

City of Clearwater Council Meeting Agenda
Tuesday March 26, 2019 at 6:30pm
129 E Ross Clearwater, KS 67026

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. [Minutes 3-12-19 Council Meeting](#)
 - b. [Claims and Warrants](#)
 - c. [EMS Resignation – Esther Harp AEMT](#)
 - d. [George Bowerman and Noel Engagement Letter](#)
 - e. [City Park Concessions Agreement](#)
6. [STAFF REPORTS](#)
7. BUSINESS
 - a. [ACTION: CONSIDER RESOLUTION 03-2019, HOUSING INCENTIVE PROGRAM](#)
 - b. [ACTION: CONSIDER RESOLUTION 04-2019, COURT FEES](#)
8. ADMINISTRATORS REPORT
9. GOVERNING BODY COMMENTS
10. ADJOURNMENT

Next Assignment Numbers

Charter Ordinance: 21

Ordinance: 1050

Resolution: 03-2019

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**
March 12, 2019
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

1. Call to Order/ Invocation and Flag Salute

Mayor 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; Laura Papish, Chris Griffin, Shirley Palmer-Witt, Yvonne Coon and Chris Griffin were present.

Tex Titterington was absent

The following staff members were present:

Ron Marsh, City Administrator; Courtney Meyer, City Clerk; Bill Hisle, Chief; Ernie Misak, Director of Public Works; Austin Parker, City Attorney.

Others present: Bill Kenney, Gary Berger, Carl Fry, Justin Patrick, Michael Cowherd, Esther Harp, Ruth Glenn, Derrek Jeardoe, Ron Witt, Kate Kinkaid-Brinkerhoff, Tim Robben, Lonnie Stieben, Darin House, Gabby Simon.

3. Approval of the Agenda

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated the Derek Jeardoe is here to request the use of the facilities for the Fall Festival and that will need to be added before 8a.

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

Motion: Palmer-Witt moved, **Griffin** 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 02/26/19 Council Meeting
Claims and Warrants
3/6/19 - \$90,288.21
EMS Appointment – Clara Warren EMT

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

6. Citizen Recognition Award

Mayor Ussery stated this citizenship award is for 2018 but do to travel and vacation scheduling this is the first opportunity to award this.

Mayor Ussery went on to list the many accomplishments and activities of the awarding party such as

Family Physician in the Clearwater community from 1979 – 1995 and 2005 – 2018

Has been appointed to the Via Christ Regional Medical Center Associate Staff and the Sumner Regional Medical Center Courtesy Staff

Community Activities have included; Clearwater Community Development Foundation, Medical Director for Clearwater EMS, Medical Director for Conway Springs EMS, Clearwater Chamber of Commerce, Clearwater Lions Club, American Cancer Society Relay for Life, Clearwater PRIDE Committee, Clearwater Committee

And was awarded in 2004 the Clearwater Chamber of Commerce Distinguished Service Award

Mayor Ussery presented the Outstanding Citizenship Award 2018 to Dr. David Papish in grateful recognition of his outstanding, dedication and countless hours of service to the people in our community with gratitude from the City of Clearwater.

7. Staff Reports

- a. Police Department – Bill Hisle – asked if council had any questions about his report. No questions
- b. Public Works – Ernie Misak asked if council had any questions about his report. No questions.

8. Business

INSERT – Fall Festival Facility Request

Derek Jeardo, Fall Festival President, informed council the dates for the fall festival will be September 19 – 22, 2019. Jeardo, on behalf of the Fall Festival Committee, is requesting the use of the city facilities during that time.

Motion: *Papish* moved, *Palmer-Witt* seconded to approve the use of the City facilities as requested. Voted and passed unanimously.

a. Real Estate Sales Agreement – Business Park

Marsh explained the City has been in talks for several months with Jordan (Jay) Lauer to purchase a lot in the business park. He is purchasing the north half of Lot 1, Block 4, Clearwater Business Park.

A letter of intent with purchase terms was accepted by Mr. Lauer in December 2018 and Council directed Staff to move forward with a Real Estate Sales Agreement. The City Attorney drafted the agreement and Mr. Lauer has signed. If the Governing Body approves the sales agreement, we will work with a title company to complete the sale.

The City will receive \$4000 for the price of the lot and will pay up to \$2000 towards leveling the lot. The City will also bear the cost of removing the storage containers and asphalt millings on the lot.

The City Attorney has drafted the Sales Agreement and will be involved in the sale.

Council had no discussion

Motion: *Coon* moved, *Palmer-Witt* seconded to approve sale of the north half of Lot 1 Block 4 of the Clearwater Business Park for \$4000 and pay up to \$2000 towards leveling the lot. Voted and passed unanimously.

b. EMS Service

Mayor Ussery began by stated the council has had two separate community events with the county in attendance and has given the governing body options to consider. The two options are

1. To turn EMS service over to the county. Sedgwick County has agreed to utilize their closest available source to service Clearwater. This would be at no additional cost to the city or citizens. Sedgwick County would not cover any of Clearwater's current coverage into Sumner County. All Sumner County would be covered by Conway Springs or Sumner County.
2. Continue down the path set forth on January 12, 2019 to hire full-time staff to maintain the EMS service. Hiring full-time staff would allow the EMS service to be housed in Clearwater. When an ambulance is dispatched out it would come back to Clearwater

Mayor Ussery stated during the original workshop to discuss the EMS service council asked staff to pursue hiring full-time thinking that it was the cheaper option. New information was revealed after the workshop that stated Sedgwick County wouldn't cost Clearwater so council has put the hiring of full-time people on hold until all avenues could be considered with the new understanding of cost. Mayor Ussery said at the end of this discussion he will ask for a motion to continue the path approving the original plan of hiring a full-time service, if that fails the service will be turned over to the county.

