The following staff members were present:

Ron Marsh, City Administrator, Courtney Zollinger, City Clerk, Jared Dinwiddie, Chadd Posch (phone), Justin Patrick (phone), Cole Hollis (phone), Kirk Ives (phone).

**3. Approval of the Agenda**

Marsh stated that item 11 an executive Session needed to be added to the agenda. Mayor Ussery called for a motion to approve the agenda as modified.

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

**4. Public Forum**

None

**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: 07/28/20

Claims and Warrants

Mayer Specialty Service Agreement

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

**6. Staff Reports**

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

b. Fire Department –Jared Dinwiddie – reported there were 4 medical calls not 14 as presented in the staff report. Council had no other questions.

c. Public Works – Cole Hollis –Council had no questions.

d. Parks & Maintenance – Chadd Posch –Council had no questions.

Council thanked Cole and Chadd for stepping up and taking care of the Parks and Public Works

department.

## 7. 2021 Budget Hearing

**Motion:** *Shore* moved, *Pike* seconded to open the public hearing at 6:32pm. Voted and passed unanimously.

Marsh stated the budget council has reviewed and asked to be brought forward is a 5.5-million-dollar budget. The tax revenue will be 1.1 million. The proposed budget does not require a public vote. Mayor Ussery asked if there was anyone on the phone or in the audience that wished to address the council. Nobody came forward

**Motion:** *Palmer-Witt* moved, *Shore* seconded to close the public hearing at 6:40pm. Voted and passed unanimously.

**Motion:** *Shore* moved, *Pike* seconded to adopt the 2021 budget as presented. Voted and passed unanimously.

## 8. Business

### a. UPOC Ordinance 1058

An ordinance regulating public offenses within the corporate limits of the city of clearwater, Kansas; incorporating by reference the "uniform public offense code for Kansas cities," edition of 2020, with certain changes and additions; and repealing section 1 of ordinance 1051 and all other conflicting ordinances.

**Motion:** *Shore* moved, *Palmer-Witt* seconded to adopt ordinance 1058. Voted and passed unanimously.

### b. STO Ordinance 1059

An ordinance regulating traffic within the corporate limits of the city of clearwater, Kansas; incorporating by reference the "standard traffic ordinance for Kansas cities," edition of 2020, with certain changes and additions; and repealing all other conflicting ordinances.

**Motion:** *Shore* moved, *Pike* seconded to adopt ordinance 1059. Voted and passed unanimously.

### c. Approve Notice of Award for Water and Sanitary Sewer Improvements for Park Glen Estates Phase 2

At the June 23, 2020 City Council meeting the Governing Body Approved Resolution 08-2020 authorizing street, water, and sanitary sewer for Park Glen Estates Phase 2.

Water and sewer bids were opened Thursday, July 30, 2018 at 1:30 pm. Six responses were received with McCullough Excavation, Inc. being the low bid at \$215,990.00. Logan Mills, P.E. with Certified Engineering Design, P.A. will be present to answer any questions.

The engineers estimate for the water and sewer improvements was \$209,655.60.

Staff recommends approving the Notice of Award to McCullough Excavation, Inc. for water and sanitary sewer improvements to Park Glen Estates Phase 2.

**Motion:** *Griffin* moved, *Shore* seconded to award the bid to McCullough Excavation for \$215,990. Voted and passed unanimously.

**Motion:** *Griffin* moved, *Pike* seconded to authorize the Mayor to sign the construction

documents. Voted and passed unanimously.

**9. Administrators Report**

- 2 employees still out after testing positive for COVID-19. One is still asymptomatic while the other is being treated after exhibiting symptoms. Neither will be able to return to work until they test negative.
- The aquatic center will close for the season this Sunday, August 16<sup>th</sup>.
- Zach Nolan, our police officer attending KLETC is scheduled to graduate on September 18<sup>th</sup>.
- Sedgwick County Health Department will be at the Clearwater Senior Center on Thursday, September 24<sup>th</sup> from 8am – 11:30am for COVID-19 testing. Call 211 for an appointment.
- Senior Center Director, Sonja Froggatte, has given her two-week notice. Her last day will be August 21<sup>st</sup>.
- Staff is working on an option to “Go Green” for the utility statements. This will give residents the option to have their statements emailed to them as well as save on postage for the City.

**10. Governing Body Comments**

Griffin asked the Chief if there was an uptick in break-ins. Chief Ives reported no.

Palmer-Witt was reminded of a discussion about grease build up in the sewer and wondered if that was still something that needed addressed. Marsh stated he would have to get with Cole on that.

Shore thanked staff for the smooth budget process.

