



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

City of Clearwater Council Meeting Agenda  
Tuesday July 14, 2020 at 6:30pm  
129 E Ross Clearwater, KS 67026

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1. **Call to Order/ Invocation and Flag Salute**
2. **Invocation and Flag Salute**
3. **Roll Call**
4. **Approval of Agenda**
5. **Public Forum** - Members of the public can address the Mayor and City Council limited to not more than five minutes.
6. **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. [06/23/20 Council Meeting Minutes](#)
  - b. [06/30/20 Council Workshop Minutes](#)
  - c. [Claims and Warrants](#)
  - d. [Facility Use Agreement with API and the Clearwater Senior Center](#)
7. **Staff Reports**
8. **Presentation: ARC 95 Project – Dan Squires, P.E. & Lynn Packer, P.E.**
9. **Business**
  - a. **Discussion – Budget**
  - b. **Action: Approve publication of budget and set budget hearing date**
10. **Administrators Report**
11. **Governing Body Comments**
12. **Adjournment**

Next Assignment Numbers

Charter Ordinance: 21

Ordinance: 1058

Resolution: 09-2020

**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**  
June 23, 2020  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**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, Chris Griffin, and Chad Pike were present.

Yvonne Coon was absent.

The following staff members were present:

Ron Marsh, City Administrator, Courtney Meyer, City Clerk, Chadd Posch, Jared Dinwiddie, Kirk Ives, Ernie Misak, Austin Parker.

**3. Approval of the Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated items 8b, c, d and item 11 are all added to the agenda.

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

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

**4. Public Forum**

Brian Bergkamp introduced himself to council as the 93<sup>rd</sup> District candidate.

**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: 06/09/20  
Claims and Warrants

**Motion: *Palmer-Witt* moved, *Pike* seconded to approve the consent agenda as presented. Voted and passed unanimously.**

**6. Staff Reports**

**a.** Police Department – Kirk Ives –Chief Ives introduced the new Police Officers. Zach Nolan is currently at the academy, Michael Pickens has over 20 years’ experience, and Justin Jacks over 9 years’ experience. The Police Department is now up to full staff. Council asked how the department incorporating new training changes is. Chief Ives states he has a Chiefs meeting every week and most of the training has been postponed. In addition, the required number of hours for continuing education has decreased form 40 hours to 20 hours.

**b.** Fire Department –Jared Dinwiddie –Council had no other questions.

- c. Public Works – Ernie Misak – Misak stated on his council report the TSS was 84 not 94 but it still isn't a passing number. He stated Andale is not passing either with the changes they have made to their ponds. There are several others that are having the same problems. Misak believes it could be algae. City has been given permission to eliminate the fish. Council had no other questions.
- d. Parks & Maintenance – Chadd Posch – Council had no other questions.

## 7. Business

### a. Consider Pavement Engineering Study

During the Public Works budget presentation it was determined that in order to adequately budget and plan for both major and minor road improvements in Clearwater, an engineering study to assess the condition of the pavement needed to be completed.

The study would use a classification system to determine the condition of the roads from poor to good. Staff would be able to better allocate funds towards the roads most in need of repair and put together a street plan to address each road in the City. This would be a proactive approach to addressing road maintenance and transition from a reactive band aid method.

Certified Engineering Design has provided a quote of \$8377.00 to conduct the study. Not included in this cost is core sampling to determine pavement thickness and subgrade material. Knowing the pavement thickness and subgrade material provides insight into how, when and why a road may fail and provides a better overall assessment of the road. Core sampling costs between \$30-\$50 per core. Estimating 82 cores would be \$4100 plus engineers cost of 10%. To allow for additional cores as needed staff recommends allowing \$5000 for core sampling.

Certified Engineering Design has done pavement engineering studies for several cities in the area. Included in your packet is the study done for the City of Halstead, KS. The spreadsheet includes estimated costs to repair each road. A color-coded map is also provided for a snapshot look at the City as a whole.

Cost to the City would be \$8377 for the study; \$5000 for the core sampling and \$1500 for any additional work that may be needed. This is a total of \$14877.00.

Marsh is requesting the authorization to spend up to \$15000.00 for the pavement engineering study. The funds would come from equipment reserve discretionary fund.

Marsh indicated that this will provide the city with an opportunity to put a five to six year plan in place for streets

Council questioned why the core sampling fluctuates. Logan Mills explained that it depends on the company that is hired to do the core sampling. Another option would be for the City to rent a core machine and pull samples ourselves.

**Motion:** *Palmer-Witt* moved, *Pike* seconded to hire Certified Engineering and Design to do a pavement engineering study and cost not to exceed \$15,000. Voted and passed unanimously.

