

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
July 12, 2016  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**1. Call to Order**

Council President Laura Papish called the meeting to order at 6:30 p.m.

**2. Invocation and Flag Salute**

Councilmember Griffin 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:

Councilmembers Ron Marsh, Chris Griffin, Laura Papish, and Paul Clark were present.

Mayor Burt Ussery and Austin Wood were absent.

The following staff members were present:

Justin Givens, City Administrator; Courtney Meyer, City Clerk; Ernie Misak, Public Works Director; Bill Hisle, Police Chief; Beki Zook, Clearwater Recreation Director.

Others present: Ryan Peck, Morris Laing; Paul Rhodes, Times Sentinel.

**4. Approval of the Agenda**

Papish called for a motion to approve the July 12<sup>th</sup> agenda as presented.

**Motion: Marsh** moved, **Clark** seconded to accept the July 12, 2016 agenda as presented. Voted and passed unanimously.

**5. Public Forum**

None

**6. Consent Agenda**

Papish called for a motion to approve the consent agenda.

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

**7. Personnel Manual Policy and Code Changes**

Givens explained in 2016, that staff began the process of updating the City Personnel Manual. The Personnel Manual serves as a guide to City Employees for rules, regulations and expectations while employed by the city. Each employee receives a Personnel Manual upon employment with the City. Staff meet over several months to review and propose changes to the document. Those an updated manual was presented to the Governing Body for review and comment. All of those comments and any previous changes proposed were given to an HR Attorney to be reviewed for conformity to State and Federal Labor Regulations.

While reviewing the new manual it was noted that several sections of the Municipal Code would need to be changed or repealed based on new sections in the Personnel Manual. The Personnel Manual, will be adopted by Resolution of the Governing Body and if those sections are not changed the Manual and City Code would be at odds with each other.

Ultimately, there are nine sections of code that have been identified as duplicate or unnecessary code sections and one section that is being recommended to be amended.

Ryan Peck with Morris Laing presented the proposed actions for the City Code.

Council discussed and agreed with Peck's proposed actions and instructed staff to prepare an Ordinance for next council meeting.

### **8. Park usage Group Update**

The purpose of this task force is to identify and discuss options for the open space on city property that could be used for large functions such as the Fall Festival Carnival or other similar activities and create a framework for an open space policy.

Members: Chad Pike, Community Member  
 Cliff Pray, Fall Fest Committee Member  
 Amy Marsh, Recreation/Park Advisory Board Member  
 Becky Schievelbein, Community Member

Process: The group reviewed current and future sites that could accommodate large scale events. Those sites were reviewed on their merits and in the end the group identified three possible locations for large scale community events.

City Park  
 Ross Avenue

Chisholm Trail Sports Complex

Each site has both positives and negatives in hosting large events.

<b>Location</b>	<b>Pro</b>	<b>Con</b>	<b>Additional Info</b>
<b>City Park</b>	Tradition	Damage to Grass	Grass Easy to Repair and Replace
	Ample Space	Access Point / Sidewalk Damage	Sidewalks Can Be Protected
	Keeps Ross Free	Limited Electrical	Costly to Install New
	Centralized Location	Conflicts with Flag Football	Can Be Moved to CTSC
	Lights at Ball Field		
<b>Ross Street</b>	All Weather Surface	Closes Ross Street	
	Frees Up and Protects Park	Limited Space/Ride Reduction	
		Conflicts with Other Events	
		Disrupts Parade Route	
<b>Pool Parking Lot</b>	Hard Surfaced	Space Constraints	
	Centralized Location	Removes Parking Area	
<b>CIC Parking Lot</b>	Middle of Events	Disrupts School Parking	
		Disrupts Parade Staging	

		Area	
		Home Football Conflicts	
<b>Elementary East</b>	Close to Park Events	Damage to Grass	
		Confined Space	
<b>Chisholm Trail Sports Complex</b>	Ample Space	Parking Issues	
	Some Additional Lighting	Removes Event from Downtown	
		Electrical Infrastructure	

Council discussed and decided the Fall Festival Carnival location will need to be discussed each year as improvements to the park are done. Council directed staff to come back to next meeting with a time line for park usage to where it would not delay Fall Festival Committee with a carnival contract.

#### **9. Approve a Maintenance Agreement with Itron**

Earlier in 2016, the City Utility Department launched the use of three new Itron Meter Reading Units. The units minimize the number of manual reads that must be entered both by the reader and then again manually by office staff. The three readers also came with proprietary software from Itron, that communicates with the City's Utility Billing Software.

The maintenance agreement allows for unlimited troubleshooting and communication between Itron and City Staff. To date staff has incurred approximately 7 hours of service time from Itron since the initial set up. By forgoing the agreement, we could use an hourly maintenance and tech fee of \$195.00 per hour from Itron. At the rate charged, the City would have accumulated approximately \$1,300 in fees.