Pike had nothing to report

Ussery had nothing to report

**11. Executive Session KSA 75-4319 (b)(6)**

**Motion:** *Pike* moved, *Shore* seconded to recess into executive session for the preliminary discussion of the acquisition of real property, to include the City Attorney and the City Administrator. The City Council will reconvene the open meeting in the City Council Chamber at 7:15 p.m. Voted and passed unanimously

Mayor Ussery called the meeting back to order at 7:15 and stated there was no action taken in executive session.

**12. Adjournment**

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

**MOTION:** *Griffin* moved; *Shore* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:18 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 August 11, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 25th day of August 2020

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Courtney Zollinger, City Clerk

# Check Register Report

Date: 08/18/2020

Time: 1:41 pm

Page: 1

City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>EMPRISE BANK Checks</b>								
46539	08/19/2020	Printed			APS1	AAA PORTABLE SERVICES, INC.	RENTAL 7-4-2020 - 7-31-2020	70.00
46540	08/19/2020	Printed			SS05	ARTISTIC ANGLES	FRAMING	618.43
46541	08/19/2020	Printed			AFP1	AWARDS FACTORY, INC.	MISAK AWARD	73.81
46542	08/19/2020	Printed			BBL1	B & B LUMBER	TREEHOUSE MATERIALS	127.85
46543	08/19/2020	Printed			BARDAVON	BARDAVON HEALTH INNOVATIONS	JACKS POET	110.00
46544	08/19/2020	Printed			BSWI	BRENNTAG SOUTHWEST, INC	CHEMICAL	658.67
46545	08/19/2020	Printed			BROAD	BROADSTROKE INC	WATER BILL POSTAGE	664.89
46546	08/19/2020	Printed			VISA	CARDMEMBER SERVICES	VEHICLE REP/MASKS/RIFLE PARTS	1,661.86
46547	08/19/2020	Printed			CH	CHENEY DOOR	BUILDING REPAIRS	404.00
46548	08/19/2020	Printed			CI W	CIRUS WATER	POLICE DEPT	22.50
46549	08/19/2020	Printed			DOS1	DIGITAL OFFICE SYSTEMS	OVERAGE	30.00
46550	08/19/2020	Printed			EMP1	EMERGENCY MEDICAL PRODUCTS INC	COVID-THERMOMETER	131.48
46551	08/19/2020	Printed			FAR	FARREL LANGE	RESTITUTION	80.00
46552	08/19/2020	Printed			GT	GT DISTRIBUTORS, INC	GLOCK PINS AND PLATES	76.00
46553	08/19/2020	Printed			IRIS	IRIS BLOSSOMS	PARRET FLOWERS	50.00
46554	08/19/2020	Printed			KST1	KANSAS STATE TREASURER	LEO TRAINING/FEES	516.50
46555	08/19/2020	Printed			KTW1	KANSASLAND TIRE	TIRES/INSTALL	638.68
46556	08/19/2020	Printed			LCS1	LOWE'S	STATEMENT	173.42
46557	08/19/2020	Printed			MCDONALD	MCDONALD TINKER PA	BILLING STATEMENT	4,133.50
46558	08/19/2020	Printed			MIG1	MIZE'S THRIFTWAY	STATEMENT	230.68
46559	08/19/2020	Printed			MTRL	MOTOROLA	RADIOS	13,189.70
46560	08/19/2020	Printed			MC05	MULVANE COOP	STATEMENT	89.82
46561	08/19/2020	Printed			NOP1	NAVRAT'S OFFICE PRODUCTS	DISINFECTANT	19.50
46562	08/19/2020	Printed			PB03	PITNEY BOWES	POSTAGE	300.00
46563	08/19/2020	Printed			SAM1	SAM'S CLUB	STATEMENT	1,079.27
46564	08/19/2020	Printed			SCDF	SEDGWICK COUNTY	PRISONER HOUSING	40.80
46565	08/19/2020	Printed			0004	SEDGWICK COUNTY ELECTRIC COOP	STATEMENT	1,562.54
46566	08/19/2020	Printed			TSN1	TIMES-SENTINEL NEWSPAPERS	BUDGET PUBLICATION	148.50
46567	08/19/2020	Printed			T2UL	TRUE2U AUTOMOTIVE, LLP	OIL CHANGE	87.83
46568	08/19/2020	Printed			USBAN	U.S. BANCORP EQUIPMENT FINANCE	COPIER LEASE	248.26
46569	08/19/2020	Printed			UNI	UNIFRIST CORPORATION	SUPPLIES	70.15
46570	08/19/2020	Printed			VER	VERIZON WIRELESS	STATEMENT	470.79
46571	08/19/2020	Printed			WC11	WASTE CONNECTIONS, INC.	STATEMENT	14,201.10
46572	08/19/2020	Printed			ZACHARY	ZACHARY NOLAN	MILEAGE	96.60

