



City of Clearwater Council Meeting Agenda
Tuesday March 24, 2020 at 6:30pm
129 E Ross Clearwater, KS 67026

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1. CALL TO ORDER / INVOCATION AND FLAG SALUTE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC FORUM

Members of the public can address the Mayor and City Council limited to not more than five minutes.

5. CONSENT AGENDA

Items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed.

- a. [03/24/20 Council Meeting Minutes](#)
- b. [Claims and Warrants](#)
- c. [Resolution 05-2020, Appropriation Resolution](#)
- d. [Approval to hire for Public Works and Parks & Facilities](#)
- e. [Mayoral Appointments](#)

6. STAFF REPORTS

7. BUSINESS

- a. [Proclamation of a State of Local Disaster Emergency](#)
- b. [Consider Quote to Upgrade Water System Pump Station](#)

8. ADMINISTRATORS REPORT

9. GOVERNING BODY COMMENTS

10. EXECUTIVE SESSION: K.S.A. 75-4319(B) (4) TO DISCUSS DATA RELATING TO FINANCIAL AFFAIRS OR TRADE SECRETS OF CORPORATIONS, PARTNERSHIPS, TRUSTS, AND INDIVIDUAL PROPRIETORSHIPS

- a. **ACTION AS A RESULT OF EXECUTIVE SESSION**

11. ADJOURNMENT



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

Next Assignment Numbers

Charter Ordinance: 21

Ordinance: 1058

Resolution: 05-2020

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 6:00 and 6:30 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.

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
February 25, 2020
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; Justin Shore, Shirley Palmer-Witt, Chad Pike and Chris Griffin were present.

Yvonne Coon was absent.

The following staff members were present:

Ron Marsh, City Administrator, Courtney Meyer, City Clerk; Austin Parker, City Attorney.

Others Present: Jared Dinwiddie, Michelle Leidy-Franklin, Kirk Ives, Laura and David Papish, Bethany McGuire, Madison Simoneau, Makenzie Teeter, Audra Jacobs, Haley Dull, Morgan Wemer, Taylor Klausmeyer, Trent Klausmeyer, Cassie Martinez, Aaliyah White, Noah Shelburn.

3. Approval of the Agenda

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated Items 10 and 11 need to be combined.

Mayor Ussery called for a motion to approve the agenda as modified.

Motion: *Palmer-Witt* moved, *Pike* seconded to accept the agenda as modified. Voted and passed unanimously.

4. Public Forum

None

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: 02/25/20

Claims and Warrants

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

6. Staff Reports

a. Police Department – Kirk Ives – Council had no questions

b. Fire Department –Jared Dinwiddie – Reported that Clearwater Fire was part of the wildland task force that was sent to Oklahoma. Council had no questions

c. Public Works – Ernie Misak – Council had no questions

7. Business

a. Consider Changes to Aquatic Center Staffing and Pay Scale

During the February 11, 2020 meeting the Governing Body approved new operating hours for the Aquatic Center. During the discussion the addition of a Swim Lesson Coordinator and a pay increase for the pool manager were discussed. However, neither of these changes were part of the final motion.

Staff is requesting the addition of a Swim Lesson Coordinator to the aquatic center staffing table and a pay increase for the pool manager. The Swim Lesson Coordinator is anticipated to work 20 hours per week for eight weeks in that role at \$15/hr. Staff is also requesting a 10% increase for the pool manager. This position has not had a pay increase since 2016.

There will be an increase of \$2400 for the Swim Lesson Coordinator and \$650 for the Pool Manager in the pool budget.

Council discussed if \$15.00 was too high considering the price we pay our police officers. Marsh stated the hourly rate was up to \$15.00. Council asked if there is already someone in mind for the position, staff stated yes. Council asked if this person does not work out for the job that the pay range be lowered to start at \$10.00.

Motion: *Palmer-Witt* moved, *Pike* seconded approve the aquatic center staffing and pay scale. Voted and passed unanimously.

b. Consider Agreement with Wiens Auction for Sale of 2006 Osage Ambulance

The Public Works 2008 F 150 Ford Pickup Truck developed engine problems. It was taken to Mel Since council voted to remove the ground ambulance service staff has been looking for an avenue to sell the ambulances. In December 2019 staff asked council to consider Purple Wave auction however Purple Wave did not allow for a minimum price and the vehicle would have gone to the highest bidder, no matter what the highest price was.