### b. Consider Resolution 08-2020 Determining the Advisability of the Making of Certain Internal Improvement in the City of Clearwater (Street, Water and Sewer/ Park Glen Estates Addition – Phase 2)

Marsh stated that Shaun Weaver, Weaver Ventures, submitted a petition proposing the internal improvements for Park Glen Estates be made. The details of the resolution can be found in the

Clerk's Office.

Method of Assessment – Street and Water will be equally per lot and Sanitary Sewer will be equally per linear foot. 100% of the costs of the Street, Water and Sewer Improvement will be assessed to the Improvement District. 100% of the costs for the Secondary Entrance will be assessed to the City-at-large

**Motion: Shore** moved, **Pike** seconded to approve resolution 08-2020 determining the advisability of the making of certain internal improvement in the City of Clearwater (Street, Water and Sewer/ Park Glen Estates Addition – Phase 2). Voted and passed unanimously.

**c. Consider Engineers Contract for Construction of Improvement to Park Glen Estates Phase 2**

Marsh would like to formally contract with CED as the Engineer for the Park Glen Estates Phase 2 project. The cost will not exceed \$78,973 and will be paid through the temporary notes.

**Motion: Palmer-Witt** moved, **Shore** seconded to authorize the Mayor to enter into agreement with Certified Engineering and Design for construction of improvements to Park Glen Estates Phase 2. Voted and passed unanimously.

**d. Consider Engineers Contract for Construction of second access road to Park Glen and Park Glen Estates**

Marsh would like to formally contract with CED as the Engineer for the second entrance into Park Glen and Park Glen Estates. The cost will not exceed \$56,672 and will be paid through the temporary notes.

**Motion: Shore** moved, **Pike** seconded to authorize the Mayor to enter into agreement with Certified Engineering and Design for construction of second access road to Park Glen and Park Glen Estates. Voted and passed unanimously.

**e. Sidewalk Discussion**

Mayor and Administrator Marsh explained that the City needs to develop a sidewalk policy. The topics that will be covered will be when and if the City will repair the sidewalk, will the City enforce the state statute that states the property owner is responsible for maintaining the sidewalk. When developing the policy, the City staff will review what other Cities have as their policy and see if their policies would fit well with Clearwater.

Council asked for staff to consult with other cities to see what their sidewalk policies are and to come back next meeting to discuss the findings.

**f. Revenue of Real Estate Sale and Budget**

Meyer shared with Council the budget as it sits without the final discussions and making sure all the totals line up. As it sits now it is showing a 6.9 increase request to the Mil.

Mayor Ussery addressed the staff when reviewing their budget for the final time, do not have costs budgeted that you don't have plans to use in 2021. Mayor Ussery feels that staff should push hard to have a 2-4 mil increase at max. That means that each department should look at cutting around 2%

Budget Workshop is set for June 30, 2020 at 6:30PM

**8. Administrators Report**

- Per our contract with Waste Connections for trash and recycling services, our cost rises \$.40 each year. Waste Connections contacted us last week and informed us that they had made a mistake and

raised the recycle rates \$.40 this past year. To offset that error, our rates will not be increasing in 2021 and we will be able to reduce the recycling fee to citizens from \$6 to \$5.

- Staff did apply for the CARES Act Fund through Sedgwick County. We have not yet heard if we will receive the grant funds to offset costs due to COVID-19.
- Our Community Development Block Grant council approved last meeting was submitted to the State on 6/15/20.
- Sedgwick County Health Department will be at the Senior Center on Thursday, June 25 for COVID-19 testing from 9am – 12pm.
- The Mayor’s Conference and Governing Body Institute scheduled for July 31 – August 1 has been moved to a Zoom virtual conference. If you would like to register, please contact Courtney or I.

**9. Governing Body Comments**

Griffin likes seeing the pool used.

Pike had nothing to report.

Palmer-Witt thought the Hazardous Waste Collection was a success.

Shore would like to see an option for people to join by phone continue. Is that the plan? Staff answered yes, we are working on a more permanent solution.

Ussery had nothing to report.

**10. Executive Session: KSA 75-4319 to Discuss Personnel Matters of Non-Elected Personnel**

**MOTION:** *Griffin* moved; *Palmer-Witt* seconded to move into executive session pursuant to non-elected personnel to include the City Administrator. The City Council will reconvene the open meeting in the City Council Chamber at 8:20 p.m. Voted and passed unanimously.

Mayor Ussery called the meeting back to order at 8:20pm and stated there was no action taken in executive session.

**MOTION:** *Shore* moved; *Palmer-Witt* seconded to authorize the mayor to engage in a contract with Jennifer Hill of McDonald & Tinker, P.A. Voted and passed 3-1 (Griffin no).