Councilmember Griffin wanted to be clear that whatever decision is made the volunteers that have dedicated their time to the service is very appreciated and any decision that is made should not reflect on their service. However, much Griffin would like to keep the service local he does not feel comfortable raising the taxes in order to keep it.

Councilmember Palmer-Witt understand there is an increased cost, but the community should be covered as long as we have the staff and volunteers to make it work.

Council President Papish said she has been hearing feedback about property taxes increase this year and by keeping the EMS service local the taxes will only go up more. Her concern is if we move to keep it, we will still have to depend on volunteers and how long will that sustain because we are having issues filling the roster still. She stated in other rural areas, utilizing first responders to give initial aid has worked in other communities and she thinks it can work here.

Councilmember Coon complimented the wonderful group of volunteers and she understand that the volunteers do want to spend more time with their families. She doesn't want the mill increase but believes if the EMS service is turned over Clearwater would never get it back so she would like to try and keep it as long as possible.

Mayor Ussery explained the taxes on a \$100,000 home would increase approximately \$110 to \$120 based on the estimated figures. He pointed out that a lot of home in Clearwater are valued higher than \$100,000. Ussery pointed out we have calls right now we can't fill. If we move to hire full-time people, we have to understand that Clearwater service will be a stepping stone for people so we could have turnovers. During those turnover periods the volunteers will have to fill the 100% not just 50% when we have full-time staff. If that is the case the State will pull our transport license anyway. Ussery said we have EMS volunteers that will go on runs but will not sign up on the roster and unfortunately the roster is what the State is looking at first. Ussery pointed out the participation has increased but not where we need to be. If council decides to go with turning the service over to Sedgwick County the city will submit a request for 24/7 coverage

in the city but ultimately it will be up to the county and where they determine the best use of their resources will be. Ussery said sustainability of keep the EMS service with Clearwater is the real question. Mayor Ussery then asked the audience if they would like to state a brief opinion on the matter.

Tim Robben, Clearwater EMS volunteer and Sedgwick County paramedic, stated he didn't think the county would put a crew in Clearwater. He said the county gets depleted quite often and he is in favor of keeping it with Clearwater. He believes if we lose it then we'd have a hard time getting it back. He would like the governing body to keep the service because he believes there will be a delay with Sedgwick county response.

Gabby Simon, Clearwater EMS volunteer and Sedgwick County paramedic, stated when it comes to life the money doesn't matter. You can't put a price on a life. She said she would try and step up more and Clearwater owes it to their citizens to keep it here. She is not in favor of the taxes going up but doesn't want to put a price on a life.

Justin Patrick, Interim Clearwater EMS Director and Wellington EMS, stated he has continually seen an increase on the roster and thinks Clearwater can really make it work.

Darrin House, resident, gave names of people who would no longer have local service just over the Sumner County line if Clearwater were to release the EMS service to Sedgwick County.

After discussion Mayor Ussery called for the motion to hire full-time position and give staff direction to maintain our own EMS.

Motion: *Coon* moved, *Palmer-Witt* seconded maintain direction given on January 12, 2019 to hire three full-time EMS staff and a full-time director. Voted and passed 3-1 (Griffin voted no).

c. Homebuyer Incentive Program

Marsh stated at the last City Council meeting the Governing Body discussed potential City-Wide incentive programs to try and spur new housing construction.

It was clear that Council members wanted an incentive program to benefit the buyer versus the builder/developer. After discussion of several options, staff was directed to bring 2-3 options to the next Council meeting for the Governing Body to decide. Based on the 2/26/19 discussion the following options were determined:

Option 1: 3 year sliding scale rebate on City property taxes, 75% - 50% - 25% or 25% - 50% - 75% and/or a \$1500 homebuyer credit at closing.

Option 2: 3-year flat rate rebate on City property taxes, either 50%, 75% or 100%. Or a \$2000 homebuyer credit at closing.

The spreadsheet shows the cost to the city of each program on a \$200,000 house. The spreadsheet assumes an approximate 6% annual increase in valuation (consistent with the past several years) to provide a more realistic cost. Included on the spreadsheet is the annual cost of offering a \$1500 or \$2000 homebuyer rebate.

BUYER INCENTIVES

APPRAISED VALUE \$ 200,000.00

Homebuyer Credit ONLY for 10 Homes

\$1,500 \$15,000
\$2,000 \$20,000

OPTION #1

FLAT RATE 3YRS for 10 Homes w/ Mil Levy Increase Adjustment

100% \$ - \$ 43,700.10
75% \$ - \$ 32,775.07
50% \$ - \$ 21,850.05

OR

Homebuyer Credit

\$2000 \$ 20,000.00 \$ 20,000.00

OPTION #2

SLIDING SCALE 3YRS for 10 Homes w/ Mil Levy Increase Adjustment

Year of Closing 75% \$ - \$ 1,029.50
Year 2 50% \$ - \$ 727.51
Year 3 25% \$ - \$ 385.58
Per Home Cost \$ - \$ 2,142.59
Total for 10 homes \$ - \$ 21,425.90

Homebuyer Credit Option (\$1500) \$ 15,000.00 \$ 15,000.00
\$ 15,000.00 \$ 36,425.90

Year of Closing 25% \$ - \$ 343.17
Year 2 50% \$ - \$ 727.51
Year 3 75% \$ - \$ 1,156.74
Per Home Cost \$ - \$ 2,227.42
Total for 10 homes \$ - \$ 22,274.20

Homebuyer Credit Option (\$1500) \$ 15,000.00 \$ 15,000.00
\$ 5,000.00 \$ 37,274.20

Marsh also stated there is not rebates for water, sewer, or building permits. A combination of the options can be used if council wants to mix it up.

