

**MINUTES**  
**CITY OF CLEARWATER, SEDGWICK COUNTY, KANSAS**  
**CITY COUNCIL MEETING**

January 13, 2015  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue  
Clearwater, KS 67026

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**CALL TO ORDER**

The regular meeting of the City of Clearwater, Sedgwick County, Kansas, City Council was called to order on Tuesday, January 13, 2015 at 6:30 p.m., in the Clearwater City Council Chamber, City Hall, 129 E. Ross Avenue, Clearwater, Kansas.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

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

Mike York, Mayor; Jim Whitney, Chris Griffin, Burt Ussery, Paul Clark, Laura Papish, Council Members.

The following staff members were present:

Jim Heinicke, Interim City Administrator; Courtney Meyer, City Clerk; Carol Reitberger, Deputy City Clerk. Others staff members present were: Police Chief Gene Garcia, Ernie Misak, Public Works Director; Marvin & Mary Schauf; Fire Department; Donald Schauf, EMS Director; Others present: Paul Rhodes & Sam Jack, Times Sentinel Newspaper; Shaun Weaver, Park Glen Estates; Lonnie Stieben, SKT; Tricia Miles, Home Bank & Trust.

**REVIEW OF THE MINUTES**

Council Member Ussery made a motion to approve the minutes of the December 23rd Council Meeting as written. Council Member Clark seconded the motion and passed unanimously. 5-0

**Public Forum**

No one addressed the City Council at this time.

**NEW BUSINESS**

**Designation of Official Newspaper**

Interim City Administrator Jim Heinicke stated that each year in January the City appoints an official newspaper for city business to be posted.

Mayor Mike York recommended Times Sentinel as the City's official Newspaper.

Council Member Ussery motioned that the Time Sentinel be named the City's Official Newspaper for the 2015 calendar year. Council Member Papish seconded the motion and passed unanimously. 5-0

### **Designation of Official Depository**

Mayor Mike York recommended to the City Council that Emprise Bank be named as the official depository for the 2015 year.

Tricia Miles with Home Bank and Trust asked the Council what Home Bank would have to do to offer a proposal for Home Bank to have the opportunity to serve as the City's bank. Interim Administrator Heinicke stated that there would have to be a comparison of the two banks offers.

After some discussion the City Council would ask both banks to have a proposal to the City by April 1<sup>st</sup> with the bid process a decision made by June 1<sup>st</sup> so that if there was to be a bank change there would be time for changes to be made. City Staff would have to order new checks and have the new accounts ready for the automated items.

Council Member Griffin made a motion to continue with Emprise Bank at this time. Council Member Papish seconded the motion and passed unanimously. 5-0

### **Update on Preliminary Plat for Park Glen Estates**

Interim Administrator Heinicke stated that two issues arose at the Planning Commission meeting on January 6, 2014. The Planning Commission is looking for some direction from the City Council. First, should there be street to connect the Park Glen Estates to Ross? If the street is needed, how should the street be routed and then how the street should be funded? A second matter is whether the Council will allow open ditch paving in a new subdivision.

Shaun Weaver, developer for Park Glen Estates, stated he would like a secondary access road from north of the property. Weaver suggested using the soccer field road and if the city would consider paving the road. Weaver brought this suggestion 2 months ago to the Planning Commission. Council Member Ussery stated he thinks it is necessary for there to be a second entrance into Park Glen Estates. Council Member Whitney stated he is not in favor of using the soccer field road and does not want that road used. Council Member Ussery stated the School is going to have to be involved in this part of the project because the second entrance will have to be coming from the north off of Ross onto school property. Council Member Whitney stated there will have to be a joint City Council and School Board meeting.

Council Member Whitney stated he is not in favor of open ditches. Whitney would like to see curb and guttering like every other subdivision in Clearwater. Council Member Papish asked about property values using either open ditches or curb and guttering. Council Member Ussery asked what the costs are for this project and who is paying for the streets. Council Member Ussery would like to have a meeting with dollar figures and the impact on the City and its budget.

Council Member Whitney would like to hear from City Engineer, Harlan Foraker about

the cost estimate and his recommendations.

City Council and Shaun Weaver discussed sewer, setbacks and smaller lots for patio homes and variances with no action taken.

Council Member Ussery made a motion to make curb and guttering mandatory in new subdivisions in the City of Clearwater. Council Member Clark seconded the motion and passed unanimously. 5-0

### **Proposed Purchasing Policy**

Interim Administrator Heinicke stated at the last Council meeting, Council asked that a new purchasing policy be developed. Heinicke stated that in consultation with Department Heads, a proposed policy has been crafted. Heinicke stated that the policy is twofold. First, it should protect the citizens against unwarranted spending by the City, and second, it should facilitate efficient day to day operation of the City government.

Council Member Ussery made a motion to adopt the purchasing policy with modifications as presented. Council Member Griffin seconded the motion and passed unanimously. 5-0

### **Weigand Real Estate Representation Agreement for Industrial Park**

Interim Administrator Heinicke stated in the notebooks there is a contract extension offer from Weigand Realtors for marketing the Industrial Park. All terms and conditions are the same as the original agreement. Council discussed the pros and cons of having representation by a realtor.