**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 8:32 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 June 23, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 14th day of July 2020

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Courtney Meyer, City Clerk

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Workshop - **MINUTES**  
June 30, 2020  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**1. Call to Order/ Invocation and Flag Salute**

Mayor Burt Ussery called the meeting to order at 6:30 p.m.

**2. Roll Call**

The City Clerk confirmed the presence of a quorum. The following members were present:

Mayor Burt Ussery, Councilmembers; Justin Shore, Shirley Palmer-Witt, Chris Griffin, and Chad Pike were present.

Yvonne Coon was absent.

The following staff members were present:

Ron Marsh, City Administrator, Courtney Meyer, City Clerk, Chadd Posch, Jared Dinwiddie, Kirk Ives, Ernie Misak, Justin Patrick, Cole Hollis.

**3. Budget Discussion**

Ron Marsh stated that after the last council meeting staff reviewed the budget one final time and was able to decrease the mil increase from 6.90 to 1.67. That is equivalent to a \$2.50 increase per month on a home that is assessed at \$150,000. The decrease does include paying off the bank loan for the business park. If council does not elect to pay off the bank note the mill increase will jump up to 3.67 and would have to go to a vote if there are no other cuts.

Council reviewed the presented budget. Palmer-Witt had some questions regarding line item changes for clarification.

With no other questions for the staff, Mayor Ussery advised Council to review the budget binder and get with staff if they have any questions between now and the next council meeting. At the next meeting Council will be voting to set the budget hearing for August 11<sup>th</sup>. The budget will need to be agreed upon during next meeting so the paper can publish the hearing notice.

**4. Proceeds from Sale of Business Park**

Mayor Ussery stated the financial advisor made some suggestions for the use of the proceeds. Mayor Ussery stated the advisor suggested Council pay off the bank note and then put the other funds towards starting a new project if the City was already planning on projects to avoid extra expense of issuing temp notes for the planned projects.

Council discussed the project ideas that have been presented at previous Council meetings. They had a consensus to put the funds towards paying off the bank note plus projects towards beautification. They would like staff to start to get pricing on creating a seating area in the empty lot at Ross and Tracy as well as new park shelters.

**5. Adjournment**

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

**MOTION:** *Griffin* moved; *Shore* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:28 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 June 30, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 14th day of July 2020

