

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
June 28, 2016  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**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, Chris Griffin, Laura Papish, Austin Wood and Paul Clark were present.

The following staff members were present:

Justin Givens, City Administrator; Courtney Meyer, City Clerk; Ernie Misak, Public Works Director; Donald Schauf, EMS Director; Bill Hisle, Police Chief.

Others present: Logan Mills, Certified Engineering Design.

**4. Approval of the Agenda**

Mayor Ussery called for a motion to approve the June 28<sup>th</sup> agenda as presented.

**Motion: *Papish* moved, *Clark* seconded to accept the June 28, 2016 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: *Papish* moved, *Clark* seconded to approve the consent agenda as presented. Voted and passed unanimously.**

**7. Adopt Ordinance 1012, Authorizing the Establishment of Court Costs and Fees within the Clearwater Municipal Court**

Givens stated that based on previous discussions the City Attorney had drafted an Ordinance that would be the first part of the process in establishing the new court fees that were required to be included on tickets after July 1, 2016. The ordinance would establish that court costs could be amended in the future by a simple resolution versus adopting an ordinance each time a court fee is increased by the state.

**Motion: *Papish* moved, *Clark* seconded to adopt ordinance 1012. Voted and passed unanimously.**

**8. Adopt Resolution 5-2016 Establishing Court Costs and Fees within the Clearwater Municipal Court**

Givens stated that the resolution as presented was crafted by the City Attorney and the second part of the process to establish court fees and adopt fees that would reflect the \$3.00 increase that would go in effect on the publication date. This resolution would allow the city to change fees by amending or adopting future resolutions if court fees were to be increased by the State.

**Motion:** *Marsh* moved, *Clark* seconded to adopt resolution 5-2016. Voted and passed unanimously.

**9. Approve a Change Order for the Ross and Tracy Intersection Work**

Givens explained in 2015, the Governing Body approved bonds for street and drainage work on 4<sup>th</sup> Street as well as at the intersections of Ross and Lee and Ross and Tracy. As the plans developed a significant portion of the drainage improvements were removed from the 4<sup>th</sup> Street area as it was determined that the improvements would not have the desirable affect especially in relationship to the expense of the project.

During discussions and field meetings an opportunity was presented to use excess funds from the original cost of the project to extend the range of storm water drains especially in the northwest corner of Ross and Tracy that would allow to enclose open trench.

Following the direction of the Governing Body staff asked the project engineer to look into the costs associated with extending the storm water drain so as to close the open trench in the northwest corner of the intersection.

Based on the new design the project engineer has presented a change order to the Contractor and that change order has now been submitted to the Governing Body for approval. The plan would move a storm inlet west and fill in the existing trench that is in front of True to You Automotive.

The change order as presented shows a cost of \$25,433. The original bonded amount was for \$347,488. Because of the change in work, the total cost of the project was approximately \$80,000. If approved there would be approximately \$242,000 in the project account.

Logan Mills with Certified Engineering clarified that all four corners at Tracy and Ross were to be fixed within the original plans. The change order was to extend the drainage further West on Ross Ave past Tru 2 You Automotive.

**Motion:** *Marsh* moved, *Clark* seconded to approve the change order. Voted and passed unanimously.

**10. Chisholm Ridge Lot Transfers – Lots 37 & 38**

An application has been presented for Lots 37 and 38, Block 1 of the Chisholm Ridge Addition. These lots are for a previous applicant. The lots initially approved by the Governing Body did not work when the house was designed on them.

**Motion:** *Clark* moved, *Marsh* seconded to approve the lot transfer. Voted and passed unanimously.

**11. Chisholm Ridge Lot Transfer Discussion**

Givens stated that the developers have expressed a concern over the length of time to transfer the deeds between the developers and the city. In speaking with the developers it seems a bit onerous to wait up to three weeks before a deed can be secured.

