

**City of Clearwater, Kansas**  
 Sedgwick County  
 City Council Workshop - **MINUTES**  
 March 30, 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.

**2. Roll Call**

The City Clerk confirmed the presence of a quorum. The following members were present: Mayor Burt Ussery, Councilmembers; Justin Shore, Chris Griffin, Shirley Palmer-Witt. Crystal Walter and Chad Pike were present.

The following staff members were present:  
 Ron Marsh, City Administrator, Courtney Zollinger, City Clerk,

**3. Approval of Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated item stated an executive session needed added between items 5 and 6. 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. Establishing a compensation structure for the City of Clearwater**

Marsh explained City Code 2-71 states municipal employees will be compensated pursuant to a pay plan approved by the City Council, which will be reviewed at least annually in January of each year (Ordinance 1013, 2016). The city currently adopts a salary resolution each year, Resolution 14-2020. The salary resolution is for a specific person in a specific job. Very inflexible structure; creates inconsistencies and confusion when hiring new employees. Uncapped which is unsustainable; largest expenditure is salaries.

Through the process of creating the ranges Marsh explained that the first step was to establish value of each position by looking at market pricing of the midpoint. Midpoint is geared to the market as much as possible. This is driven by the position experience, skills and certifications requirements. He also looked at similar populations statewide, mostly municipalities regionally, regardless of population. Through the process, identical job titles were close to the same in job requirements/duties. We have found that we need to pay slightly above market level for similar sized municipalities statewide. This is common for all smaller municipalities near larger metropolitan areas.

To be as fair as possible to employees, their current salaries were used as much as possible to establish the midpoints for respective pay grades. In some cases, this was not feasible. The following was introduced as a possible pay scale range based on titles.

Job Title	Hourly Range		
	Min	Mid	Max
<b>Level 12</b>	<b>\$ 1.70</b>	<b>\$ 2.26</b>	<b>\$ 2.83</b>
City Administrator			
<b>Level 11</b>	<b>\$ 7.80</b>	<b>\$ 7.07</b>	<b>\$ 6.34</b>
Police Chief			

Public Works Director				
<b>Level 10</b>	<b>\$ 24.39</b>	<b>\$ 2.52</b>	<b>\$ 40.65</b>	
<b>Level 9</b>	<b>\$ 1.39</b>	<b>\$ 8.53</b>	<b>\$ 5.66</b>	
Public Works Operator III				
<b>Level 8</b>	<b>\$ 18.77</b>	<b>\$ 5.02</b>	<b>\$ 1.28</b>	
City Clerk				
Police Lieutenant				
<b>Level 7</b>	<b>\$ 6.46</b>	<b>\$ 1.95</b>	<b>\$ 27.44</b>	
Police Seargent				
Public Works Operator II				
Parks & Facilities Superintendant				
Deputy Clerk				
<b>Level 6</b>	<b>\$ 4.44</b>	<b>\$ 9.25</b>	<b>\$ 24.07</b>	
Police Officer (Certified)				
Office/Court Clerk*				
Police Officer Part-Time (Certified)				
<b>Level 5</b>	<b>\$ 12.67</b>	<b>\$ 16.89</b>	<b>\$ 21.11</b>	
Public Works Operator I				
Police/ Court Clerk*				
Police Records Clerk*				
<b>Level 4</b>	<b>\$ 11.11</b>	<b>\$ 14.82</b>	<b>\$ 18.52</b>	
Police Officer (Uncertified)				
<b>Level 3</b>	<b>\$ 9.75</b>	<b>\$ 13.00</b>	<b>\$ 16.25</b>	
Billing Clerk Part-Time*				
Senior Center Coordinator				
Pool Manager				
Assistant Pool Manager				
<b>Level 2</b>	<b>\$ 8.55</b>	<b>\$ 11.40</b>	<b>\$ 14.25</b>	
Animal Control Officer				
<b>Level 1</b>	<b>\$ 7.50</b>	<b>\$ 10.00</b>	<b>\$ 12.50</b>	
Public Works Part-Time				
Senior Center Assistant				
Lifeguard				
Basket Room Attendant				
Parks Seasonal				

Marsh stated that if Council believes this is moving the correct direction then he would work with the City Attorney to create a resolution for councils review and approval.  
Council stated that they would like this presented to staff and reviewed with them.

5. **Project list funding update/ Options**

Zollinger went through the listing of current projects that are on the table so Council is aware of what could be coming up. The list is as follows.

PROJECTS	PROJECTED COSTS	POSSIBLE FUNDING
Park Shelters	\$300,000	Cash from Business Park Sale
		Public Building Commission Bond –City at Large
Sports Complex Concession Stand	\$600,000	Public Building Commission Bond –City at Large
		Possible shared Cost with Rec and/or School
Street Project	\$2,000,000	KDOT Cost Share Grant 80/20
		GO Bond –City at Large
Land Acquisition	\$800,000	Bank Note
Chisholm Ridge PH3 City at Large	80,000	Cash
		GO Bond – City at Large
Yvonne Dr City at Large	\$596,000	GO Bond – City At Large
Other Projects??		

Marsh added that turf for the Sports Complex infields will be added to the list.

**INSERT Executive Session: Confidential data relating to financial affairs or trade secrets of second parties:**

**Motion:** *Walter* moved, *Shore* seconded to recess into executive session to discuss the acquisition of real estate to include the City Administrator and the City Clerk. The open meeting will reconvene in the City Council Chamber at 8:10 p.m.

Mayor Ussery called the meeting back to order at 8:10 with no action taken in executive session.

Mayor Ussery asked if there was a general consensus to speak with Shaun Weaver regarding incentives for Park Glen Estates. The incentives would not include any builder incentives but would focus buyer incentives only.

Council had a general consensus for the Mayor to speak to Shaun Weaver and offer buyer incentives only.

Mayor Ussery stated that he will inform Weaver that whatever is agreed to by Weaver it will still have to go to council for final approval.

Council was in agreement.

6. **Adjournment**

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

**MOTION:** *Palmer-Witt* moved; *Walter* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:34 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 30, 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