Council discussed and like offering the buyer to be able to choose from a sliding scale 3-year city portion of the taxes rebate with a \$1500 closing bonus. It was discussed that by offering a 3 year it might encourage people to stay in the house longer. Council also discussed when the program would be initiated. It was decided that the application for incentive must be within 2019 as each year the program would be evaluated. Restrictions should be considered on how long it takes to build a home and if the buyer is also the builder a certificate of occupancy should be considered as taking possession and if a builder is selling then the ownership will be determined by the closing.

Council has a consensus for staff to put together a housing incentive program with the sliding scale option for buyers to choose from and bring it back to the next council meeting.

9. Administrators Report

- Community Meeting on March 20th at 6:00pm in the Middle School Auditorium. This is a meeting requested by Commissioner O'Donnell after he was contacted by citizens and a Council member about the 135th St. & 71st St. intersection. He has said he will be bringing County staff with him, the Sheriff and PW Director.
- Horseshoe Pits are almost done. We will have a dedication later this spring once the benches are completed and installed.
- The League of Kansas Municipalities Leadership Summit & Mayors Conference is April 12-13 in Salina. If you are interested in going please let Courtney or I know.
- New back door has been installed. It is more secure and allows for free egress.

10. Governing Body Comments

Griffin will not be at the next couple of meetings.

Palmer-Witt asked for a scoreboard update. Marsh said it's in production and it will be in in the middle of the high school season.

Papish had nothing to report.

Coon said she mentioned drainage at the last meeting, and nothing has been done about it. She would like to see that taken care of and an assessment done on our drainage.

Mayor Ussery said there will be another Chisholm Trail ride but without the cattle on June 7th. Horseback riders will be coming through town and camping at the rodeo grounds. A city organization will possibly be putting something on in the park for the riders.

11. Executive Session

MOTION: *Palmer-Witt* moved, *Coon* seconded to recess into executive session pursuant to non-elected personnel to discuss specific personnel matters, to include the police chief, city administrator and city attorney. The City Council will reconvene the open meeting in the City Council Chamber at 8:40 p.m.

Mayor Ussery called the meeting back to order at 8:40 and stated there was no action taken in executive session.

MOTION: *Griffin* moved, *Palmer-Witt* seconded to approve the hiring of James Baney for part-time officer and Austin Little for full-time officer. Austin Little to start out at \$16.00 per hour upon hiring with a retention bonus of \$1500.00. Voted and passed unanimously.

12. Adjournment

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

MOTION: *Coon* moved, *Palmer-Witt* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:41 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 12, 2019 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 26th day of March 2019