Council requested staff to look at other options. Justin Patrick followed up with an auction company out of Wellington, KS. Wiens Auction is the company Wellington uses. This company allows Clearwater to set a minimum price for auction.

There will be no out of pocket expense for Clearwater to hire Wiens Auction. There is a 10% buyer premium that goes to the Wiens as well as a 5% commission from Clearwater after the unit is sold.

Council asked if there was a minimum price that has been established. Justin Patrick said he thinks \$5000 would be an appropriate minimum.

Motion: *Palmer-Witt* moved, *Shore* seconded to authorize the Mayor to enter into agreement with Wiens Auction and set the minimum price of the 2006 Osage Ambulance at \$5000. Voted and passed unanimously.

c. Consider Purchase of New Police Vehicle

During the 2020 Budget, Council approved the replacement of the 2013 Chevy Tahoe. The budget for financing \$9000 for the year.

Chief Ives contacted Superior Emergency Response Vehicles out of Andover to see what they had available and received a quote from them off the State contract for a 2020 Dodge Durango for

\$31,821. Since the quote is off the State contract, the pricing will be the same no matter what location you received the vehicle from. Chief Ives contacted Davis Moore and Eddy's Chrysler to verify the information.

Emergency Response Vehicles will also equip the vehicle with the lights, cage, graphics, radios, computer, etc. for \$11,655. For a total cost for new vehicle \$43,476.00. Delivery time will be 45 to 60 days.

The Police department is not looking into Ford or Chevy because in 2019 Clearwater went out to bid for a vehicle and it was awarded to Ford. Since then Chevy went on strike and is not producing any of the 2020 Police Package Tahoe therefore Ford and Dodge received all orders Chevy had to cancel. Right now, the Ford Explorer Clearwater ordered in February 2019 has still not made it to production. Dodge can produce a vehicle in 45 to 60 days.

City Administrator, Ron Marsh, has given Ford the written 30-day notice of our intent to cancel the bid award for the police vehicle per the termination section of the original bid. If our vehicle is received by April 3, 2020, we will honor the bid otherwise the order will be cancelled, and the Police Chief will find another available vehicle. Since then Rusty Eck Ford stated they will be able to produce the vehicle within the 30-day time period.

There is \$9,000 in 2020 budget to finance a new 2020 vehicle for the police department. Emprise bank can finance a fixed rate of 3.06% for 3 years with a monthly payment of \$1,266.00 (\$10,128 for 2020 and \$15,192 full year of payments) or a fixed rate of 3.16% for 5 years with a monthly payment \$785.00 (\$6,280 for 2020 or \$9420 full year payments). The difference between the two interest rates is \$1,524.00.

Motion: *Griffin* moved, *Shore* seconded to authorize the purchase of the Dodge Durango from Emergency Response Vehicles for \$43,476 and finance for 5 years at 3.16%. Voted and passed unanimously.

8. Administrators Report

- Housing Incentives has been published on the website and Facebook. The City is taking out an ad in the Times Sentinel for advertising and also working on a banner option for advertising at the Highway signs. Staff has also reached out to Wichita Association of Realtors to see how we can reach the local realtors.
- SKT Companies sent out a letter to their cable TV customers that the cable services will be discontinued 3/31/20. SKT Customer Service will be helping customers through the transition. City Hall has handouts provided by SKT that give customer options for other streaming services available in Clearwater. They can be picked up at City Hall.
- At the next Council meeting, March 24th, from 6:00 to 6:30 we will host a meet and greet at City Hall for the new Police Chief, Kirk Ives.
- Kevin Bush's retirement reception will be held at City Hall on March 27th from 4 – 6pm.
- Clearwater Rec and Clearwater Village are teaming up this year to put on the Easter Egg Hunt on April 4th from 10am – 12pm at the Village. There will be an Easter Bunny there for pictures and over 4000 eggs for kids to hunt.
- April 13th is the Big Truck Event at Clearwater Middle and Intermediate Center

- Curbside Cleanup will be April 18th. This is the cleanup that people put items at the curb and Waste Connections picks up at the house.
- Sedgwick County selected Clearwater as a Household Hazardous Waste Collection location in 2020. They will be setting up collection June 20, 2020
- May 16th the Chamber is having a “shred it” day in Mize’s parking lot.
- Reminder of the LKM Governing Body Institute April 24-25 in Manhattan.
- Starting March 11th the City will start heavily promoting the Census via Social Media.
- KMIT came out for their annual audit on March 6th. We will continue to receive a 5% discount on our Workers Compensation rates based on the safety measures and training we have implemented.
- Staff has re-opened the Public Works position. We are advertising with Kansas Works, Indeed, newspapers, website and looking a possible temp agency placement.