\_\_\_\_\_  
Courtney Meyer, City Clerk

# Check Register Report

Date: 07/07/2020

Time: 4:30 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
<b>EMPRISE BANK Checks</b>								
46376	07/08/2020	Printed			APS1	AAA PORTABLE SERVICES, INC	RENTAL 6-6 - 7-3	70.00
46377	07/08/2020	Printed			AMAZ	AMAZON BUSINESS	CLEANING SUPPLIES	139.03
46378	07/08/2020	Printed			ACC01	APAC-KANSAS, INC.	Street Repair/ Warm Mix	281.74
46379	07/08/2020	Printed			BBL1	B & B LUMBER	SUPPLIES	47.69
46380	07/08/2020	Printed			BPS1	BAYSINGER POLICE SUPPLY	DUTY BELT	86.50
46381	07/08/2020	Printed			BH01	BECKY C. HURTIG	PROFESSIONAL SERVICES	915.00
46382	07/08/2020	Printed			BRI	BRIAN SCHAUF	REFUND OF PERMIT	51.00
46383	07/08/2020	Printed			BRIT	BRIT ROBERTSON	REIMBURSE FOR GAS	30.00
46384	07/08/2020	Printed			BROAD	BROADSTROKE INC	WATER BILLS	662.40
46385	07/08/2020	Printed			CARLA	CARLA BRANNON	REFUND OF POOL PARTY	100.00
46386	07/08/2020	Printed			CI W	CIRUS WATER	POLICE DEPT	22.50
46387	07/08/2020	Printed			CCC2	CLEARWATER AREA CHAMBER	SLOW GOLF SPONSOR	100.00
46388	07/08/2020	Printed			CFF1	CLEARWATER FALL FESTIVAL	2020 FALL FESTIVAL DONATION	250.00
46389	07/08/2020	Printed			CWC02	CLEARWATER WELLNESS CENTER	STATEMENT	45.00
46390	07/08/2020	Printed			DELISA	DELISA'S MEDICAL BILLING	JUNE 2020	8.31
46391	07/08/2020	Printed			DEM1	DEMCO	PAPERFOLD BOOK JACKET	41.83
46392	07/08/2020	Printed			FAR	FARREL LANGE	RESTITUTION	80.00
46393	07/08/2020	Printed			GAL1	GALL'S INC.	UNIFORM/BATTERIES	771.71
46394	07/08/2020	Printed			GILM	GILMORE SOLUTIONS, INC	PC REPLACEMENT	1,375.81
46395	07/08/2020	Printed			HEATH	HEATHER EDE	CLEAN LIBRARY	112.50
46396	07/08/2020	Printed			JHS1	J & H STORAGE	JULY RENT	65.00
46397	07/08/2020	Printed			LA LI	J. LARRY LINN	PROSECUTION SERVICES	885.00
46398	07/08/2020	Printed			JDG1	JOHNNY L. MISHLER	WINDOW ENVELOPES	36.00
46399	07/08/2020	Printed			KANSAS GO	KANSAS GOLF AND TURF, INC	Spartan SRHD1 SN 044001	8,724.25
46400	07/08/2020	Printed			KOC1	KANSAS ONE CALL SYSTEM, INC.	73 LOCATES	87.60
46401	07/08/2020	Printed			AOM1	KATHLEEN KINKAID	BANNERS	489.00
46402	07/08/2020	Printed			LOK1	LEAGUE OF KS MUNICIPALITIES	MANAGING MUNI SERV WEBINAR	50.00
46403	07/08/2020	Printed			LFP1	LEASE FINANCE PARTNERS	COPIER LEASE	548.95
46404	07/08/2020	Printed			LCS1	LOWE'S	STATEMENT	132.05
46405	07/08/2020	Printed			METRO	METROPOLITAN AREA BUILD	3/E/M/P PERMITS MAY 2020	1,603.75
46406	07/08/2020	Printed			MW SS	MIDWEST SINGLE SOURCE	POLICE BUSINESS CARDS	40.00
46407	07/08/2020	Printed			NOP1	NAVRAT'S OFFICE PRODUCTS	COPY PAPER	531.15
46408	07/08/2020	Printed			OR	O'REILLY AUTO PARTS	OIL/REPAIR KIT/AIR HOSE	138.15
46409	07/08/2020	Printed			PATR	PATRICIA SEILER	CLEANING SUPPLIES REIMBURSE	21.34
46410	07/08/2020	Printed			PCA1	PETTY CASH	LIBRARY	119.95
46411	07/08/2020	Printed			RSA1	RANDAL STIENER ARCHITECT	COUNCIL CHAMBER REMODEL	3,500.00
46412	07/08/2020	Printed			REC BK	RECORDED BOOKS, LLC	MATERIALS	171.00
46413	07/08/2020	Printed			RCI1	RENN & COMPANY, INC.	DODGE DURANGO	953.00
46414	07/08/2020	Printed			RJ01	ROASTER JOE'S	POP FOR CONCESSION	324.00
46415	07/08/2020	Printed			SAM1	SAM'S CLUB	STATEMENT	1,949.83
46416	07/08/2020	Printed			SOS	SECRETARY OF STATE	NOTARY RENEWAL ZOLLINGER	25.00
46417	07/08/2020	Printed			STA	STAPLES	3 Pocket Wall File	147.84
46418	07/08/2020	Printed			SRS1	SUPERIOR RUBBER STAMP	STAMP/POSTAGE	27.50
46419	07/08/2020	Printed			TSN1	TIMES-SENTINEL NEWSPAPER	HOUSING INCENTIVE	192.00
46420	07/08/2020	Printed			TCE1	TRI-COUNTY ELECTRIC CORP	LIGHT FIXTURES/CITY SHOP	1,000.00
46421	07/08/2020	Printed			USBAN	U.S. BANCORP EQUIPMENT	COPIER LEASE	248.26
46422	07/08/2020	Printed			UIN1	UNITED INDUSTRIES, INC.	LADDER TREAD	210.00
46423	07/08/2020	Printed			WEST	WESTFALL ELECTRIC INC	REFUND OF PERMIT	35.25
46424	07/08/2020	Printed			WICHTA BREW	WICHITA BREWING COMPANY	HAND SANITIZER	32.00
46425	07/08/2020	Printed			WTC1	WICHITA TRACTOR CO.	72" DECK BELT	224.84
46426	07/08/2020	Printed			WIECH	WIECHMAN BUSH TIRE	BADBOY TIRES	255.20

# Check Register Report

Date: 07/07/2020

Time: 4:30 pm

Page: 2

City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>EMPRISE BANK Checks</b>								
46427	07/08/2020	Printed			WILSON	WILSON BUILDING MAINT INC	PARTIAL JANITORIAL SERVICES	148.00
46428	07/08/2020	Printed			ZACHARY	ZACHARY NOLAN	MILEAGE REIMBURSEMENT	86.25

