

**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 4<sup>th</sup> 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.

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Courtney Zollinger, City Clerk