9. Governing Body Comments

Griffin had nothing to report

Pike had nothing to report

Palmer-Witt had nothing to report.

Shore had nothing to report

Ussery mentioned the Senior Class is looking for public service hours, if there is any opportunity please notify Ron how many students you need and for how long and he will get it arranged.

10. Executive Session K.S.A. 75-4319(B) (1) TO DISCUSS CONFIDENTIAL DATA RELATING TO FINANCIAL AFFAIRS OR TRADE SECRETS OF SECOND PARTIES

Motion: Palmer-Witt moved, **pike** seconded to recess into executive session pursuant to the financial affairs or trade secrets of a second party to include the City Administrator and the City Attorney. The open meeting will reconvene in the City Council Chamber at 7:29 p.m.
Voted and passed unanimously.

Mayor Ussery called the meeting back to order and stated there was no action taken in executive session and requested an extension for the executive session.

Motion: Palmer-Witt moved, **Shore** seconded to recess into executive session pursuant to the financial affairs or trade secrets of a second party to include the City Administrator and the City Attorney. The open meeting will reconvene in the City Council Chamber at 7:45 p.m.
Voted and passed unanimously.

Mayor Ussery called the meeting back to order and stated there was no action taken in executive session

Motion: Palmer-Witt moved, **Pike** seconded to allow staff to move forward to formalize an agreement with Plains Cotton Cooperative Association for the purchase of property at the Clearwater Business Park to include entering into discussion with Bond Council to work with PCCCA to apply for Industrial Revenue Bonds (IRB), schedule call for public hearing to

approve Resolution of Intent. Voted and passed unanimously.

11. Adjournment

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

MOTION: *Palmer-Witt* moved; *Shore* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:47 PM

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 March 10, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 24th day of March 2020