**Total Checks: 53**

**Checks Total (excluding void checks): 28,193.18**

**Total Payments: 53**

**Bank Total (excluding void checks): 28,193.18**

# Check Register Report

Date: 07/07/2020

Time: 4:30 pm

Page: 3

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>								
634	07/07/2020	Printed			CGSI	CASEY'S	STATEMENT	1,844.45
635	07/07/2020	Printed			CLA1	COLONIAL LIFE & ACCIDENT	STATEMENT	148.14
636	07/07/2020	Printed			HSB1	EMPRISE BANK	FORD F-150	868.23
637	07/07/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	29 E. ROSS	620.28
638	07/07/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	STREET LIGHTS	2,009.22
639	07/07/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	SENIOR CENTER	277.04
640	07/07/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	19 W. ROSS	515.46
641	07/07/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	50 S. PROSPECT	32.56
642	07/07/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	LIBRARY	435.31
643	07/07/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	100 E. ROSS	34.58
644	07/07/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	149 N. FOURTH	341.11
645	07/07/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	GROUP BILL #2	2,127.58
646	07/07/2020	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	GROUP BILL	823.92
647	07/07/2020	Printed			KGS1	KANSAS GAS SERVICE	319 W. ROSS	61.35
648	07/07/2020	Printed			KGS1	KANSAS GAS SERVICE	109 E. ROSS	33.37
649	07/07/2020	Printed			KGS1	KANSAS GAS SERVICE	129 E. ROSS	33.37
650	07/07/2020	Printed			KGS1	KANSAS GAS SERVICE	921 E. JANET	31.40
651	07/07/2020	Printed			KGS1	KANSAS GAS SERVICE	149 N. FOURTH	30.76
652	07/07/2020	Printed			KGS1	KANSAS GAS SERVICE	401 W. ROSS	30.76
653	07/07/2020	Printed			KGS1	KANSAS GAS SERVICE	901 CLEARCREEK	56.94
654	07/07/2020	Printed			KANSAS	KANSAS TURNPIKE AUTHORITY	STATEMENT	31.55
655	07/07/2020	Printed			KPERS	KPERS	LATE FEE	5.06
656	07/07/2020	Printed			SKT1	SKT	FIRE	522.34
657	07/07/2020	Printed			SKT1	SKT	CITY BUILDING	482.44
658	07/07/2020	Printed			SKT1	SKT	SENIOR CENTER	91.63
659	07/07/2020	Printed			SKT1	SKT	ELECTRONIC SIGN	60.76
660	07/07/2020	Printed			SKT1	SKT	PUBLIC LIBRARY	131.39
661	07/07/2020	Printed			SKT1	SKT	PUBLIC WORKS	149.29
662	07/07/2020	Printed			SKT1	SKT	POLICE AND COURT	326.81
663	07/07/2020	Printed			SKT1	SKT	HISTORICAL SOCIETY	108.84
664	07/07/2020	Printed			SEHP	STATE EMPLOYEE HEALTH PLAN	STATEMENT	17,479.48

**Total Checks: 31**

**Checks Total (excluding void checks):**

**29,745.42**

**Total Payments: 31**

**Bank Total (excluding void checks):**

**29,745.42**

**Total Payments: 84**

**Grand Total (excluding void checks):**

**57,938.60**

**City of Clearwater  
City Council Meeting  
July 10, 2020**

**Consider a Facility Agreement between  
Aging Projects, Inc. Meals on Wheels/Friendship Meals and  
The Clearwater Senior Center**

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**Context:** Aging Projects, Inc. (API) provide Title III Nutrition Program to persons 60 years of age and older.

The agreement is for one year and outlines the responsibilities of both parties in providing this valuable service to the senior citizen population of Clearwater.

**Financial:** No financial considerations

**Legal Considerations:** The City Attorney has reviewed and approved the document.

**Recommendations/Actions:** Authorize the Mayor to sign the facility agreement.



## **Aging Projects Inc.**

112 West Sherman St. • Hutchinson, KS 67501-5450  
(620) 669-8201 • FAX (620) 669-8202  
[www.friendshipmeals.com](http://www.friendshipmeals.com)  
[api@kscable.com](mailto:api@kscable.com)

June 22, 2020

City of Clearwater  
PO Box 453  
Clearwater, KS 67026

**RE: Fiscal Year 2021 Meals on Wheels/Friendship Meals Facility Agreement**

Attached is the October 1, 2020 through September 30, 2021 Facility Agreement for Clearwater Meals on Wheels/Friendship Meals.

Please review, sign, and return to Aging Projects, Inc., 112 W Sherman, Hutchinson, KS 67501 by August 6. All Facility Agreements will be reviewed at our board of directors meeting in August.