**Total Checks: 34**

**Checks Total (excluding void checks):**

**42,077.13**

**Total Payments: 34**

**Bank Total (excluding void checks):**

**42,077.13**

# Check Register Report

Date: 08/18/2020

Time: 1:41 pm

Page: 2

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>								
706	08/19/2020	Printed			AFL1	AFLAC	STATEMENT	620.34
707	08/19/2020	Printed			CLA1	COLONIAL LIFE & ACCIDENT	STATEMENT	148.14
708	08/19/2020	Printed			HSB1	EMPRISE BANK	Loan 13181130	782.34
709	08/19/2020	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	POOL CONCESSION SALES TAX	282.86
710	08/19/2020	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	JULY SALES TAX	294.69
711	08/19/2020	Printed			KANSAS	KANSAS TURNPIKE AUTHORITY	TOLL	14.45
712	08/19/2020	Printed			MERCHANT	MERCHANT SERVICES	CITY HALL FEES	313.12
713	08/19/2020	Printed			MERCHANT	MERCHANT SERVICES	E COMMERCE	238.37
714	08/19/2020	Printed			VER	VERIZON WIRELESS	STATEMENT	487.90

**Total Checks: 9**

**Checks Total (excluding void checks):**

**3,182.21**

**Total Payments: 9**

**Bank Total (excluding void checks):**

**3,182.21**

**Total Payments: 43**

**Grand Total (excluding void checks):**

**45,259.34**

To: Mayor and City Council

From: Jared Dinwiddie  
Clearwater Fire Chief

Date: August 20, 2020

Re: Fire Department Staff Report

- Clearwater Fire responded to 4 medical calls and 1 Fire calls since last meeting.
- Average response time for SGC0 EMS on medical calls has been around 18 minutes.
- To Date: The department has been unable to respond to 7 emergency calls. This is a result of the normal personnel that respond, were at their full-time job with their respective agencies.
- The International (New Brush Truck) is currently at D&S Body Shop getting paint work done on the frame and body.
- Members went to Wellington Lake on Saturday and performed boat operations and familiarization.
- Firefighter Luke Davis has left for basic training in the U.S. Army, and has been placed on an “Inactive Status” during his military departure.
- Seeking bids to fabricate the Conex boxes so they can be utilized for live fire training.
- 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.

**\*\*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: August 20th, 2020

Re: Police Department Staff Report

**Officers:**

Still a lot of arrests. Officers are working on warrant arrest again this week. The theft cases have dropped off due to officer patrol.

I was informed of a County Sheriff's meeting where the supervisor was wanting to know why the Clearwater Police Department has had more arrests than the county's third shift. This made our department feel great. This also showed our police officers are taking care of more warrant, drug, and DUI arrests than a very large agency in the county. I was told the county supervisor told his crew that they needed to step it up.

Sgt. Lee Harp, Officer Roy Riggs, and Officer Justin Jacks were involved in a car chase and arrest of a wanted and known burglar and thief. He had a criminal history over 105 pages long. That is the longest anyone at our department has ever seen or even heard about. I am sorry that I cannot get into all the details of the arrest because I do not want to hinder the case in anyway. I can tell you this was an amazing arrest per the DA's office.

Officer Nolan is still at the KLETC and is doing great. We are ready for him to get back and start working.

Domestic calls are still down this week, but I am sure they will go back up.

Building update: All is looking great. You are welcome to stop by and look at the progress anytime.

**Vehicles:**

Durango #2 was damaged in the police chase. It is at Davis-Moore Collision Center because of front end damage, and damage to the radiator. This was caused during the chase.

**Matters of interest since last meeting on Police Activity:**

We had 64 dispatched/report calls since my last report. (does not always include self-initiated calls).

To: Mayor and City Council

From: Chadd Posch

Date: 04/22/2020

Re: **Parks/Facilities**

- Continuing work on ball field maintenance and weed removal
- With the help of Ron Marsh and Cole Hollis we finished spreading the mulch in the Park.
- We have started the process of draining the pool.
- We Assisted on two water leaks in the City and have been assisting them on other projects as needed.
- We are working with the company “Safe Slide” to develop a cognitive maintenance plan for the pool slides to help us better budget for any future repairs that may need to be done.
- The recycling bailer has been sold and picked up.
- We are working diligently to try and stay on top of all the mowing while also trying to remain fluid with assisting other departments.
- Cole Collier our summer help will be going part time for the remainder of mowing season now that college has started back up.