Courtney Meyer, City Clerk

Check Register Report

Date: 03/20/2020

Time: 4:36 pm

Page: 1

City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
EMPRISE BANK Checks								
46032	03/18/2020	Printed			APS1	AAA PORTABLE SERVICES, INC.	RENTAL CHARGE 2-15 - 3-13	70.00
46033	03/18/2020	Printed			AMS1	AIRGAS MID SOUTH	RETURNING 4 CYLINDERS	145.00
46034	03/18/2020	Printed			AMAZ	AMAZON BUSINESS	BUSH RETIREMENT	28.67
46035	03/18/2020	Printed			AXON	AXON ENTERPRISE, INC	HOLSTERS	141.00
46036	03/18/2020	Printed			BBL1	B & B LUMBER	KITCHEN FAUCET/SUPPLIES	222.72
46037	03/18/2020	Printed			B & T	BAKER & TAYLOR	MATERIAL	34.56
46038	03/18/2020	Printed			BARDAVON	BARDAVON HEALTH INNOVATIONS	DRUG SCREEN/IVES	110.00
46039	03/18/2020	Printed			BPS1	BAYSINGER POLICE SUPPLY	UNIFORM IVES	1,735.02
46040	03/18/2020	Printed			BSWI	BRENNTAG SOUTHWEST, INC.	CHEMICAL	628.97
46041	03/18/2020	Printed			BROAD	BROADSTROKE INC	UTILITY BILLS	660.36
46042	03/18/2020	Printed			BPEC	BUSINESS PROTECTION EQUIP CORP	MAINTENANCE AGREEMENT/SHREDDER	201.50
46043	03/18/2020	Printed			CARL	CARL FRY	FUEL REIMBURSEMENT	21.47
46044	03/18/2020	Printed			CPSS1	CENTRAL POWER SYSTEMS & SERV	PG WET WELL GENERATOR	690.51
46045	03/18/2020	Printed			CI W	CIRUS WATER	POLICE DEPARTMENT	18.00
46046	03/18/2020	Printed			CWAC	CITY OF WICHITA	ANIMAL CONTROL IMPOUND	100.00
46047	03/18/2020	Printed			CCC2	CLEARWATER AREA CHAMBER	SHRED-IT	200.00
46048	03/18/2020	Printed			CWC02	CLEARWATER WELLNESS CENTER	MARCH STATEMENT	60.00
46049	03/18/2020	Printed			CORE &	CORE & MAIN LP	METER ADAPTERS	256.53
46050	03/18/2020	Printed			DOS1	DIGITAL OFFICE SYSTEMS	OVERAGE	29.88
46051	03/18/2020	Printed			FAR	FARREL LANGE	RESTITUTION	80.00
46052	03/18/2020	Printed			FEDERAL	FEDERAL LICENSING INC	TWO WAY RADIO LICENSE	124.00
46053	03/18/2020	Printed			GAL1	GALL'S INC.	SHIRT/TASER HOLSTER	254.15
46054	03/18/2020	Printed			JESSIE	JESSIE K. GONZALEZ	OVERPAYMENT CASH BOND	9.00
46055	03/18/2020	Printed			JDG1	JOHNNY L. MISHLER	WINDOW ENVELOPES	36.00
46056	03/18/2020	Printed			KS DEPT	KANSAS DEPT OF ADMINISTRATION	MARSH/MEYER BUDGET WORKSHOP	150.00
46057	03/18/2020	Printed			KOC1	KANSAS ONE CALL SYSTEM, INC.	28 LOCATES	33.60
46058	03/18/2020	Printed			KST1	KANSAS STATE TREASURER	LEO TRAINING/CORRECTION FUND	663.50
46059	03/18/2020	Printed			KOUR	KOURTNEY BERNTSEN	CHAIR YOGA 3/2, 3/9, 3/16	90.00
46060	03/18/2020	Printed			LOK1	LEAGUE OF KS MUNICIPALITIES	USSERY	525.00
46061	03/18/2020	Printed			LCS1	LOWE'S	STATEMENT	219.02
46062	03/18/2020	Printed			MERI	MERIDIAN ANALYTICAL LABS, LLC	SEWER ANALYSIS	287.00
46063	03/18/2020	Printed			METRO	METROPOLITAN AREA BUILD & CONS	B/E/M/P PERMITS FEBRUARY 2020	103.00
46064	03/18/2020	Printed			MIG1	MIZE'S THRIFTWAY	STATEMENT	105.42
46065	03/18/2020	Printed			MOEX	MORE'S EXCAVATING	RED LANDSCAPING SHALE	161.00
46066	03/18/2020	Printed			MC05	MULVANE COOP	STATEMENT	103.58
46067	03/18/2020	Printed			OR	O'REILLY AUTO PARTS	1995 FORD	128.43
46068	03/18/2020	Printed			PCA1	PETTY CASH	CITY	16.75
46069	03/18/2020	Printed			RSA1	RANDAL STIENER ARCHITECT, P.A.	ARCHITECTURAL SERVICES	3,200.00
46070	03/18/2020	Printed			RA01	RESERVE ACCOUNT	POSTAGE	300.00
46071	03/18/2020	Printed			RR1	ROY RIGGS	REIMBURSED EXPENSE	20.00
46072	03/18/2020	Printed			SAFE S	SAFE SLIDE RESTORATION	POOL SLIDE POLISH & WAX	4,650.00
46073	03/18/2020	Printed			SWSC	SALINA WHOLESALE SUPPLY CO	RUBBER METER GASKET	103.80
46074	03/18/2020	Printed			SOS	SECRETARY OF STATE	NOTARY RENEWAL/REITBERGER	25.00
46075	03/18/2020	Printed			SCDF	SEDGWICK COUNTY	PRISONER HOUSING	645.15
46076	03/18/2020	Printed			0004	SEDGWICK COUNTY ELECTRIC COOP	STATEMENT	708.09
46077	03/18/2020	Printed			SERV	SERVPRO OF NORTHWEST WICHITA	DUCT CLEANING	2,547.20
46078	03/18/2020	Printed			SG COUNTY	SG COUNTY GIS	CITY MAPS	70.00

