



City of Clearwater Council Meeting Notice

Tuesday, January 12, 2016 at 6:30pm

129 E Ross Clearwater, KS 67026

www.clearwaterks.org

Please call the Clerk's office at 620-584-2311 or the Kansas Relay Service 800-8766-3777 at least 48 hours in advance if you require special accommodations to participate in this meeting. We make every effort to meet reasonable requests.

AGENDA

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

1. Call meeting to order and welcome

Burt Ussery, Mayor

2. Invocation and flag salute

3. Roll Call

Courtney Meyer, City Clerk

Burt Ussery, Mayor

Laura Papish, Councilmember President

Austin Wood, Councilmember

Paul Clark, Councilmember

Ron Marsh, Councilmember

Chris Griffin, Councilmember

4. Action: Approve January 26, 2016 meeting agenda

5. Public Forum

Pursuant to Ordinance No. 917 and Section 2.08.010 adopted by the governing body and approved by the Mayor on November 24, 2009, members of the public are allowed to address the Mayor and City Council for a period of time limited to not more than five minutes.

6. Action: Approve Consent Agenda

TAB A

a. [Minutes 01/12/16 Council Meeting](#)

7. Discussion: [Park Advisory Board 2016 Improvements](#)

TAB B

8. Report: Year End Report – Recreation

9. Report: Year End Report – Library

10. Report: Year End Report – Police Department

11. Action: Adopt Resolution 3-2016 Security Benefits 457 Deferred Comp Plan **TAB C**

12. Action: Claims and Warrants
Courtney Meyer, City Clerk

13. City Administrator Report
Justin Givens, City Administrator

14. Council Reports

15. Adjournment

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 6:30 and 7:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

Honorable Mayor and City Council

**From: Justin S. Givens,
City Administrator**

Re: Agenda Summary 01 26 2016

Item 6: a. Approval of Minutes as submitted

-----end of Consent Items

Item 7: 2016 Park Advisory Board Improvements. The Park Advisory Board will present its 2016 Improvements and report on past accomplishments as well as long range plans.

Item 8: Receive and File the Year End Report of the Recreation Department

Item 9: Receive and File the Year End Report of the Public Library

Item 10: Receive and File the Year End Report of the Police Department

Item 11: Security Benefits, one of the 457 Deferred Compensation providers for the City has provided an update to the plan that they offer and in doing so the city is required to adopt a Resolution authorizing the plan as well as formally appointing the new City Clerk as the Plan Administrator.

Item 12: Claims and Warrants. A full list of Claims and Warrants will be presented at the meeting on Tuesday.

Items of Note:

The Lions Club will be hosting a Pancake and Sausage breakfast on Saturday from 7am – 2pm

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
January 12, 2015
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

1. Call to Order

Mayor Burt Ussery called the meeting to order at 6:30 p.m.

2. Invocation and Flag Salute

Mayor Ussery gave the invocation which was followed by the pledge of allegiance and flag salute.

3. Roll Call

The City Clerk called the roll to confirm the presence of a quorum. The following members were present:

Mayor Burt Ussery, Councilmembers Ron Marsh, Paul Clark, Chris Griffin, were present.

Councilmembers Laura Papish and Austin Wood were absent

The following staff members were present:

Justin Givens, City Administrator; Courtney Meyer, City Clerk; Austin Parker, City Attorney; Bill Hisle, Police Chief; Ernie Misak, Public Works Director.

Others Present:

Bailie Troll, Morgan Fore, Emme Mount, Robert Pugh; Paul Rhodes, Time Sentinel News.

4. Approval of the Agenda

Mayor Ussery called for a motion to approve the January 12th agenda as presented.

Motion: *Marsh* moved, *Clark* seconded to accept the January 12, 2015 agenda as presented. Voted and passed unanimously.

5. Public Forum

None

6. Consent Agenda

Mayor Ussery called for a motion to approve the consent agenda.

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

7. Boundary Resolution 01-2016

Givens explained at the first of the year the city is to declare the boundaries. In 2015 the City of Clearwater annexed property in Prairie Meadows. The boundary resolution was amended to include this piece of property.

Motion: *Marsh* moved, *Clark* seconded to adopt Resolution 01-2016. Voted and passed unanimously.

8. 4th Street Project Discussion

Givens stated this topic was tabled at the last meeting to wait until more councilmembers could be present. He stated he did receive the easement for 303 N 4th and the redesign of \$20,000 discussed at the last meeting would not be necessary now. If the city moves forward with the project it will have to pay for the sewer and water relocations of approximately \$59,500.

Givens explained no matter what the City decides, the County will still move forward with the resurfacing of the road and drainage work at the corner of 4th and Ross. They will also be doing a traffic study at the corner of 4th and Ross in the 1st Quarter of 2016.

Council discussed if this project would be an efficient use of public funds and would it get the desired results once the project was completed. Council came to a consensus to not move forward with the drainage work on 4th street but to still complete the drainage work at Ross and Tracy.