If you have questions or concerns, please contact me by phone at 620-669-8201 or by email at [api@kscable.com](mailto:api@kscable.com).

Thank you for your continued support of Aging Projects, Inc. and Meals on Wheels/Friendship Meals.

Sincerely,

Rozie O'Brien  
Executive Director

ROB:jw

Enclosure

**FACILITY AGREEMENT**  
Between  
**AGING PROJECTS, INC. MEALS ON WHEELS/FRIENDSHIP MEALS**  
And  
**CLEARWATER SENIOR CENTER**

**ADDRESS: 921 Janet Avenue**  
**CITY: Clearwater STATE: Kansas ZIP: 67026**  
**TELEPHONE: 620-584-2332**  
**CONTACT: Sonja Froggatte, Director**

**This agreement is made in order to provide TITLE III Nutrition Program to persons 60 years of age and older. It contains policies mutually agreed to by the above agencies and approved by the Central Plains Area Agency on Aging (CPAAA).**

**AGING PROJECTS, INC. (API) agrees to:**

- 1. That the dining room is to be used by Aging Projects Inc. Meals on Wheels/Friendship Meals (API) from 10:00 a.m. to 1:00 p.m. each Monday through Friday, October 1, 2020 through September 30, 2021. Excluded days shall be: November 26 and 27, 2020; December 24 and 25, 2020; January 1, 2021; April 2, 2021; May 31, 2021; July 5, 2021; and September 6, 2021. Additional closing or open dates and/or times may be requested.**
- 2. Employ and supervise a Center Manager to oversee the program and coordinate the work of the volunteers. The Center Manager will be an employee of API, and will be fully responsible for the operation of the site in compliance with program regulations, and under the sole supervision of the API staff.**
- 3. Provide equipment and supplies necessary to deliver and serve the meals, and clean the equipment and tables used for the program before and after meals.**
- 4. Provide services of the Area Supervisor to supervise the Site Supervisor in the operation of the site.**
- 5. Pay all bills for meals, consumable supplies, staff training, and incidental expenses directly related to the meals.**
- 6. Send to the Dining Center all communications from the central office that are sent to other centers, and at all times give the same consideration as the other centers receive.**

7. Handle registration, meal reservations and deposit of contributions according to the API Policy. Participants will be informed of the cost to provide the meal and be encouraged to contribute according to their ability.
8. Acknowledge the cooperation of the Clearwater Senior Center in Nutrition Program publicity whenever possible.
9. Assist Clearwater Senior Center Senior Director in arranging occasional activities at time that would encourage participation in the meal program.

**THE CLEARWATER SENIOR CENTER agrees to:**

1. Provide in-kind space, chairs and tables for serving customers between approximately 10:00 a.m. and 1:00 p.m. on days the program operates and provide secure storage for API equipment and supplies related to the meals. (API equipment and program supplies will not be used for any other reason/events without prior approval of the API Executive Director and/or Area Supervisor).
2. Arrange for the opening and closing of the facility for food delivery, unless special arrangements are made with the API Executive Director and/or Area Supervisor.
3. Provide use of refrigerator and stove, in good repair, as needed.
4. Clearwater Senior Center staff will clean the equipment and tables used for the program before and after the meals. Assure that the program may be conducted in a safe, clean and sanitary manner by providing basic custodial service, including care of floors in the meeting room and regular cleaning of the bathrooms. Assure that the area designated for API use will be in the same condition, at the start of each serving day, that it was left in after the end of each API serving day and that the State of Kansas Department of Agriculture standards for kitchen and dining room cleanliness shall be enforced.
5. Provide space for a bulletin board and a sign designating the Nutrition Program.
6. Arrange for timely inspection of fire extinguishers and smoke alarms and furnish copies of the inspections to API central office to comply with CPAAA requirements.
7. Include API in all publicity related to the program. This includes Clearwater Senior Center newsletters and calendars. Show the API Meals on Wheels/Friendship Meals as a regular scheduled activity.

8. Assure that persons in the community who are under age 60, are informed that they are not eligible for the nutrition program unless they choose to volunteer the day that they eat. (Any person under 60 may participate by making a reservation and by paying the full non-participant price for the meal if under 60 years of age.) The Clearwater Senior Center further agrees that they will not keep and/ or use any leftover API foods for any purpose due to health codes, CPAAA regulations and liability issues.
9. Allow use of the building office telephone.
10. Purchase a license for food service from the authority designated by the state to issue the license and provide a copy of the license to API. The license must be clearly displayed to meet code requirements.
11. Schedule occasional activities at a time to encourage participation in the meal program and take into consideration the impact to the program and API customers when scheduling group activities at such a time that API participants would need to choose between a API meal or participating in another center activity.
12. That equipment shall be the responsibility of the buyer/owner.
13. That all electrical, lighting, sewer and other building maintenance problems shall be the responsibility of the building owner.
14. That no one shall be discriminated against on the basis of race, religion, color, sex, disability, national origin, or ancestry.