Check Register Report

Date: 03/20/2020

Time: 4:36 pm

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City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
EMPRISE BANK Checks								
46079	03/18/2020	Printed			TINA	TINA WELCH	MILEAGE	100.12
46080	03/18/2020	Printed			T2UL	TRUE2U AUTOMOTIVE, LLP	CLAMPS	12.92
46081	03/18/2020	Printed			USBAN	U.S. BANCORP EQUIPMENT FINANCE	COPIER LEASE	248.26
46082	03/18/2020	Printed			VER	VERIZON WIRELESS	STATEMENT	441.20
46083	03/18/2020	Printed			VISA	VISA	CRIMINAL LAW BOOKS	1,297.94
46084	03/18/2020	Printed			WC11	WASTE CONNECTIONS, INC.	STATEMENT	14,694.90

Total Checks: 53

Checks Total (excluding void checks):

37,508.22

Total Payments: 53

Bank Total (excluding void checks):

37,508.22

Check Register Report

Date: 03/20/2020

Time: 4:36 pm

Page: 3

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Checks								
499	03/18/2020	Printed			AFL1	AFLAC	FEBRUARY PREMIUMS	1,473.24
500	03/18/2020	Printed			CLA1	COLONIAL LIFE & ACCIDENT	STATEMENT	177.80
501	03/18/2020	Printed			HSB1	EMPRISE BANK	BUSINESS PARK	34,112.31
502	03/18/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	STREET LIGHTS	1,875.96
503	03/18/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	129 E. ROSS	252.23
504	03/18/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	921 E. JANET	175.38
505	03/18/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	319 W. ROSS	312.40
506	03/18/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	150 S. PROSPECT	30.75
507	03/18/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	100 E. ROSS	36.19
508	03/18/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	109 E. ROSS	167.13
509	03/18/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	149 N. FOURTH	100.14
510	03/18/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	GROUP BILL	1,617.44
511	03/18/2020	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	SALES TAX/CITY	243.97
512	03/18/2020	Printed			KGS1	KANSAS GAS SERVICE	921 E. JANET	196.73
513	03/18/2020	Printed			KGS1	KANSAS GAS SERVICE	319 W. ROSS	435.65
514	03/18/2020	Printed			KGS1	KANSAS GAS SERVICE	109 E. ROSS	194.97
515	03/18/2020	Printed			KGS1	KANSAS GAS SERVICE	129 E. ROSS	207.28
516	03/18/2020	Printed			KGS1	KANSAS GAS SERVICE	149 N. FOURTH	177.95
517	03/18/2020	Printed			KGS1	KANSAS GAS SERVICE	401 W. ROSS	166.23
518	03/18/2020	Printed			KGS1	KANSAS GAS SERVICE	901 CLEARCREEK	56.41
519	03/18/2020	Printed			MERCHANT	MERCHANT SERVICES	CONVENIENCE FEE	192.07
520	03/18/2020	Printed			MERCHANT	MERCHANT SERVICES	SURCHARGE FEE	255.32

Total Checks: 22

Checks Total (excluding void checks):

42,457.55

Total Payments: 22

Bank Total (excluding void checks):

42,457.55

Total Payments: 75

Grand Total (excluding void checks):

79,965.77

CITY OF CLEARWATER, KANSAS

RESOLUTION NO. 05-2020

A RESOLUTION PROVIDING FOR THE APPROPRIATION, BY FUND, OF THE BUDGET OF THE CITY OF CLEARWATER, KANSAS FOR THE YEAR BEGINNING JANUARY 1, 2020; AND APPROPRIATING MONEY FROM THE VARIOUS FUNDS THEREOF TO PAY PAYROLL AND CLAIMS AGAINST THE CITY OF CLEARWATER FOR THE 2020 CALENDAR YEAR.

WHEREAS, the 2020 proposed annual budget and financial statement for the City of Clearwater, Kansas, as shown on standard State budget forms and subject to notice of hearing and public hearing, has been approved, adopted and appropriated, by fund, by the governing body of the City of Clearwater, Kansas, as the maximum amount of funds to be expended by the City of Clearwater, Kansas for the budget year starting January 1, 2020; and

WHEREAS, the governing body of the City of Clearwater, Kansas has determined it to be prudent and expedient to capitalize on the capabilities of City staff to pay payrolls and claims as provided in the 2020 approved budget for the City of Clearwater, Kansas, without the need to wait on formal approval of such payrolls and claims by the governing body of the City of Clearwater, Kansas during a regular City Council meeting.