Courtney Meyer, City Clerk

Check Register Report

Date: 03/19/2019

Time: 11:58 am

Page: 1

City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
EMPRISE BANK Checks							
44837	03/12/2019	Printed		DAVID	DAVID W. KIMPLE	2ND HALF STEEL DOOR	2,400.00
44838	03/20/2019	Printed		APS1	AAA PORTABLE SERVICES, INC.	RENTAL 2-16 - 3-15	70.00
44839	03/20/2019	Printed		AMS1	AIRGAS MID SOUTH	CYLINDER LEASE	335.00
44840	03/20/2019	Printed		AMS2	ASSOCIATED MATERIAL & SUPPLY	ROAD GRAVEL	21.02
44841	03/20/2019	Printed		B & T	BAKER & TAYLOR	MATERIAL	81.14
44842	03/20/2019	Printed		BROAD	BROADSTROKE INC	WATER BILLS	655.60
44843	03/20/2019	Printed		BPEC	BUSINESS PROTECTION EQUIP CORP	MAINTENANCE AGREEMENT	186.50
44844	03/20/2019	Printed		CGSI	CASEY'S	STATEMENT	655.66
44845	03/20/2019	Printed		CAVEN	CAVEN LEWIS	EMT TESTING FEE	120.00
44846	03/20/2019	Printed		CI W	CIRUS WATER	POLICE DEPT	45.00
44847	03/20/2019	Printed		CYBER	CYBERTRON INTERNATIONAL, INC	CABLE FOR SERVER	5.00
44848	03/20/2019	Printed		DPL1	DAN'S PLUMBING, INC	REPAIR TOILET EVS	80.00
44849	03/20/2019	Printed		DELISA	DELISA'S MEDICAL BILLING	FEBRUARY 2019	294.80
44850	03/20/2019	Printed		ERIN B	ERIN BETTLES	MILEAGE	66.12
44851	03/20/2019	Printed		FILE	FILE SAFE	ACCESS CONTROL SYSTEM	9,864.80
44852	03/20/2019	Printed		IRIS	IRIS BLOSSOMS	FITZGERALD FLOWERS	48.00
44853	03/20/2019	Printed		KABC	KANSAS ALCOHOLIC BEVERAGE	FEB 2019 CMB MONTHLY REPORT	25.00
44854	03/20/2019	Printed		KS DEPT	KANSAS DEPT OF ADMINISTRATION	MARSH/MEYER WORKSHOP	150.00
44855	03/20/2019	Printed		KMA	KANSAS MUSEUMS ASSOCIATION	2019 MEMBERSHIP	25.00
44856	03/20/2019	Printed		KST1	KANSAS STATE TREASURER	REINSTATEMENT/LEO TRAINING	787.50
44857	03/20/2019	Printed		LOK1	LEAGUE OF KS MUNICIPALITIES	MAYORS CONFERENCE	160.00
44858	03/20/2019	Printed		LCS1	LOWE'S	STATEMENT	549.80
44859	03/20/2019	Printed		MSS1	MAYER SPECIALTY SERVICES LLC	Root X - For Resale	1,281.00
44860	03/20/2019	Printed		MERI	MERIDIAN ANALYTICAL LABS, LLC	Drinking Water	45.00
44861	03/20/2019	Printed		METRO	METROPOLITAN AREA BUILD & CONS	B/E/M/P PERMITS FEB	34.00
44862	03/20/2019	Printed		MIG1	MIZE'S THRIFTWAY	Statement	87.81
44863	03/20/2019	Printed		MC05	MULVANE COOP	STATEMENT	911.53
44864	03/20/2019	Printed		MCC1	MUNICIPAL CODE CORPORATION	SUPPLEMENT NO 2	1,390.44
44865	03/20/2019	Printed		PCA1	PETTY CASH	CITY	83.63
44866	03/20/2019	Printed		REC BK	RECORDED BOOKS, LLC	MATERIALS	103.49
44867	03/20/2019	Printed		RC11	RENN & COMPANY, INC.	2019-2020 INSURANCE RENEWAL	56,861.00
44868	03/20/2019	Printed		SAM1	SAM'S CLUB	STATEMENT	359.28
44869	03/20/2019	Printed		SCDF	SEDGWICK COUNTY	PRISONER HOUSING	27.83
44870	03/20/2019	Printed		0004	SEDGWICK COUNTY ELECTRIC COOP	STATEMENT	752.44
44871	03/20/2019	Printed		SEDG	SG CO REG FORENSIC SCIENCE CTR	LAB FEE	400.00
44872	03/20/2019	Printed		SONJA	SONJA FROGGATTE	MILEAGE	23.98
44873	03/20/2019	Printed		STEVE	STEVE JOHNSON COMPANIES	AUSTIN WOOD MEM PLAQUE	257.00
44874	03/20/2019	Printed		T2UL	TRUE2U AUTOMOTIVE, LLP	TIRES	752.34
44875	03/20/2019	Printed		USBAN	U.S. BANCORP EQUIPMENT FINANCE	COPIER LEASE	248.02
44876	03/20/2019	Printed		UPBEAT	UPBEAT INC.	REPLACEMENT BENCH	1,452.40
44877	03/20/2019	Printed		VISA	VISA	CAR WASH	1,587.22
44878	03/20/2019	Printed		WCI1	WASTE CONNECTIONS, INC.	STATEMENT	13,914.00
44879	03/20/2019	Printed		DAVID	DAVID W. KIMPLE	BRICK WORK/INS CLAIM 2ND PAY	6,100.00

Total Checks: 43

Checks Total (excluding void checks):

103,298.35

Total Payments: 43

Bank Total (excluding void checks):

103,298.35

Check Register Report

Date: 03/19/2019

Time: 11:58 am

Page: 2

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
98	03/20/2019	Printed		CLA1	COLONIAL LIFE & ACCIDENT	STATEMENT	163.20
99	03/20/2019	Printed		HSB1	EMPRISE BANK	BUSINESS PARK	34,112.31
100	03/20/2019	Printed		ETS	ETS CORPORATION	ETS SURCHARGE	241.06
101	03/20/2019	Printed		ETS	ETS CORPORATION	STATEMENT	145.75
102	03/20/2019	Printed		KDR1	KANSAS DEPARTMENT OF REVENUE	WATER SALES TAX FEB 2019	268.90
103	03/20/2019	Printed		KGS1	KANSAS GAS SERVICE	129 E. ROSS	286.01
104	03/20/2019	Printed		KGS1	KANSAS GAS SERVICE	109 E. ROSS	274.58
105	03/20/2019	Printed		KGS1	KANSAS GAS SERVICE	319 W. ROSS	670.74
106	03/20/2019	Printed		KGS1	KANSAS GAS SERVICE	921 E. JANET	271.73
107	03/20/2019	Printed		KGS1	KANSAS GAS SERVICE	401 W. ROSS	335.35
108	03/20/2019	Printed		KGS1	KANSAS GAS SERVICE	149 N. FOURTH	250.98
109	03/20/2019	Printed		LIBERTY	LIBERTY NATIONAL	STATEMENT	351.22
110	03/20/2019	Printed		0001	WESTAR ENERGY	319 W. ROSS	406.36
111	03/20/2019	Printed		0001	WESTAR ENERGY	921 E. JANET	228.65
112	03/20/2019	Printed		0001	WESTAR ENERGY	150 S. PROSPECT	33.39
113	03/20/2019	Printed		0001	WESTAR ENERGY	109 E. ROSS	178.23
114	03/20/2019	Printed		0001	WESTAR ENERGY	129 E. ROSS	266.86
115	03/20/2019	Printed		0001	WESTAR ENERGY	100 E. ROSS	36.53
116	03/20/2019	Printed		0001	WESTAR ENERGY	STREET LIGHTS	1,864.12
117	03/20/2019	Printed		0001	WESTAR ENERGY	149 N. FOURTH	118.13
118	03/20/2019	Printed		0001	WESTAR ENERGY	GROUP BILL	2,186.07

Total Checks: 21

Checks Total (excluding void checks):

42,690.17

Total Payments: 21

Bank Total (excluding void checks):

42,690.17

Total Payments: 64

Grand Total (excluding void checks):

145,988.52

**City of Clearwater
City Council Meeting
March 26, 2019**

Emergency Services Resignation

Background: Per City Code all volunteers are to be appointed by the Mayor with approval of the City Council.