Any changes to this agreement will be negotiated by the persons listed below or their designee. This agreement will remain in effect for the balance of the Aging Projects, Inc. Meals on Wheels/Friendship Meals contract (October 1, 2020 - September 30, 2021.) It may be renewed by mutual agreement. Changes can be made only with the approval of parties listed below.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Rozanna M. O'Brien, Executive Director  
 Aging Projects, Inc.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Burt Ussery, Mayor  
 City of Clearwater

To: Mayor and City Council

From: Jared Dinwiddie  
Clearwater Fire Chief

Date: July 10, 2020

Re: Fire Department Staff Report

- Clearwater Fire responded to 7 medical calls and 5 Fire calls 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 6 emergency calls. This is a result of the normal personnel that respond, were at their full-time job with their respective agencies.
- The International (New Brush Truck) is currently at D&S Body Shop getting paint work done on the frame and body.
- The department received a VFA (Volunteer Fire Assistance) Grant from the Kansas Forest Service in the amount of \$8,000. This is a 50/50 grant that will be used to help purchase new 800 Dual Band portable radios. Once the radios are purchased, the department will receive \$4,000 back in reimbursement.
- Crews were on stand-by for the 4<sup>th</sup> of July firework display with no incidents to report (the show was fantastic, especially from our viewpoint).
- There were no firework related calls in the city during the time frame allotted for sales and discharging.
- Members were trained on defensive driving of apparatus and POV's, and then drove through the confidence driving course at our last meeting.
- The department implemented a "No more than 2 responders" policy for medical calls. This is to reduce the amount of PPE equipment used per call and allow our supply to last longer. Exceptions are allowed for high priority calls such as Code Blues, Shootings, etc.

- Confirmed COVID-19 Cases: **Clearwater Nursing and Rehabilitation**  
**Clearwater Retirement**

**\*\*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 exposures have been recorded.**

To: Mayor and City Council

From: Chadd Posch

Date: 6/5/2020

Re: Parks and facilities

- Cole and Jace are still doing a great job with keeping up with the mowing at city Properties.
- Patty has also been working hard to keep our city properties clean and safe for the public's use and has been working hard to keep the bathrooms disinfected
- We are still continuing work on structure reinforcement on the tree house in the park, The treehouse is in a safe usable condition currently but we are reinforcing the inside walls to prevent possible future vandalism.
- We pulled the posts and back filled on our downtown lot at the corner of Ross and Tracy between the two property lines.
- We started working on removing high spots of dirt around the sports complex to help with drainage.
- The blue recycling cardboard compacter has been placed for auction on Gravel roads auction site.
- We built a timer sprinkler system for the Welcome to Clearwater Rock flower bed on North 4<sup>th</sup>.
- Decals for the Parks department trucks have been added to all three vehicles.
- Signs have been once again been put up on city Properties encouraging People to wear masks and practice social distancing to help stop the spread of COVID 19.

To: Mayor and City Council

From: Kirk Ives,  
Chief of Police

Date: July 7, 2020

Re: Police Department Staff Report

**Officers:**

Our new full time Officer Justin Jacks has started working on his own. The FTO Officers feel like he is doing well and are please with the time they had to work with him.

Zac Nolan was back for 1 week while the Academy was closed during 4<sup>th</sup> of July. In visiting with him about the training he is in, he stated he is learning a lot and is enjoying the classes at KLETC.

Officer Michael Pickens is doing a great job and is getting settled in quite well.

SGT Harp is back from vacation.

LT Gearhardt and Sgt Harp have recovered a stolen mower and trailer that was worth around \$5000.

Officer Pickens has been doing very well on DUI and Drug arrests.

We are still looking forward to the phase 1 of the Police Department remodel/wall and counter to begin soon.

We have been getting all the officers reset on the computers. We had a date with Gilmore to set up the MDT's in a more efficient manner and believe they are working correctly. We still have an issue with staying connected to the CAD system, but Gilmore has been working on this. I have heard no complaints about the other updates, and they seem to be working better.

**Vehicles:**

All the vehicles are still working and running very well.

**Matters of interest since last meeting on Police Activity:**

We had 89 Dispatched/report calls since my last report. (does not always include self-initiated calls)  
Numbers are up.