9. Executive Session – Matters of Non-Elected Personnel

MOTION: *Marsh* moved, *Clark* seconded to recess into executive session pursuant to non-elected personnel to discuss specific personnel matters, to include the City Administrator. The City Council will reconvene the open meeting in the City Council Chambers at 7:05PM. Voted and passed unanimously.

Mayor Ussery called the meeting back to order at 7:05PM and stated no binding action was taken.

10. Salary Resolution 02-2016

Motion: *Clark* moved, *Marsh* seconded to adopt resolution 02-2016 giving listed employees a 2.5% raise across the board. Voted and passed unanimously.

11. Claims and Warrants

Meyer presented the claims and warrants in the amount of \$80,040.62 and asked Council if they had any questions.

Motion: *Marsh* moved, *Clark* seconded to pay the claims and warrants in the amount of \$80,040.62. Voted and passed unanimously.

12. City Administrators Report

- Administration
 - The City Hall roof has been completed. A new weather-proof reflective coating was put in place that should help reduce energy costs.
 - The County will not be issuing a supplemental tax statement for Indian Lakes. Staff is working with our Bond Attorney and Financial Advisor on options and budget impacts for 2017.
 - W-2s will be processed this week for mailing.
 - The Insurance Adjuster for EMC was out last week to assess the damage to the backstop at the Sports Complex. We hope to hear from them this week. Staff has received several quotes from netting companies with repair estimates around \$50,000.
 - Year end 2015 financials should be complete this week.
 - Staff will be sending a letter out with the January utility bill with several reminders for residents that include;
 - Placement of Trash Containers,
 - Reminders for Pet Tags and Brush Dump Passes

- Information on the Sewer Debt Service Fee
 - Preliminary Information on 4th Street Construction
- Public Works
 - Staff has been working on alleys over the past several weeks.
 - Will be assisting SKT with Holiday Lights either late this week or early next
 - Installed the water service for the new home on Grant as well as in Prairie Meadows.
 - The heating and air system replacement is complete
 - Staff met with Don Hellar of EBH to discuss the Waste Water Treatment Facility Project. The project is substantially complete with a few punch list items needed.
 - The City passed its annual system inspection from KDHE. Five minor deficiencies were identified that will be addressed via internal documentation.
 - Parks and Recreation
 - There are two more weeks in the basketball season
 - Baseball sign-ups are approximately 3 weeks out.
 - February 5th the Rec will be hosting a Daddy Daughter Date Night.
 - The Board will meet tomorrow night.
 - Library
 - Story Time and Lego Club are tomorrow.
 - The board will meet next week.
 - Community Center
 - Approximately 50 people attended the Sen. Moran town hall meeting. Sen. Moran did make comments on the niceness of the facility.
 - Chief Hisle was the guest speaker for the carry-in lunch today.
 - The Community Center will be hosting free tax information and preparation for seniors and others in the community. Consultations will begin in February.
 - The Center will be hosting an Identity Theft Workshop in February as well.
 - Police
 - Officer Adams was not able to enroll in the first class this year for KLETC but is completing field training. He will attend the training center in June.
 - The schedule is pretty much back to normal with full staffing levels.
 - Chief Hisle reports he is getting up to speed. He is researching data tools to help track crime both for internal and external consumption and will be working with Public Works and PD Staff on options for the range.

City Hall will be closed on Monday, January 18th in observation of the Martin Luther King, Jr. Memorial Day.

Mayor Ussery asked Chief Hisle to give a briefing on his few weeks.

Hisle stated the staff in the police department is really good and he is very pleased to see them go above and beyond do to provide a safe community. The personnel have been very welcoming.

13. Council Reports

Griffin has nothing to report.

Marsh had nothing to report.

Clark asked the Public Works Director if the trench at Tracy and Ross will be filled in when the intersection is done.

Misak said he didn't know at this time as he has not seen any final plans for the intersection.

Ussery had nothing to report

14. Adjournment

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

MOTION: *Marsh* moved, *Clark* seconded to adjourn the meeting. Voted and passed unanimously
The meeting adjourned at 7:25PM.

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 January 12, 2015 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 26th day of January 2016.

Courtney Meyer, City Clerk

**City of Clearwater
City Council Meeting
January 26, 2016**

TO: Mayor and City Council
SUBJECT: Consider a Project List from the Park Advisory Board for 2016
Improvements
INITIATED BY: Park Advisory Board
PREPARED BY: City Administrator
AGENDA: New Business

Background: Over the last several years the city along the Recreation Commission has jointly funded Park Improvements at both the Chisolm Trail Sports Complex and City Park. In 2015 those improvements totaled approximately \$52,000, which included new playground equipment as well as the improved backstop and dugouts at the Sports Complex.

Analysis: The Park Advisory Board is presenting a request for improvements for 2016 in the amount of \$38,868 with an additional \$2,500 being donated by the Lions Club.