Givens asked if the council would authorize the Mayor to sign the deeds as long as they abide by the

policies set in place by resolution.

**Motion:** *Marsh* moved, *Clark* seconded to authorize the mayor and in his absence the council president, to execute all appropriate documents for the sale of property in accordance with the Governing Body as stated in Resolution 4-2016. Voted and passed unanimously.

## 12. City Hall Renovations

In 2016 funds were programmed in for renovations. Updating the council chambers and installing visual automation.

For the visual automation four companies were contacted for quotes on installing 2 televisions on swivel mounts, staff needed to be able control what went on the televisions by a laptop located in center of room. From the laptop we would need to display PowerPoint and other Office items, videos, and pdf documents. Staff gave them the choice to quote hardwired if possible or wireless. Whichever they thought was more appropriate.

Only two companies chose to quote on a system. Both companies quoted a wireless system. Below is a comparison of who quoted and what was quoted.

	OPTION 1	OPTION 2
<b>COMPANY</b>	McClelland Sound, Inc.	Commercial Sound Company
<b>WIRELESS SYSTEM</b>	ClickShare	logear
<b>TELEVISIONS</b>	65" LG Commercial TV	60" Visio TV
<b>WIRELESS AND INSTALLATION COST</b>	\$4920	\$2954.60
<b>TV COST</b>	\$6200	\$2696
<b>TOTAL COST</b>	\$11,120	\$5650.60

In the council chambers, staff recommends removing the paneling and put up sheet rock in its place, constructing a wall to enclose the council chambers from staff meeting room and installing a solid wood door and moving electrical so outlets will be located behind the televisions. Also to enclose the cemetery office to help with energy costs

<b>REMOVE PANELING, SHEETROCK, ELECTRICAL</b>	\$4355
<b>NEW WALL WITH DOOR</b>	\$3446
<b>INSTALL SLIDING DOOR IN CEMETERY OFFICE</b>	\$500
<b>RECONSTRUCTION TOTAL</b>	<b>\$8301</b>

\$24,000 was budgeted for building renovations for the 2016 Budget.

- Option 1 Total \$19,391
- Option 2 Total \$13,952

Staff recommended Option 1 as the ClickShare wireless system is designed for meetings and includes commercial grade televisions as regular televisions would not be covered with any warranty.

After a brief discussion Mayor Ussery called for a motion.

**Motion:** *Clark* moved, *Marsh* seconded to move forward with Option 1 in the amount of \$11,120. Voted and passed 4-1 (Griffin).

**13. KDOL Inspection Update**

Givens presented the KDOL Inspection the City received and reported that all but one item was completed. All items need to be completed by July 19<sup>th</sup>.

**14. 2016 Budget Amendment**

Meyer explained expenditures will be exceeded for the Debt Service Fund and the City Capital Improvement Fund for 2016. This process does require a public hearing but no additional tax dollars will be required.

In 2015 the scheduled street project was delayed until 2016 budget year. Therefore, the funds that were to be appropriated in 2015 carried over to 2016 and will be expensed in the current budget year.

The Debt Service Fund was not budgeted for the correct amount. This amendment will rectify that issue.

Both the revenues and the expenditures change in 2016 has been captured in the 2017 proposed budget.

The public hearing and adoption of the 2016 amended budget must happen prior to the adoption of the 2017 Budget as the amended revenues and expenditures are programmed into the 2017 Budget.

FUND	CURRENT AUTHORIZED EXEDITURES	PROPOSED AMENDED EXPEDITURES
City Capital Improvement	\$116,000	\$150,000
Debt Service	\$438,799	\$460,285

**Motion: Griffin** moved, **Marsh** seconded set the budget hearing to amend the 2016 Budget for July 26<sup>th</sup> at 6:30pm. Voted and passed unanimously.

**15. 2017 Budget**

Givens stated that each year the City is required by state statue to adopt, publish, and conduct a public hearing for their budget on an annual basis. Staff and the City Council have prepared budgets for departments and worked thru a budget for 2017.