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

Section 1. Appropriation.

The 2020 Approved Budget of the City of Clearwater, Kansas, as adopted by the governing body of the City of Clearwater, Kansas, shall hereby constitute an appropriation of the money so budgeted, and the City Administrator of the City of Clearwater, Kansas shall be authorized to pay payrolls, at the pay rates and/or salaries established by the governing body of the City of Clearwater, and claims as provided in said Budget of the City of Clearwater; provided that all such payments made shall be deducted from the accounts so appropriated and that the total of all payments made shall not exceed the amount appropriated within said budget and that all claims and charges against each fund shall, at all times, comply with the provisions of the cash basis law of the State of Kansas.

Section 2. Regulations.

The City Administrator shall establish regulations as to the manner of payment and the periodic dates on which payroll and claims shall be paid, provided, that all employees of the City of Clearwater, Kansas shall continue to be paid biweekly and no payroll or claim shall be paid until it has been approved by the Mayor, City Administrator, City Clerk and/or the City Treasurer.

Section 3. Method of Payment.

The payment of payrolls, claims, and line item appropriations shall be by warrant check, as provided by law, and such warrant checks shall be signed by the following three people, in accordance with K.S.A. 10-803 and K.S.A. 10-805: the Mayor, or in his absence the City Council President or other City Councilmember authorized by the governing body of the City of Clearwater to act as City Council President in the absence of the City Council President, the City Clerk, and the City Treasurer. All such warrant checks issued in payment of payrolls and claims shall be delivered to the officers, employees, agents, vendors and other claimants of the City by the City Treasurer, and it shall be his/her duty to maintain a record of all warrant checks so delivered in accordance with K.S.A. 10-805.

Adopted by the City Council this 24th day of March 2020.

Approved by the Mayor this 24^h day of March 2020.

BURT USSERY, MAYOR

ATTEST:

SEAL

COURTNEY MEYER, CITY CLERK

**City of Clearwater
City Council Meeting
March 20, 2020**

Approval to Hire for Public Works and Parks & Facilities

Context: With the retirement of Kevin Bush on March 27, 2020, Staff has been interviewing applicants to fill the upcoming vacancy and is presenting Jason Biggs to fill the position of Public Works Operator. Jason has almost 7 years of Public Works experience as well as other road maintenance experience. Staff recommends hiring Jason at a starting pay of \$15.00/hour with a start date of March 30, 2020 contingent upon completion of the post offer employment testing to include passing a drug test.

For the 2020 budget the Governing Body approved the hiring of a Parks & Facilities Superintendent. I have interviewed 4 candidates for the position and am presenting Chadd Posch to fill this position. Chadd is a current Public Works employee with 8 years' experience and wealth of knowledge about Clearwater's parks and facilities. However, as this will leave a vacancy in the Public Works department Chadd will remain in his current role with Public Works until his replacement is hired. This will be a lateral pay move as we will start him at his current pay rate of \$18.03/hour. After six months of satisfactory performance his pay will increase to \$18.75/hour.

Financial: The pay for both these positions falls within the budgeted amount for 2020.

Legal Considerations: Review and comment as necessary.

Recommendations/Actions: Approve the hiring of Jason Biggs as Public Works Operator and Chadd Posch as Parks & Facilities Superintendent under the aforementioned conditions.

**City of Clearwater
City Council Meeting
March 20, 2020**

Mayoral Appointment

Context: Per City code 2-196 Mayor appoints representatives for Council approval to the Senior Center Advisory Board as vacancies occur.

Maureen Bailey 2019 – 2021

Tom Wallace 2019 - 2021

Financial: There is no financial obligation for the City.

Legal Considerations: Review and comment as necessary.