Council Member Ussery made a motion to not renew the contract with Weigand Realtors representation for Industrial Park. Council Member Clark seconded the motion and passed unanimously. 5-0

### **Appointment of Search Committee**

Mayor Mike York appointed Council Member Papish, Council Member Ussery and Lonnie Stieben to the search committee to hire a new Administrator for the City of Clearwater.

Council Member Clark made a motion to accept the Mayor's recommendation as presented. Council Member Whitney seconded the motion and passed unanimously. 5-0

### **Department Head Reports**

Police Chief, Gene Garcia had a meeting with the school district about some SRO changes. Garcia will have a report ready for next Council meeting.

EMS Director, Donald Schauf stated the Clearwater Ambulance Service had 317 calls for the 2014 calendar year. Schauf reported Sedgwick County has the bid price for the new monitors. Schauf has \$5,000 in budget for 2015 and will purchase in 2016. The price will be good for 3 years.

Fire Chief, Marvin Schauf stated on Thursday, January 15<sup>th</sup> he will be attending a meeting in Wellington to discuss automatic aid for the surrounding communities.

Public Works Director, Ernie Misak stated the cost of fixing the generator was \$3,411.00. The business park sign is ready for installation. Misak suggested putting in on the east side of Ross so it can be seen by people coming south into town. Misak stated the sewer ponds made discharge amounts this month. Misak asked the Council about the status of where we are with EBH and Associates. Misak stated he would like to start ordering parts to get this project moving forward.

City Attorney Austin Parker stated that he has looked over all legal issues for this project and is waiting for direction from City Administrator and Council. Council Member Ussery stated he would like to see this project move forward. Interim Administrator Heinicke stated that he and Misak would contact Jim Kohman with EBH and see what should be next to move this project along.

Council Member Whitney asked Misak if Public Works had put the fence up around the wells. Misak stated it is staked off at the farmer's properties, but no fence up yet. Whitney asked if he could have a report ready for the Council at the next meeting.

#### **Claims & Warrants**

City Clerk Meyer presented the claims and warrants as of January 13, 2015 in the amount of \$101,314.29.

Council Member Griffin made a motion to authorize the payment of all Claims and Warrants in the amount of \$101,314.29. Council Member Ussery seconded the motion and passed unanimously. 5-0

#### **Old Business**

Council asked if City Staff would pull old business reports from previous meetings and put in one report for the Council at the next meeting. Council would like to make sure the EMS study and the ADA report are on the sheet.

#### **Staff Reports**

Interim Administrator Heinicke reminded the Council per City Ordinance the water rate will have a yearly 1% increase on the water bills in January. Heinicke stated he and City Clerk Meyer will have a financial report ready soon for the 2015 budget.

City Clerk Meyer asked if Council would authorize her to have a credit card. Meyer requested the same \$500 limit as the previous City Clerk. Meyer reminded the Council that the filing deadline for Mayor/Council is January 27<sup>th</sup> at 12:00 noon.

Council Member Clark made a motion to authorize City Clerk Meyer to have a credit card with a limit of \$500. Council Member Papish seconded the motion and passed unanimously. 5-0

#### **Annual Salary Resolution**

Interim Administrator Heinicke stated the Governing Body annually determines if there

will be adjustments to salaries. Heinicke stated at the last meeting Council asked for a recommended approach to setting salaries. Heinicke stated there are two different approaches to salary adjustments. First is an across-the-board approach and the second is to give increases based upon merit. Interim Heinicke recommends to Council a 1.5% across the board increase for all employees and an additional 1% merit increase for those employees who were judged to be “excellent”.

Council Member Ussery asked for an executive session for Personnel/Attorney Client Privilege for 25 minutes. Council Member Griffin seconded the motion and passed unanimously. 5-0

Council Members went into executive session at 9:45 p.m.

Council Members came out of executive session at 10:10 p.m. Council Member Papish made a motion to approve a 3% increase for all employees across the board and a pay increase for the Deputy Clerk City with expanded duties. Council Member Whitney seconded the motion and passed unanimously. 5-0

Interim Administrator Heinicke stated at the next meeting the agenda will include trash rates for the 2015 year, Park Glen Estates and a zoning change on a property from R-1 to R-2.

### **Council Reports**

Council Member Ussery stated that he is concerned about the waste water issue and would like to see what the next step would be with EBH and Associates at the next meeting.

Council Member Papish had nothing to report.

Council Member Griffin had nothing to report.

Council Member Whitney stated he would like to receive the Council Agenda packets via email instead of paper in a notebook.

Council Member Clark had nothing to report.

Mayor Mike York had nothing to report.

### **Adjournment**

With no further discussion to come before the Council, Council Member Ussery moved for adjournment. The motion was seconded by Council Member Papish. 5-0.

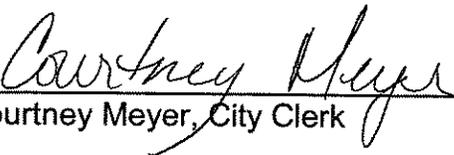
The Meeting adjourned at 10:32 p.m.

**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 13, 2015 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 27th day of January, 2015.

  
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Courtney Meyer, City Clerk