Staff would suggest that while it becomes more familiar with the software and hardware that the two-year maintenance agreement be used and then reevaluated at the end of the term to determine at that time if an hourly charge would suffice for technical support or if an extension to the agreement would be warranted.

The initial \$720.00 for the first year of the agreement would be charged to line item 501.720.014 (contract labor) from the water utility funds for 2016. To date approximately \$3,200 has been used and \$400 would remain after the agreement. Subsequent charges would also be accounted for in the same lines in the 2017 budget.

After discussion, council came to a conclusion to approve the maintenance contract with Itron.

**Motion:** *Griffin* moved, *Clark* seconded to approve the maintenance agreement with Itron. Voted and passed unanimously.

#### **10. Six Month Financial Review**

Givens presented and reported that financials are right on target for the six-month review and asked if Council had any questions.

Council did not have any questions.

#### **11. Claims and Warrants**

Meyer presented the claims and warrants in the amount of \$168,110.21.

**Motion:** *Griffin* moved, *Clark* seconded to pay the claims and warrants in the amount of \$168,110.21. Voted and passed unanimously.

## **12. City Administrators Report**

- **Public Works**
  - Alley work continues during the summer. We are using millings in some areas are replacement and placing new down
  - Mowing continues thru the summer
  - Will finish the improvements on the PD range this week
  - Bladed Wood St last week and staff is looking at a longer term fix for the road.
  - Well 6 is still being used as reported several weeks ago
  - Lab results from the WWTF discharge showed slightly elevated levels on some tests but we will continue to monitor.
- **Parks and Recreation**
  - All Baseball and Softball games have been completed in Clearwater. There is one softball and one baseball team still competing in district and state tournaments.
  - Clearwater hosted the 9 and under district tournament last week with teams from surrounding cities playing over three days in Clearwater
- **Library**
  - The Bug Lady event hosted approximately 40 children which is more than a normal event attendance
  - Summer Reading and other programs will continue thru July. The programs include Park Play and Teen Time, average attendance at these events is around 20 to 25 youth.
  - The last day to submit reports or lists for Summer Reading is July 22<sup>nd</sup>
  - A pool party will be held for the program on the 27<sup>th</sup> of July.
- **Community Center**
  - Staff completed the 6-month report requirements for the Department on Aging.
  - Hosted the Carry In Lunch today and will host biscuits and gravy on Saturday.
- **Police**
  - The City is experiencing a rash of stolen bikes and will be promoting bike security and registration again.
  - Received no complaints over the 4<sup>th</sup> of July Fireworks season.
  - Staff discussed the Pokémon Go epidemic this morning and we will monitor and post information about being safe and respectful while playing the game.
- **Administration**
  - The first house under the Chisholm Ridge Incentive program broke ground this week. Ground breaking is expected on another house next week. We have had two more builders and one prospective home buyer express interest in area as well.
  - 6 month financial reports were distributed to department heads
  - We advised staff to be mindful of thermostat settings at city buildings as we experienced a significant jump in electric usage. The servicing of the units should also help increase efficiency and comfort levels.
  - The Strategic Planning Committee will hold their first meeting on July 21<sup>st</sup>
  - A special Planning Commission meeting will be held on July 19<sup>th</sup> to facilitate a revised plat of the Garth Addition (Higgins/Scappa Issue) and that plat will be presented at the meeting on the 26<sup>th</sup>

## **13. Council Reports**

Clark stated the 4<sup>th</sup> of July fireworks were really good this year.

Marsh had nothing to report.

Griffin had nothing to report.

Papish asked for a Tracy and Ross update. Misak stated they should be done sometime next week. She also asked staff to bring to next meeting information from the Chamber of Coffee meeting about issuing a sales tax in Clearwater for review.

#### **14. Executive Session**

Austin Parker called for a motion to recess into executive session for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship to include the City Attorney. The meeting is to reconvene in the City Council Chamber at 8:20pm

**MOTION: Griffin** moved, **Clark** seconded to recess into executive session. Voted and passed unanimously

Papish called the meeting back to order at 8:20pm and stated there was no action taken.

#### **15. Adjournment**

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

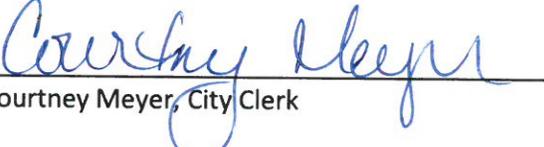
**MOTION: Marsh** moved, **Clark** seconded to adjourn the meeting. Voted and passed unanimously  
The meeting adjourned at 8:22 p.m.

### **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 July 12, 2016 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 26<sup>th</sup> day of July 2016.

  
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Courtney Meyer, City Clerk