Recommendations/Actions: Approve the mayor's appointment

To: Mayor and City Council

From: Jared Dinwiddie
Clearwater Fire Chief

Date: March 20, 2020

Re: Fire Department Staff Report

- Clearwater Fire responded to 12 medical calls and 1 Fire call since last meeting.
- Average response time for SGC0 EMS on medical calls has been around 19 minutes.
- To Date: The department has been unable to respond to **5** emergency calls. This is a result of the normal personnel that respond, were at their full-time job with their respective agencies.
- The one fire call the department had was a deployment with the Sedgwick and Sumner Counties Wildland Task Force. Our department provided a Brush unit and a Command unit. They were deployed to Beaver, OK and were gone for approximately 24hr. While there, they were assigned hot spot mop-up operations and relief for initial fire crews.
- The International 4700 (New brush truck) is back from Inland Trucking. Soon it will be taken to Gary Berger's residence to have the tank removed, and then be ready for paint and skid installment.

****Personnel are being kept up to date on the ever-changing circumstances with COVID-19. The Dept. has a response policy in place and to date, no incidents or exposures have been recorded.**

To: Mayor and City Council

From: Kirk Ives,
Chief of Police

Date: March 20, 2020

Re: Police Department Staff Report

Officers:

Zac Nolan our new officer was not able to go to KLETC on 03/16/2020 due to the COVID-19. Nolan will be extending his FTO program here until KLETC opens again.

LT. Gearhardt has returned from vacation and back working as hard as he always has. We are glad to have him back.

Roy Riggs has been working hard on the evidence room/ storage room clean up.

New full-time certified Officer was interviewed Monday for last open position.

Vehicles:

2013 Tahoe Seat and door panel was Replaced/repared, the Tahoe also received a set of new tires.

2016 Ford interceptor also had the seat repaired

2020 Durango is in the shop and being built at Superior in Andover

2020 Ford Interceptor is still to be done in the 30-day time period if the COVID-19 doesn't shut the plant down.

Matters of interest since last meeting on Police Activity:

We had 36 Dispatched Calls

3/07/2020 DUI/TOC 12:40 AM Under 21

3/16/2020 Suspicious Persons in trying to sell aerial photos of farm /1 week ago, report was made to late to locate anyone.

3/18/2020 Alarm-Burglary Football field/ Cut screen, the alarm scared suspect away.

3/18/2020 Traffic stop: suspect was traveling at a high rate of speed on the wrong side of the road. Items as followed were Stolen vehicle, Drugs, Stolen firearm and tried to flee from officers. Arrest was made.

To: Mayor and City Council Members

From: Ernie Misak, Public Works Director

Date: March 24, 2020

Subject: Public Works Summary

1. Continued to work on alleys to add rock and fill potholes.
2. Wastewater results for the March discharge were above limits on BOD. We collected another wastewater sample and have taken to lab for BOD analysis. An average of 30 or less for the two samples would not be in violation. Results not known. Also sampled wastewater transfer from cell #1 to cell #2 to check treatment in cell #1.
3. Repaired fence at basketball court at City Park.
4. Installed temporary fencing at Diamond #3 at Sports Complex.
5. Read meters and rereads.
6. Repaired pothole on Michelle.
7. Cut out failed asphalt on N. Tracy. Filled with rock. Will asphalt patch after all settling occurs.
8. Started sweeping sand/debris from streets. Tire disintegrated and had to be replaced.
9. Interview two applicants for Public Works vacancy(s). Made one offer of employment contingent upon passing drug screen and physical assessment.
10. Martin and Company has started the "curb/gutter" project on S. Tracy that was bid last year but was not completed due to time and temperature.
11. Repaired chlorinators at well #7 and #8.
12. Other normal duties and responsibilities.

To: Mayor and City Council

From: Courtney Meyer
City Clerk

Date: March 20, 2020

Re: Senior Center Staff Report

- Due to COVID-19 virus all Senior Center events have been cancelled until further notice
- Rentals for the Center have been cancelled or post poned.
- Meals on Wheels/ Friendship Meals are offering take home and delivery meals only
- We have been directed by DCF that we will still be proving the Food Assistant program with the following safety measures.
 - The USDA has waived the personal signature requirement on the form for distributions in March and April. For this to be viable, site staff/volunteers would maintain an adequate social distance and ask if the participant meets the income guideline and agrees to the statements. If so, the staff/volunteer writes the recipient's name on the form and places an "X" in the signature field. For March and April, this will meet the "self-declaration" requirement and show that the food was distributed for inventory purposes. This waiver allows us to distribute without having a large number of people using the same couple of pens to sign the forms.
 - Pre-package TEFAP food boxes/bags. No packing at time of distribution. A pre-packaged box can be quickly picked up and taken by the participant to their vehicle.
 - Outdoor distributions, where possible. Pre-packed boxes and/or bags can be lined up on a sidewalk far enough apart to allow for social distancing. Participants pick up their box/bag and take it to their vehicle.