To: Mayor and City Council Members

From: Ernie Misak, Public Works Director

Date: July 14, 2020

Subject: Public Works Summary

1. Continual training with the two new employees on all facets of our work assignments.
2. Jason and Jeff have been trained and are in the process of changing out manual read meters and replacing with auto-reads to improve efficiency and accuracy. They are progressing well and are very willing to do whatever task is assigned. Very positive attitudes.
3. Mowing necessity is reduced due to the hot weather and a lack of moisture.
4. There will be no discharge of effluent from the sewer ponds this month. With a higher evaporation rate (hot weather), it will most likely not require discharging in August either. "No Discharge" is considered as a "pass" with KDHE.
5. KDHE has authorized KRWA to assist with issues at the wastewater ponds. A first visit from KRWA occurred on July 8<sup>th</sup>. Pictures of the cell #1 (lined cell) sludge being on top and the extreme amounts of algae were taken.
6. Repaired water leak at Garvey Complex.
7. Repaired water leak at 628 E. Park.
8. Well #7 VFD has been replaced and is now available for production.
9. Well #2 pump installation and connections have been completed and is ready to again be a contributor to our POTW system supply. We are awaiting sample containers and instructions from KDHE to collect for analysis prior to placing back on line.
10. Burned trees and limbs at the brush dump.
11. Working on installing a gate in the south fence of the waste pond area to enable access to the discharge pipe into the river.
12. Other normal duties and responsibilities.

## Clearwater Senior & Community Center

### Staff Report

July 10, 2020

To: Mayor & City Council

From: Sonja Froggatte, Director

1. This coming Tuesday, the 14<sup>th</sup>, we will have our Carry-In Luncheon at 12:00 noon. We have some great cooks and would love to have you attend. Alicia with City Arts will be here to assist us in painting a scene on canvas. The canvases cost City Arts \$5 each so they are asking us to pay that much.
2. On 7/15 Hermes Healthcare will be here for foot care. To make an appointment please call (316) 260-4110.
3. Then on 7/17 from 10:30 a.m. to 11:30 a.m. the Cowskin Clydesdales are scheduled to be at the Center!
4. Friday, July 24<sup>th</sup>, Dr. Karl May will be here at 10:00 to inform us about the benefits of chiropractic care and exercise.
5. July 28<sup>th</sup> we will distribute USDA Food Assistance but we are planning to receive fresh apples and oranges so I will connect with the regulars to see if they can pick up earlier.

**NOTICE OF BUDGET HEARING**

The governing body of  
**Clearwater**  
will meet on August 11, 2020 at 6:30 PM at City Hall for the purpose of hearing and  
answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.  
Detailed budget information is available at City Hall and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2021 Expenditures and Amount of Current Year Estimate for 2020 Ad Valorem Tax establish the maximum limits of the 2021 budget.  
Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2019		Current Year Estimate for 2020		Proposed Budget for 2021		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2020 Ad Valorem Tax	Estimate Tax Rate*
General	2,010,527	41.581	2,399,810	49.349	3,291,822	886,676	51.073
Debt Service	652,034	9.025	639,954	7.035	815,828	121,196	6.981
Library	103,746	6.000	111,850	6.000	118,555	103,653	5.970
Library Emp Benefits 202	5,047		3,000		1,101		
Employee Benefits 203	1,214		1,000		50		
Special Building 212	168,500	3.075	27,000		1,960	0	0.000
Special Liability 205	3,620		1,600		1,191		
Special Highway 206	83,829		33,172		169,500		
Special Parks 209	61,443		90,000		50,000		
Dept on Aging 207	17,890		19,972		18,024		
Ambulance 215	23,085		21,678		2,566		
Water 501	400,576		433,639		427,988		
Sewer 550	575,018		600,406		614,279		
Non-Budgeted Funds	40,887						
<b>Totals</b>	<b>4,147,417</b>	<b>59.681</b>	<b>4,383,081</b>	<b>62.384</b>	<b>5,512,863</b>	<b>1,111,525</b>	<b>64.024</b>
Less: Transfers	828,919		799,145		779,496		
Net Expenditure	3,318,498		3,583,936		4,733,367		
Total Tax Levied	60		1,022,230		XXXXXXXXXXXXXXXXXXXX		
Assessed Valuation	15,875,860		16,385,400		17,360,980		

Outstanding Indebtedness,

	2018	2019	2020
January 1,			
G.O. Bonds	4,040,830	4,139,758	3,737,726
Revenue Bonds	0	0	0
Other	0	0	0
Lease Purchase Principal	270,035	174,729	162,299
Total	4,310,865	4,314,487	3,900,025

\*Tax rates are expressed in mills

**Courtney Meyer**

City Official Title: City Clerk