Per K.S.A. 15-204 volunteers appointed by the Mayor upon approval of the City Council shall require majority vote of the Governing Body to remove them from their position.

Analysis: The following individual has submitted her letter of resignation from the Clearwater Emergency Services with an effective date of 3/31/2019:

Esther Harp – AEMT/Firefighter

Financial: There is no financial consideration

Legal Considerations: Review and comment as necessary

Recommendations/Actions: Accept the resignation with regret.

George, Bowerman & Noel, P.A.

*Certified Public Accountants
Management Consultants
Tax Advisors*

Epic Center 301 N. Main, Suite 1350 Wichita, Kansas 67202 Telephone (316) 262-6277 Fax (316) 265-6150

March 12, 2019

The Honorable Mayor and City Council
129 East Ross
P.O. Box 453
Clearwater, Kansas 67026

Mr. Mayor and Council Members:

We are pleased to confirm our understanding of the services we are to provide for the City of Clearwater, Kansas, a Municipal Financial Reporting Entity, for the year ended December 31, 2018. We will audit the financial statement of the City of Clearwater, Kansas, as of and for the year ended December 31, 2018. It is our understanding that the financial statement will be prepared on the regulatory basis of accounting as prescribed by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas, which practices differ from accounting principles generally accepted in the United States of America.

We have also been engaged to report on the regulatory-required supplementary information (RRSI) that accompanies the City of Clearwater's financial statement. We will subject the following RRSI to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statement as a whole:

1. Schedule 1, Summary of Regulatory Basis Expenditures – Actual and Budget.
2. Schedule 2, Schedules of Regulatory Basis Receipts and Expenditures – Actual and Budget
3. Schedule 3, Schedule of Regulatory Basis Receipts and Expenditures – Agency Funds
4. Schedule 4, Schedule of Regulatory Basis Receipts and Expenditures – Related Municipal Entities (Clearwater Public Library and Clearwater Public Building Commission)

Audit Objective

The objective of our audit is the expression of an opinion as to whether your financial statement is fairly presented, in all material respects, in conformity with the *Kansas Municipal Audit and Accounting Guide* (KMAAG) and the accounting practices prescribed by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas, which is a regulatory basis of accounting, the practices of which differ from accounting principles generally accepted in the United States of America (GAAP) and to report on the fairness of the RRSI referred to in the second paragraph when considered in relation to the financial statement as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the KMAAG, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the City Clearwater's financial statement. Our report will be addressed to governing body of the City of Clearwater, Kansas. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statement is free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statement. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statement and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statement and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As a part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of the City of Clearwater's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statement, notes to the financial statements and the required supplementary information schedules of the City of Clearwater, Kansas, in conformity with the regulatory basis of accounting as prescribed by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas, which practices differ from accounting principles generally accepted in the United States of America, based on the information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or taken any action that could be construed as assuming management responsibilities.

Auditor's Responsibility

We will also be responsible for the following with regard to the audit of the financial statement:

- For complying with all auditing standards generally accepted in the United States of America as relevant to the circumstances of the audit of the financial statement;
- For evaluating whether the financial statement is suitably titled, adequately refers to or describes the KMAAG regulatory basis framework, includes a summary of significant accounting principles, adequately describes how the KMAAG regulatory basis framework differs from GAAP in qualitative terms, and includes the appropriate informative disclosures as described in Management's Responsibilities above;
- For evaluating whether the financial statement achieves fair presentation with regard to KMAAG regulatory basis framework and forming the appropriate opinion on the financial statement taken as a whole; and
- Because the financial statement is intended for general use, we are responsible for expressing an opinion as to the fair presentation of the financial statement in accordance with GAAP, in addition to expressing an opinion about whether the financial statement is prepared in accordance with the KMAAG regulatory basis framework.

Management Responsibilities

Management is responsible for selecting the appropriate financial reporting framework and for the basic financial statement and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge or experience to oversee our assistance with the preparation of your financial statement and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them. It is our understanding that this individual will be the City Clerk unless we are notified otherwise.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statement of the respective Summary Statement of Receipts, Expenditures and Unencumbered Cash of the City of Clearwater, Kansas, in conformity with the KMAAG and the practices prescribed by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas, which is a regulatory basis of accounting, the practices of which differ from generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statement to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the RRSI in conformity with the KMAAG and the accounting practices prescribed by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas, which is a regulatory basis of accounting, the practices of which differ from GAAP. You agree to include our report on the RRSI in any document that contains and indicates that we have reported on the RRSI. You also agree to include the audited financial statement with any presentation of the RRSI that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the RRSI in accordance with the KMAAG; (2) that you believe the RRSI, including its form and content, is fairly presented in accordance with the KMAAG; (3) that the methods or measurement of presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the RRSI. With regard to the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

Management understands and acknowledges the following with regards to the financial statement:

- The purpose for using the KMAAG regulatory basis framework is to comply with the regulatory provisions applicable to the entity for preparation of the financial statement on a basis of accounting other than GAAP;
- The financial statement is intended for general use;
- Management has taken appropriate steps to determine that the KMAAG regulatory basis framework is acceptable in the circumstances for meeting its annual financial statement reporting needs;

- Informative disclosures will be included in the financial statement that are appropriate to the KMAAG regulatory basis framework, including:
 - * A description of the KMAAG regulatory basis framework, including a summary of significant accounting policies, and how the framework differs from GAAP;
 - * Informative disclosures similar to those required by GAAP for items contained in the financial statement that are the same as, or similar to, those in financial statements prepared in conformity with GAAP; and
 - * Management has chose to include the financial information of the following related municipal entities in its financial statement:
 - The Clearwater Public Library
 - The Clearwater Public Building Commission

Audit Administration, Fees and Other

Our fees are based upon rates applied to time expended in performing services and out-of-pocket expenses. Our fee for the examination of the City's 2018 financial statement, which will be presented on the regulatory basis of accounting to demonstrate compliance with the cash basis and budget laws of the State of Kansas, which is a comprehensive basis of accounting other than generally accepted accounting principles, and will include the operations of the related municipal entities – the Clearwater Public Library and the Clearwater Public Building Commission, will not exceed \$11,500. You will also be billed for out-of-pocket costs such as travel, postage, copies, telephone, etc. Eric W. Meyer is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. Billings, based on our estimate of current percentage of completion up to 75% of the total contract, will be made on a periodic basis as work progresses and are due when rendered.

Our estimated fee is based on the premise that City personnel will be instructed to provide us with assistance in the preparation of various schedules and locating invoices, statements and other supporting documents that we will require during the audit. This will enable us to spend a minimum amount of time performing clerical tasks and thus concentrate strictly on audit functions.

If at any time during the engagement any extraordinary matters come to our attention and an extension of our services appears to be required, we reserve the right to increase our fee, but only after consultation with you.

The Honorable Mayor and City Council
March 12, 2019
Page 7

We will be available for technical assistance throughout the year at no additional cost to the City provided that additional time for research or out-of-pocket expenses are not incurred.

Please note that it is our policy to require that master or printers' proofs be submitted to us for review if reproduction or publication of the financial statements, or any portion of them is intended. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The work papers for this engagement are the property of George, Bowerman & Noel, P.A. and constitute confidential information. However, we may be requested to make certain work papers available to the cognizant or oversight agency for audit pursuant to authority given to them by law or regulation. If requested, access to such work papers will be provided under the supervision of George, Bowerman & Noel, P.A. personnel. Furthermore, upon request, we may provide photocopies of selected work papers to cognizant or oversight agency for audit. Those agencies may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

We appreciate the opportunity to be of service to the City of Clearwater, Kansas, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

George, Bowerman & Noel, P.A.

The Honorable Mayor and City Council
March 12, 2019
Page 8

RESPONSE:

This letter correctly sets forth the understanding of the City of Clearwater, Kansas.

Management Signature:

By _____

Title _____

Date _____

Governance Signature:

By _____

Title _____

Date _____

Agreement – Operations at City Park Concession Stand

THIS AGREEMENT is entered this 26th day of March 2019, between Kylie Cain, hereinafter referred to as “lessee” and the City of Clearwater, Kansas, hereinafter referred to as “City”.

WHEREAS, lessee owns Brain Freeze equipment and other concession equipment and seeks to operate such equipment as a sole proprietorship at the concession stand in City Park within the City;

WHEREAS, City seeks to offer concessions to users of the City Park for the summer;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, it is agreed by and between the parties as follows:

1. **Payment:** In consideration for the cooperation of City as to the city park concession stand, lessee agrees to pay to the City the sum of \$250.00 per month for the term of this Agreement. Said payment shall be due and payable to the city clerk on the first day of each month.
2. **Utilities:** City shall be solely responsible for all utilities.
3. **Maintenance:** Lessee will maintain the interior concession stand area in a clean, sanitary condition and shall keep the area surrounding the concession stand clean and free of debris arising from operation of the business.
4. **Relationship of parties.** Lessee is, at all times, an independent contractor. Lessee is solely responsible for remittance of sales tax.
5. **Term.** The term of this Agreement shall be from May 1, 2019 to September 30, 2019 without respect to the actual operating dates of lessee’s business at the location.
6. **Non-interference; cooperation.** Lessee agrees not to interfere with city employees in the conduct of their duties.
7. **Removal of equipment and property.** On or before midnight, September 30, 2019, lessee shall remove all equipment and property from City’s premises belonging to lessee.
8. **Assignment; sub-leasing prohibited.** This agreement is personal to lessee and shall not be assigned. The City’s concession stand shall not be sub-leased by lessee to another party.

IN WITNESS THEREOF the undersigned affirmatively state that they are authorized to enter into this agreement on the date first written above.

Burt Ussery, Mayor, City of Clearwater

Kylie Cain

Attest:

Courtney Meyer, City Clerk

To: Mayor and City Council

From: Bill Hisle
Police Chief

Date: March 26, 2019

Re: Police Department Staff Report

03/13/19 19-0198 – 130 N. 1st, Possession of Marijuana and paraphernalia. Two subjects smoking pot in the church parking lot.

03/14/19 19-0199 – 911 E. Janet. Attempted phone scam

It has been fairly quiet these past two weeks with a lighter than usual call load. Spring break undoubtedly played a role with many people leaving town for that week.