The proposed budget for 2017 includes a 2 mill increase over 2016. From a rate of 54 to 56 mills. The budget includes approximately \$71,000 in transfers to equipment reserve funds as well as approximately \$275,000 in Capital Improvements. The FY 2017 Budget provides for an overall budget expenditure authority of \$4,291,034. Each mill will equal approximately \$14,945 and is expected to generate approximately \$836,920 in property taxes in 2017.

The proposed increase would result in an increase on a \$100,000 house from \$621.00 to \$644.00. For a \$150,000 house the resulting increase would be from \$931.00 to approximately \$966.00 per year.

**Motion: Griffin** moved, **Marsh** seconded set the 2017 budget hearing for July 26<sup>th</sup> at 6:30pm. Voted and passed unanimously.

**16. Claims and Warrants**

Meyer presented the claims and warrants in the amount of \$23,296.17.

**Motion:** *Griffin* moved, *Clark* seconded to pay the claims and warrants in the amount of \$23,296.17. Voted and passed unanimously.

### **17. City Administrators Report**

- **Public Works**
  - Completed the first meter reading with the new handhelds, staff is working thru a few minor issues but mostly it went well.
  - Filled several utility cuts with hot mix in various places in town last week
  - Will be working on alleys using millings and also trimming trees in certain locations
  - Continued repairs on the gun range.
  - Continued mowing throughout the city
  - Put Well #6 into use after high water demand yesterday – Wells 7 and 8 had been the primary wells as they have variable speed drives which help save on electricity and wear and tear on the pumps.
- **Parks and Recreation**
  - The regular season for baseball and softball ends this week with tournament play starting after the 4<sup>th</sup> of July.
  - Follow Up Phone Call with the Sunflower Health Organization will be Thursday at 10:00 am.
  - Experiencing issues with the lights at the concession stand that public work will be looking into
- **Library**
  - Summer Programs Continue; including Park Play, Storytime, Snap Circuit and they will have the Bug Lady in next Thursday, which is always a popular event.
- **Community Center**
  - Commodities hand out was today
  - Staff has submitted the Sedgwick Co Department on Aging Application for funding in 2017.
- **Police**
  - Working an assault that occurred after a 12 and under baseball game between a coach and parent from out of town.
- **Administration**
  - All City A/C Units have been serviced, cleaned and charged
  - Staff was informed that GWEDC has submitted our Business Park Property for two site request proposals. Our site as well as several others were included for a wind generation facility and another more general site request.
- **July 4<sup>th</sup> Activities**
  - City Hall Will Be Closed On July 4<sup>th</sup>
  - Fireworks can be shot July 1<sup>st</sup> and 2<sup>nd</sup> from 10:00 am to 10:00 pm
  - On July 3<sup>rd</sup> and July 4<sup>th</sup> from 10am to Midnight
  - The Aquatic Center will be hosting fun games starting at 2:00pm and will close at 5:00
  - The Fireworks display will start shortly after dusk

### **18. Council Reports**

Griffins asked if Recreation Department had a policy for inclement weather. Givens was to look into it.

Marsh had nothing to report

Clark had nothing to report

Papish stated residents have complained about a cat problem by the Christian Church. Givens was to look into city code to see what could be done about cats at large. Papish also asked about drainage work that had been previously discussed. Misak explained that there had been some discussions about extending the concrete swale to a point North of Wood behind the River Church and North to Janet culvert. Misak was to report back.

Misak also report there should be bids for mowing next meeting.

Wood had nothing to report

Ussery asked for an update on park usage. Givens stated he would have something next meeting. He also asked what the plans were for the backstop at Chisholm Ridge Sports Complex. Givens stated he will have something for next meeting.

### **19. 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 8:06 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 June 28, 2016 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 12<sup>th</sup> day of July 2016.

  
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Courtney Meyer, City Clerk