**PROCLAMATION OF A
STATE OF LOCAL DISASTER EMERGENCY
FOR THE
CITY OF CLEARWATER, KANSAS**

WHEREAS, on the 24th day of March, 2020, I find that certain conditions have caused, or imminently threaten to cause widespread illness, injury, or loss of life in disaster proportions in the City of Clearwater, Kansas as the result of the impacts of the Novel Coronavirus 19 (COVID-19); and

WHEREAS, such conditions hinder and endanger the health, safety, and welfare of persons and property within the City of Clearwater.

NOW, THEREFORE, I, the undersigned Mayor of the City of Clearwater, Kansas, by virtue of the authority vested in this office by K.S.A. 48-932, and with the consent of the governing body of the City of Clearwater, Kansas do hereby **PROCLAIM** that a State of Local Disaster Emergency exists.

I DO HEREBY PROCLAIM that the City Administrator, in consultation with the Mayor, shall be empowered to exercise any and all rights and/or powers to perform such functions as are vested in their offices by and through the provisions of the Kansas Emergency Preparedness Act.

I DO HEREBY PROCLAIM that this Proclamation shall remain in effect for a period of one hundred eighty days (180) days from this date, unless terminated earlier, or renewed, by consent of the governing body of the City of Clearwater, Kansas.

APPROVED by the governing body of the City of Clearwater, Kansas this 24th day of March 2020, at _____ P.M.

IN WITNESS WHEREOF, I, the undersigned Mayor of Clearwater, Kansas, have hereunto affixed my signature this 24th day of March 2020, at _____ P.M.

CITY SEAL

Burt Ussery, Mayor

ATTEST:

Courtney Meyer, City Clerk

**City of Clearwater
City Council Meeting
March 20, 2020**

Approve Quote

Context: We are continually having failures at the Booster Pump Station located at Diagonal and 135th W. The pumps continue to kick out causing us to reset and have call outs after hours. This not only costs the City overtime pay, it also reduces the pressure to our customers north of Diagonal Road. Customers call us to complain about the lower water pressures. I have contacted the installer of the Booster Pump building and control panel. The manufacturing company of this station is no longer in business and the system is considered out of date. A recommended technician from another Company came to check the booster system out. He related that the existing system was overkill in the first place and that he had just completed a retrofit for the City of Coffeyville at a cost exceeding \$20,000. The only replacement parts available are used (if they can be found) and there would be not warranty on repair. A retrofit for this repair is estimated to cost between \$15-\$20,000. I have contacted a local Company, Com-tronix, to get a quote to install variable speed drives similar to the ones that have been installed at the wells. These have been very dependable and do a good job of maintaining pressure in our water system.

Financial: The cost for the variable speed drives is \$8460.00 including installation. \$7400 will come for recently transferred funds to the water equipment reserve and \$1060 will come from equipment repairs.

Legal Considerations: Review and comment as necessary.

Recommendations/Actions: Accept the quote from COMM-tronix in the amount of \$8460 for the upgrade to the booster pump station.

COMM-TRONIX

WICHITA, KANSAS

1735 McCormick • Wichita, KS 67213 • 316-263-5958 • 1-800-717-7155

E mail: sales@comm-tronix.com Web Site: www.comm-tronix.com

Telemetry Monitoring & Control

February 21, 2020

City of Clearwater
Attn: Ernie Misak
129 E Ross St
Clearwater, KS 67026

Booster Pump Location

2 ea 4A0018FAA P1000 for 5hp-480vac pumps
1 ea 4A0038FAA p1000 for 25hp-480vac pump
1 ea Crouzet Alternator/Controller
1 ea Flow rate indicator/Totalizer
Replace controls and install the VFD'S.

Installed Price.....\$8,460.00

Thank You

Al Hermanson