To: Mayor and City Council Members

From: Cole Hollis, Public Works Director

Date: August 25, 2020

Subject: Public Works Summary

1. We have not discharged from the waste ponds so far for the month of August. I do not believe this situation will change from now to the end of the Month. This would give us another pass.
2. Performed shutoffs and work orders as needed.
3. Performed locates as needed.
4. Repaired broken main and installed a new service tap at 150 N. Gorin (assisted by Parks)
5. Replaced broken service line at 820 E. Elaine (assisted by Parks)
6. Read meters. (assisted by Parks)
7. Repaired broken Chlorinator at well 6.
8. Clean and organize city shop.
9. Mowed (Ponds, Dump, Park Glen Ditch, Wells, Chisholm Ridge ponds, and Disk golf course.)
10. Monthly water samples taken 8/21/20.
11. Other normal duties and responsibilities.

## Clearwater Senior & Community Center

### Staff Report

August 20, 2020

To: Mayor & City Council

From: Sonja Froggatte, Director

1. The Sedgwick County Health Department will be here on 8/24 to test for COVID-19.
2. On 9/16 Hermes Healthcare will be at the Center. Call (316) 260-4110 to make an appointment for footcare.
3. Tiffany Linares with Angels Cares Home Health will speak at 10:00 on 8/22/20 about How to Prevent Falls.

**City of Clearwater  
City Council Meeting  
August 25, 2020**

**Approve Hiring Senior Center Coordinator**

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**Context:** The current Senior Center Coordinator resigned effective August 21, 2020. I am requesting Council approval to hire Amber Ives as the new Senior Center Coordinator. She was initially interviewed during the last search for a Senior Center Coordinator but due to timing we were unable to offer her the position. We reached out to Amber after learning the current Coordinator was leaving, interviewed her last week and offered her the position subject to Council approval. Her pay will be \$12.88/hour and she will start September 2, 2020.

**Financial:** The pay is consistent with the 2020 budget.

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

**Recommendations/Actions:** Approve hiring Amber Ives as the Senior Center Coordinator at the listed pay.

**City of Clearwater  
City Council Meeting  
August 25, 2020**

**Notification of Cost for Water Line Extension in Business Park**

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**Context:** As part of the agreement with Jason Martin to purchase lots in the Business Park and construct a building for Anderson Forrester to occupy, the City agreed to cover the cost of extending water line to the building plus installing a hydrant, when needed. Wilkes Underground was contacted and can get the work done immediately and submitted a quote of \$19,945.00 for installing a service line and installation of a hydrant. After review, the fire hydrant installation was planned for phase 2, when a second facility is built on the property. The location of the existing fire hydrant meets all fire code (City, County and NFPA) for the new building. A second quote was obtained for installation of only the service line in the amount of \$3315.00.

**Financial:** The cost of the project will be covered by the General Fund.

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

**Recommendations/Actions:** No approval is necessary as the amount falls within the spending authority of the City Administrator.





12000 W K-42 HWY  
 Wichita, KS 67227  
 Phone: 316-744-5152  
 Fax: 316-977-7100

**Company:** Jason Martin  
**Attn:**

**Date:** 8/21/2020  
**Project:** Clearwater

## Revised Bid

Qty.	Description	Unit Price	Total
160	1¼ poly	9.00	1,440.00
1	1" tap all meter material provided by Clearwater	625.00	625.00
1	Set 1" water meter provided by Clearwater	525.00	525.00
1	Connect 1" service to meter	375.00	375.00
1	Restoration	350.00	350.00
			3,315.00
<b>READ NOTE BELOW</b>			
<b>Sales Tax Not Included</b>			

**NOTES/DISCLAIMERS**

Wilks Underground Utilities, LLC cannot be held responsible for damage to or repairing any underground facilities not affiliated with KS One Call locating system. This includes but is not limited to: private or public electric, water, gas, phone, sewer lines, irrigation lines, sprinkler, storm sewer, satellite lines, pool lines, underground security systems, animal fencing, rural water lines, private, discharge lines, sprinkler systems, electric lines running to parking lot lights, and etc. These types of lines will require private locates. The price of which is not covered in this bid or job. Please inform us of any such facility and we will do our best not to damage it. No dewatering included in bid if required

Please sign and fax back if offer is accepted. Once approved by both parties, proposal will then serve as a binding contract. With prices of materials subject to change, this price is only guaranteed for 45 days from the proposal date.

ABOVE QUOTE IS ONLY FOR THE ITEMS LISTED. ANY ADDITIONAL ITEMS LISTED, WILL BE AN EXTRA CHARGE.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Wilken, Wilks Underground Utilities LLC