Those improve consist of:

- Lighting at the City Park Playground - \$18,581
- Improved Seating at the City Park - \$1,000 (\$3,500 total with \$2,500 from Lions Club)
- Miscellaneous Playground Improvements (See List From P.A.B.) \$4,200
- Tree Planting - \$6,000
- Fencing around the basketball court - \$9,087

Financial: The City has budgeted \$40,000 for Park Improvements for 2016. A portion of that was dedicated to sidewalk improvements as a matching grant but can be flexed for other expenditures since the grant program is uncertain. Additionally, the city has received funds for an ADA fishing dock at the Chisolm Ridge Fishing Ponds and is exploring grant opportunities to help fund the project.

Legal Considerations: Review and Comment as Necessary

Recommendations/Actions: It is recommended the City Council:

- 1) Approve the Project List as Submitted;
- 2) Approve the Project List with modifications;
- 3) Table the Matter for Further Study.

Attachments: Park Advisory Board Project List (1-page)

2016 Park Advisory Board Facility Improvement Recommendations

Lighting

- Place lighting around playground equipment – 6 flood style lights - \$10,760
- Electrician - \$2,245
- Light pole foundations - \$3,220
- Place new functional lighting on south side of basketball court – 1 double flood - \$2,356
- Majority of wire and 1” conduit has already been donated
- Estimated Cost: \$18,581

Seating

- Place benches in strategic positions around playground equipment – *Lions Club donated \$2,500 toward benches*
- Place new picnic tables in shaded landing area created between playground and merry-go-round
- Estimated Cost: \$1,000

Playground

- One load of new mulch to fill settling in newly finished playground areas \$6,300/truckload – need maybe a half a load for treehouse and playgrounds - \$3,150
- Replace rubber mulch under Chris Mikesell Treehouse with EWF to match all other play areas
- Dig out, lower, and backfill merry-go-round (possibly disassemble, powder coat and re-assemble) \$1,050/without powder coat
- Estimated Cost: \$4,200

Trees

- Move 3 Evergreens to North Side – Plant 9 new trees – a mix of Oaks, Maples, and Pistaches
- Estimated Cost: \$6,000

Fencing

- Remove existing fencing on the south and west sides of basketball court
- Install new vinyl coated chain link on east(8ft), west(6ft), and south(6ft) sides of the basketball courts
- Install 6ft ornamental iron fence around electrical transformer area for safety and aesthetics
- Estimated Cost: \$6931 (Basketball Court) \$2156 (Transformer) Total: \$9,087

**City of Clearwater
City Council Meeting
January 26, 2016**

TO: Mayor and City Council
SUBJECT: Consider a Resolution Concerning the City of Clearwater's Security Benefits 457 Deferred Compensation Plan
INITIATED BY: City Clerk
PREPARED BY: City Administrator
AGENDA: New Business

Background: In 2008 the Governing Body adopted a resolution and approved a deferred compensation plan from a secondary source of Security Benefits. In 2011, the Governing Body approved a resolution that amended the plan and appointed the then City Clerk as the Plan Administrator.

Analysis: Security Benefits provides an alternative deferred compensation plan to city employees. The plan remains largely unchanged from 2011 but a resolution restating the city's acceptance of the plan and appointing the current City Clerk as the Plan Administrator is required.

Financial: There is no cost to the city for offering the plan. The plan is open to all employees and is primarily used in the Police Department.

Legal Considerations: Review and Comment as Necessary

Recommendations/Actions: It is recommended the City Council:

- 1) Adopt the Resolution as Submitted;
- 2) Adopt the Resolution with modifications;
- 3) Table the Matter for Further Study.

Attachments: Resolution Restating Plan Participation (1-page)

RESOLUTION NO. 03-2016

A RESOLUTION BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS RELATING TO THE ADOPTION OF A RESOLUTION TO 457 DEFERRED COMPENSATION PLAN DOCUMENTS

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS THAT:

The name of employer: City of Clearwater State: Kansas
Title of Program Coordinator: City Clerk

WHEREAS, on March 11, 2008, the Governing Body of the City of Clearwater adopted Resolution 2-2008 approving the plan document for the Security Benefit 457 Deferred Compensation Plan.

WHEREAS, on December 13, 2011, the Governing Body of the City of Clearwater adopted Resolution 11-2011 approving the plan as amended for the Security Benefit 457 Deferred Compensation Plan.

WHEREAS, Security Benefit presented a restatement to the plan document.

NOW, THEREFORE, BE IT RESOLVED, the restatement to the CITY OF CLEARWATER 457 DEFERRED COMPENSATION PLAN (the restatement) is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Amendment.

NOW, THEREFORE, BE IT RESOLVED that Courtney Meyer, City Clerk, is hereby authorized and directed to execute the amended plan documents for the Plan to employees, to designate Employees as eligible for participation in the Plan in accordance with Plan terms, to enter into agreements with Plan participants for participation in the Plan, including Salary Reduction Agreements, and to take such further actions as may be necessary and appropriate to implement the Plan and effectuate the terms and intent of these resolutions.

PASSED BY THE COUNCIL this _____ day of January 2016.

APPROVED BY THE MAYOR this _____ day of January 2016.

(SEAL)

ATTEST:

Courtney Meyer, City Clerk

Burt Ussery, Mayor