This was both Garrett Hoover and Victor Heiar's last week with the department. We look forward to getting Victor back on a part-time basis after May 1. Austin Little starts with us on March 31, and we continue to look for qualified candidates to fill our other open positions.

To: Mayor and City Council Members
From: Ernie Misak, Public Works Director
Date: March 26, 2019
Subject: Public Works Summary

1. Burned walk path on Chisholm Ridge ponds west side.
2. Batting cage nets up.
3. Water samples to Meridian Lab
4. Work orders and one calls.
5. Replaced heater at well #6.
6. Horseshoe pits.
7. Burn warning track on diamond 1.
8. Pick up leaves.
9. Pump #2 at PG wetwell failed. Pulled and returned to vendor.
10. Push up dump.
11. Will be in Water Conference next week.
12. Temporary fence at Diamond 3.
13. De-winterize at Sports Complex.
14. Tree fell in City Park. Cut up and hauled to brush dump.
15. Continued work on ball diamonds in preparation for first games of High School.
16. Still not discharging from wastewater ponds. Will need to discharge in April.
17. Running recirculation in cell 4 full time.
18. Read meters and re-reads for water usage.

Clearwater Senior & Community Center

Staff Report

March 22, 2019

To: Mayor & City Council

From: Sonja Froggatte, Director

At 9:00 every Tuesday and Friday Marlene leads an exercise class for individuals over 55. API serves up a pretty good lunch at the Center weekdays and volunteers deliver lunch to homebound or recovering individuals

03/12/19 was our monthly carry-in luncheon and since I became director Frankie and Phyllis Valens performance brought record attendance; we had 48 in the Center.

Our fundraiser: All you can eat biscuits and gravy has been postponed until June 15th.

3/23/19 Wilson Building Maintenance will strip and wax floors at the Center.

3/25/19

- 1) Marci Bacon with Home Health & Hospice will provide free blood pressure checks.
- 2) Shirley Lewis from the K-State Research and Extension office will present "Plan – Know What's for Dinner" nutrition class from 1:00-2:00
- 3) I will speak about Center activities to the Lions Club at 6:00.

3/26/19 We will distribute Commodities at the Center.

3/28/19 Bible Study at 10:00

4/3/19 We will begin playing Balloon Volleyball at 10:00 every Wednesday.

4/4/19 and every Thursday at 1:00 we will play BINGO

4/5/19 and every Friday we will show our first movie (Casa Blanca) at the Center at 1:00.

4/24/19 Risse with Iris Blossoms will present a potting/arranging lesson.

CITY OF CLEARWATER, KANSAS

RESOLUTION NO. 3-2019

A RESOLUTION ESTABLISHING THE CITY OF CLEARWATER, KANSAS 2019 HOUSING INCENTIVE PROGRAM FOR NEW CONSTRUCTION OF SINGLE FAMILY RESIDENCE WITHIN CLEARWATER CITY LIMITS

WHEREAS, the City of Clearwater, Kansas desires to establish a Housing Incentive Program for the new construction of a single-family residence within the Clearwater City Limits.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Clearwater, Kansas that the following 2019 Housing Incentive Program (herein referred to as the "Program") is hereby established:

Section 1. ELIGIBILITY

Complete and submit a program application to the City Clerk, certify that you have purchased and/or constructed a new single-family residence within City Limits between January 1, 2019 and December 31, 2019 and certify that you are the first occupant of the residence and that the house will be used as your primary residence.

Section 2. PROGRAM

Under the Housing Incentive Program, the City of Clearwater, upon approval, will provide the following rebate for the new construction of a single-family residence within Clearwater City Limits:

3 Year Rebate on City of Clearwater Portion of Property Taxes Based Upon a Sliding Scale	
Option #1	Option #2
1 st Year 25%, 2 nd Year 50%, 3 rd Year 75%	1 st Year 75%, 2 nd Year 50%, 3 rd Year 25%
Homebuyer Credit at Closing/ CoO: \$1500	Homebuyer Credit at Closing/ CoO: \$1500

Section 3. GUIDELINES

In order to qualify for this program, an applicant must meet the following guidelines:

- Build or buy a new single-family residence within the Clearwater City Limits.
- This Program will only apply to the original applicant and is non-transferable.
- For purchases of existing newly built homes, rebate begins with a closing date in 2019 set by a title company.
- If the homebuyer has contracted to have the house built, rebate begins with the Certificate of Occupancy (CoO) issued by Sedgwick County. Construction is must be completed within

180 working days of issuance of the building permit.

- Structure must be used as your primary residence.
- Property taxes must be paid current to receive any rebate (properties with delinquent taxes will not qualify).
- Minimum livable square footage of newly constructed home must be 1000 sq. ft., as determined and approved on the building permit application, and all structures must comply with any existing restrictive covenants for the area in which the structure will be built.
- The Lot on which the residence will be built must have access to and the residence be hooked up to City services (Water and Sewer).
- Companies, corporations, LLC's, etc. and any houses currently in an incentive program are not eligible to participate in this program.

Section 4. AMENDMENT OR REPEAL

This Program may, at any time after adoption, be amended, supplemented, or repealed by a majority vote of the Governing Body of the City of Clearwater, Kansas.

Section 5. IMPLEMENTATION

The City Administrator, or his designee, shall be authorized to implement the foregoing program in compliance with all applicable federal, state and local laws, rules and regulations.

