

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
March 24, 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, Chad Pike and Chris Griffin were present. (Justin Shore was by phone)

Yvonne Coon was absent.

The following staff members were present:

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

Others Present by phone: Jared Dinwiddie, Kirk Ives, Ernie Misak, Justin Patrick, Austin Parker, City Attorney.

Mayor Ussery gave a short intro to the new meeting format. Due to COVID-19 the meeting was open to the public via GoToMeeting.com. The meeting information was published on the Agenda for anyone to join. The only present in the council chambers were the 3 Council members, Mayor, City Administrator, and City Clerk

3. Approval of the Agenda

Mayor Ussery asked if there were any modifications to the agenda. Marsh item 5 (Emergency Order of the Sedgwick County Local Health Office) was added after the agenda was published

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

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

4. Public Forum

Mayor Ussery opened the public forum for people to come of mute or type their statements in the comments box on GoToMeetings. None

5. Emergency Order of the Sedgwick County Local Health Officer – Receive and File

Received and filed with packet

6. 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: 03/10/20

Claims and Warrants

Resolution 05-2020 – Appropriation Resolution

Approval to hire Public Works Operator and Park & Facilities Superintendent

Mayor Appointments

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

7. Staff Reports

- a. Police Department – Kirk Ives – Council asked what vandalism was done at the sports complex. Chief Ives reported it was to the concession stand. Council had no other questions.
- b. Fire Department –Jared Dinwiddie – Reported the Osage ambulance was picked up by Wiens Auction and the minimum set at \$5000. They will run the auction a little longer due to the pandemic. Council had no questions
- c. Public Works – Ernie Misak – Council had no questions

8. Business

a. Proclamation of State of Local Disaster Emergency

Mayor Ussery read the State of Local Disaster Proclamation

b. Consider Quote to Upgrade Water System Pump Station

Marsh stated we are continually having failures at the Booster Pump Station located at Diagonal and 135th W. The pumps continue to kick out causing us to reset and have call outs after hours. This not only costs the City overtime pay, it also reduces the pressure to our customers north of Diagonal Road. Customers call us to complain about the lower water pressures. I have contacted the installer of the Booster Pump building and control panel. The manufacturing company of this station is no longer in business and the system is considered out of date. A recommended technician from another Company came to check the booster system out. He related that the existing system was overkill in the first place and that he had just completed a retrofit for the City of Coffeyville at a cost exceeding \$20,000. The only replacement parts available are used (if they can be found) and there would be not warranty on repair. A retrofit for this repair is estimated to cost between \$15-\$20,000. I have contacted a local Company, Com-Rronix, to get a quote to install variable speed drives similar to the ones that have been installed at the wells. These have been very dependable and do a good job of maintaining pressure in our water system.

The cost for the variable speed drives is \$8460.00 including installation. \$7400 will come for recently transferred funds to the water equipment reserve and \$1060 will come from equipment repairs.

Staff recommends accepting the quote from COMM-tronix in the amount of \$8460 for the upgrade to the booster pump station.

Council questioned the warranty on the item. They would like to know if there was one and only approve the quote contingent on a warranty. Staff would ask Director Misak about the warranty.

Motion: Palmer-Witt moved, **Pike** seconded to accept the quote from Comm-Tronix contingent upon receiving a warranty on the variable speed drive for \$8460. Voted and passed unanimously.

9. Administrators Report

- With the County’s Stay at Home order in effect beginning at 12:01am tonight, the following staffing will be in effect for the duration of the order:

- City Hall will be staffed with 2 personnel. The PT Billing Clerk will not report to work, Courtney and Carol will rotate workdays with both being available at home if necessary. I will be in the office every day. City Hall will also be closed to the public effective tomorrow.
- The Senior Center will remain closed. The Director will work from home unless needed at the center for “essential functions” like commodities (food assistance program) distribution. Friendship meals will continue in its current format.
- Police Department will remain on full staff per the provisions of the order. The lobby of the Police Department will be closed to the public effective tomorrow.
- Public Works will remain at full staff unless the situation changes.
- Due to COVID-19 there have been changes to scheduled events. Here is a list of changes
 - Kevin Bush’s retirement reception has been postponed.
 - Curbside Cleanup on April 18th has been cancelled. Waste Connections will be in communication with us at a later date when they will be able to reschedule.
 - LKM Governing Body Institute in April 24-25 has been postponed.
 - Council workshop on March 31st has been cancelled.
 - Senior Center activities have been cancelled
 - Clearwater Wellness Center has closed until further notice
 - The Rec Commission has suspended all activities. No decision yet on the status of baseball and softball seasons. Their Facebook page is back up.
- Census is still following their original schedule. The first Census information has been mailed out to all residents and is requested back by April 1st.
- Bid opening for the Church of Christ water line is this Thursday, March 26th and construction will begin soon after. The church is paying all costs for the design and construction of the line. Since the line will be part of the City system, we are managing the project and Public Works staff will be doing the inspections. The City will invoice the church as the contractor submits them.

10. Governing Body Comments

Griffin had nothing to report

Pike had nothing to report

Palmer-Witt asked Marsh if he had followed up with the dirt pile she inquired about at 232 Salt Creek. He stated he had not but will follow up with it.

Shore thanked staff for putting together a safe way for council and residents to be involved with the council meeting and abide by the social distancing standards put in place.

Ussery relayed to all on the meeting that social distancing was being practiced in the council chambers by those who were present. He also stated the City will release an update on COVID-19 tomorrow on the website and Facebook.

11. Executive Session K.S.A. 75-4319(b) (1) To DISCUSS CONFIDENTIAL DATA RELATING TO FINANCIAL AFFAIRS OR TRADE SECRETS OF SECOND PARTIES

Motion: Palmer-Witt moved, **Pike** seconded to recess into executive session pursuant to the financial affairs or trade secrets of a second party to include the City Administrator. The open meeting will reconvene in the City Council Chamber at 7:27 p.m. Voted and passed unanimously.

Mayor Ussery called the meeting back to order and stated there was no action taken in executive session and requested an extension for the executive session.

Motion: Palmer-Witt moved, **Pike** seconded to recess into executive session pursuant to the financial affairs or trade secrets of a second party to include the City Administrator and the City Attorney. The open meeting will reconvene in the City Council Chamber at 7:37 p.m. Voted and passed unanimously.

Mayor Ussery called the meeting back to order and stated there was no action taken in executive session

Motion: Palmer-Witt moved, **Pike** seconded to call for a public hearing regarding the possible issuance of industrial revenue bonds for Plains Cotton Cooperative Association project in the City. The hearing in connection with such bonds will be scheduled for April 14, 2020 at 6:30 pm and to authorize the giving of such hearing. Voted and passed unanimously.

Motion: Pike moved, **Palmer-Witt** seconded to allow the City Administrator and Mayor to formalize negotiations for Lots 2 and 3 Block 3 of the Clearwater Business Park to develop and construct a privately maintained drive on a public access easement with Jason and Jennifer Martin. Voted and passed unanimously.

Meyer reported during the executive session she reached out to Director Misak to inquire about the warranty on the Comm-Tronix variable speed drive and Misak stated there is a one-year warranty. Mayor Ussery stated that was within the motion so staff could move forward but asked to follow up to see if there was an extended warranty available.

12. Adjournment

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

MOTION: Palmer-Witt moved; **Pike** seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:42 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 March 24, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 14th day of April 2020

Courtney Meyer, City Clerk