

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
March 23, 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; Chris Griffin, Shirley Palmer-Witt, Chad Pike, Crystal Walter and Justin Shore were present.

The following staff members were present:

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

3. Approval of the Agenda

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated item 5c needed to be removed and add item 8: Wastewater Treatment Facility Presentation. Mayor Ussery called for a motion to approve the agenda as modified.

Motion: *Palmer-Witt* moved, ***Shore*** 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.

03/08/21 Minutes
Claims and Warrants

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

6. Staff Reports

a. Clerks Office – Courtney Zollinger – Zollinger added that staff had been informed that Jo Johnson, Police/Court Clerk, will be retiring mid-year. Her position will be split into Police Records Clerk and Court/Office Clerk. Police Records Clerk will be part time and in the Police Department whereas the Court Clerk side will be shifted back into City Hall and under the City Clerk. The new full-time position has been opened. The anticipated start date for the new position will be June 1, 2021. Council had no other questions.

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

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

d. Park – Ron Marsh –Marsh included the removal of the large elm tree has been scheduled.

Council had no other questions.

- e. Public Works – Cole Hollis –
- Performed shutoffs and work orders as needed.
 - Performed locates as needed.
 - Well 7 Generator is still down (at Central Powers facility)
 - Construction on relocating water line at bridge located on 103rd St. S between 119th St. W and 103rd St. W. is complete
 - Nonoperational floats changed out at big wet well.
 - Changed out meters.
 - Assisted Parks with tree removal at sports complex.
 - Cole and Chadd attended class for continued education for water certs. on 3/10/21
 - School zone signs replaced on South 3rd, 2nd, and 1st.
 - Replaced frost free hydrant at well 6.
 - Repaired Crafcoc Melter to fully operational.
 - Trained Jeff and Jason on how to run Melter (sealed Janet 200, 300, and 400 block) Park Assisted.
 - Jason, Cole, and Chadd attended class for continued education for water certs. on 3/17/21
 - Read Meters

Mayor Ussery asked if there are situations that arise that could be reported on the website or Facebook to alleviate some questions, he would ask that staff be more proactive.

Griffin asked staff to investigate the purple Evergy lights to see if staff needs to be reporting the specific lights that could be defective.

7. **Business**

a. **City Hall Door Opening Project**

At city hall the business offices have sliding glass doors instead of swinging hinge doors. The sliding glass doors have a low-profile threshold but present a trip hazard coming in and out of the offices. Also, with glass doors it can be a hazard when they are shut, and people don't realize they are. We have identified this as a safety hazard and have been working on a plan to rectify the situation.

Staff reached out to VanAsdale Construction who completed the remodel in the police department. We were very pleased with their work and professionalism and asked them to price the job to remove the sliding glass doors and install solid wood swinging doors, install new carpet down the hallway (carpet provided by city), new kick plate and refinish the openings of the new doorway. We also asked to install a solid wood door with a metal frame for the hallway door leading to the business offices. This will allow us to add access control in the future.

The price of the project by VanAsdale is \$14,259.00.

Administration set aside \$25,000 for the re-cabling project not knowing how much it would cost. Since the pricing for administration re-cabling is \$8,815.57 there is enough in equipment reserve to cover the cost the door opening project.

Staff recommends approve hiring VanAsdale Construction for this project.

Council discussed and viewed this project as an extension of the Police Department remodel.

Motion: Palmer-Witt moved, **Walter** seconded to approve the hire of VanAsdale for the door opening project at City Hall for \$14,259. Voted and passed unanimously.

b. Evidence Room Project

At police department the evidence room has been moved to the old chief's office and now needs some updates to be able to move evidence from the old room to the new room. We have identified there is a need for storage and prep areas to process all evidence past and future. When dealing with evidence we must have a proper chain of custody and a way to locate the evidence possibly for years to come. This update will make it easier to keep the evidence organized and find items quickly when needed.

We reached out to VanAsdale who also completed the remodel in the police department. I was very pleased with their work and their professionalism. They were asked to price this job. This will include reinstalling white lockers we had from the storage room in the police department. Removing electric, old shelving, and a ceiling fan. Also adding shelving and counter prep and handling areas. This also has a area to store seized guns properly and safely. This also involves adding a secured entry area for staff and evidence separately. This price will also cover the cost of installing a prebuilt secure evidence pass thru custody locker.

The Pass Thru Locker will cost no more than \$3,055.00.

The price of the project by VanAsdale is \$13,075.00.

PD set aside \$25,000 for the re-cabling project not knowing how much it would cost. Since the pricing for PD re-cabling is \$8,815.57 there is enough in equipment reserve to cover the cost the evidence room project.

Staff would recommend hiring VanAsdale for this project.

Council also viewed this as an extension of the police department remodel.

Motion: Griffin moved, **Palmer-Witt** seconded to approve the hire of VanAsdale for the evidence room project for the police department for \$13075 and the pass thru locker for \$3055. Voted and passed unanimously.

8. Wastewater Treatment Facility Presentation

Marsh and Hollis went through the wastewater pond updates that were completed in 2015. Hollis emphasized that he is in constant contact with Kansas Department of Health and Environment. Hollis also stated that the cycle in our wastewater ponds is 218 days. This means that any changes made to the ponds processes, the results won't be noticed until 218 days later. Hollis will continue to work KDHE to make sure the City of Clearwater becomes compliant all the while working on a long-term solution for growth.

9. Administrators Report

- McCullough Construction finished the water line relocation on 103rd St. last week. After reconnecting the new line to the main, air was in the line causing the "milky" appearance of tap water. It should work its way through the system this week.
Terracon completed 54 sample cores and have sent the results. Cole and I will be meeting with CED to go over the results and update the current map if necessary.
- Staff is working with Ranson Financial to prepare an application for a KDOT cost sharing grant for street maintenance & repair. We will be using the just completed street study and are seeking an 80/20 match. We are sending letters to businesses located on the identified Red high priority streets asking for letters of support.

- Staff is staying up to date with the American Rescue Plan 2021. \$19.53 billion has been made available for non-entitlement units of local government and counties to mitigate the fiscal effects from the COVID-19 public health emergency. As a city under 50K, any funds for Clearwater will be dispersed by the County. The State is waiting on guidance from the Treasury and estimates have the money being available in 90 days give or take a few days.
- Council is reminded of the work session next Tuesday, March 30th from 6:30pm – 8:30pm.
- City wide curbside cleanup is scheduled for Saturday, April 17th. Everything needs to be at the curb by 7:00am. This will be the only city-wide cleanup this year.

10. Governing Body Comments

Griffin had nothing to report.

Palmer-Witt had nothing to report.

Shore commented that SB40 once signed the Health Order for mask wearing will be rescinded. He asked how the city will react. Mayor Ussery stated the city will wait to see how the County will react before the city decides. He said the city will not be more stringent than the County.

Walter had nothing to report.

Pike had nothing to report.

Ussery had nothing to report.

11. Executive Session: K.S.A. 75-4319(b) For the preliminary discussion of the acquisition of real property

MOTION: *Walter* moved; *Pike* seconded to recess into executive session to discuss the acquisition of real estate to include the City Attorney and City Administrator. The open meeting will reconvene in the City Council Chamber at 8:10 p.m. Voted and passed unanimously.

Mayor Ussery called the meeting back to order at 8:10 p.m. and stated there was no action taken in executive session and asked council to recess back into executive session to continue the discussion.

12. Adjournment

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

MOTION: *Pike* moved; *Walter* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:12 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 March 23, 2021 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 13th day of April 2021.

Courtney Zollinger, City Clerk