Section 6. EFFECTIVE DATE

This Program shall be in full force and effect upon the adoption of this Resolution by the Governing Body of the City of Clearwater, Kansas.

ADOPTED by the Governing Body and Approved by the Mayor of the City of Clearwater, Kansas on this 26th day of March 2019.

Burt Ussery, Mayor

SEAL
ATTEST:

Courtney Meyer, City Clerk



P.O. Box 453 • 129 E. Ross Ave. • Clearwater, KS 67026 • Phone: 620-584-2311 • Fax: 620-584-3119

2019 Housing Incentive Program Application

The City of Clearwater, Kansas, has initiated the following Housing Incentive Program (Resolution ##-2019). This program is designated for new construction of a single-family residence within the Clearwater City Limits. In order to qualify for this program, an applicant must meet the following requirements.

ELIGIBILITY

1. Complete and submit a program application to the City Clerk
2. Certify that you have purchased and/or constructed a new single-family residence within City Limits between January 1, 2019 and December 31, 2019.
3. Certify that you are the first occupant of the residence and that the house will be used as your primary residence.

PROGRAM

Under the Housing Incentive Program, the City of Clearwater, upon approval, will provide the following rebate for the new construction of a single-family residence within Clearwater City Limits:

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1 st Year 25%, 2 nd Year 50%, 3 rd Year 75%	1 st Year 75%, 2 nd Year 50%, 3 rd Year 25%
Homebuyer Credit at Closing/ CoO: \$1500	Homebuyer Credit at Closing/ CoO: \$1500

GUIDELINES

In order to qualify for this program, an applicant must meet the following guidelines:

- Build or buy a new single-family residence within the Clearwater City Limits.
- This Program will only apply to the original applicant and is non-transferable.
- For purchases of existing newly built homes, rebate begins with a closing date in 2019 set by a title company.
- If the homebuyer has contracted to have the house built, rebate begins with the Certificate of Occupancy (CoO) issued by Sedgwick County. Construction must be completed within 180 working days of issuance of the building permit.
- Structure must be used as your primary residence.
- Property taxes must be paid current to receive any rebate (properties with delinquent taxes will not qualify).
- Minimum livable square footage of newly constructed home must be 1000 sq. ft., as determined and approved on the building permit application, and all structures must comply with any existing restrictive covenants for the area in which the structure will be built.
- The Lot on which the residence will be built must have access to and the residence be hooked up to City services (Water and Sewer).
- Companies, corporations, LLC's, etc. and any houses currently in an incentive program are not eligible to participate in this program.

Continued next page...



2019 Housing Incentive Program Application

Applications will be reviewed by the City Administrator and City Clerk to ensure that all requirements are met. Please contact City Hall at (620) 584-2311 with any questions regarding this program or application.

Applicants Name:	
Applicant's Mailing Address:	
Applicant's Phone Number:	
Applicant's Email Address:	
Address of New Residence:	
Parcel Identification Number:	
Date of Purchase or Certificate of Occupancy	
Circle Incentive Option you want to apply for:	
OPTION #1 25%, 50%, 75% \$1500 @ Closing/ CoO	OPTION #2 75%, 50%, 25% \$1500 @ Closing/ CoO

Signature of Applicant (s)

Printed Name

Date

Application Received By: _____ Date/ Time: _____

City Administrator Signature: _____ Approved Denied

Comments: _____

Required Documents	Date Received/ Issued
Application	
Date of Purchase or Certificate of Occupancy	

**City of Clearwater
City Council Meeting
March 26, 2019**

Consider Resolution 04-2019, Court Fees

Background: In 2016 the Governing Body approved Resolution 07-2016 setting the Court Fees for the City of Clearwater. This includes a fingerprinting fee of \$10.00.

Analysis: Over the last couple of years the number of employers who require or are mandated by federal/state law that potential employees be fingerprinted has expanded. Recently, federal law mandates that all workers in licensed daycare facilities be fingerprinted. Additionally, all school district employees continue to need to be fingerprinted and nursing home employees will soon be required also. Clearwater PD has provided the service for \$10. This is one of, if not the lowest, rate in our area and we are seeing an increase in the number of out of town requests for fingerprints. The employees have to pay for the fingerprinting themselves, so they try to find the lowest cost. While Clearwater PD is glad to provide the service, it can become time consuming as each set takes approximately 10-15 minutes to complete, depending on the amount of paperwork required to be filled out. The Police Department is requesting the following change for fingerprinting fees:

- All USD 264 employees and any business/individual in the 67026 zip code that needs fingerprinting the cost remains \$10.
- All other fingerprinting requests be increased to \$20.

Included in your packet is a list of what some of the other jurisdictions in the area charge for fingerprinting.

Financial: There may be a slight increase in the revenue generated from court costs.

Legal Considerations: The City Attorney has drafted the amended resolution.

Recommendations/Actions: Approve Resolution 04-2019, Court Fees.

Fingerprint charges in the area:

Andover – Other than criminal charges, they will only print those in the Andover city limits and they do not charge for those prints.

BelAire - \$20 charge for prints.

Benton - \$20 charge for prints.

Derby – Employment prints are free for anyone who lives in Derby, but outside of Derby the charge is \$20.

Eastborough - \$20 charge.

Goddard – Just recently raised their fee to \$20 and an appointment is required.

Haysville - \$20 charge for prints.

Kechi - \$25 charge by appointment only.

Mulvane – They do not charge teachers, but anyone else is \$10.

Valley Center - \$15 charge.