

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
June 9, 2020
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

1. Call to Order/ Invocation and Flag Salute

Mayor Burt Ussery called the meeting to order at 6:30 p.m. followed the invocation and flag salute.

2. Roll Call

The City Clerk called the roll to confirm the presence of a quorum. The following members were present: Mayor Burt Ussery, Councilmembers; Justin Shore, Shirley Palmer-Witt, 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.

Others: Risse Zimmerman, Dan Garber, Mike Webb, Sarah Storment, Kelly Truman, Cody Hanna, Michelle Franklin, David/ Laura Papish.

3. Approval of the Agenda

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated that a firework discussion needed added between Item 8c and 8d.

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

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

4. Public Forum

Mike Webb from Haysville introduced himself council and stated he was running for 93rd District. His platform is demand a great Kansas, vote for lower taxes, vote for answers.

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: 05/26/20
Claims and Warrants
Approve Hiring – Full Time Officer

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

6. Staff Reports

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

b. Fire Department –Jared Dinwiddie –Shore asked what time of day the runs were unanswered. Dinwiddie answered that the primary responders were all at their primary jobs when those calls

came in. It is rare when that happens. Mayor Usery reminded council that Sedgwick County is dispatched on each of the calls and will respond unless called off by Clearwater staff. Council had no other questions.

- c. Public Works – Ernie Misak – Council had no questions.
- d. Parks & Maintenance – Chadd Posch – Chadd informed council that the treehouse has been fixed for now and is re-opened to the public. Council asked when the mulch around the play equipment was going in and Posch responded he is expecting a delivery next week. Council had no other questions.

Griffin informed staff that there is a sink hole in the alley by the school. Marsh said he would get with public works.

7. **Business**

a. **Public Hearing**

Mayor Usery called for a motion to open the public hearing for the purpose of considering an application to the Kansas Department of Commerce for Small Cities Community Development Block Grant funds under the CDBG-CV category.

Motion: *Shore* moved, *Palmer-Witt* seconded to open the public hearing at 6:40pm. Voted and passed unanimously.

Council had no discussion and no public approached to speak

Motion: *Palmer-Witt* moved, *Pike* seconded to close the public hearing at 6:42pm. Voted and passed unanimously.

b. **Consider Resolution 07-2020 and an RFP to Hire a Grant Administrator**

In May 2020, the Governor announced that over \$9 million in federal funding was being made available to the Community Development Block Grant (CDBG) program for community responses to COVID-19. Cities and counties in Kansas can apply for economic development grants up to \$300,000 to provide communities with funding to help local businesses retain jobs for low-to-moderate income people. These funds are awarded on a first come basis. The first round of funding is depleted. They have opened up another round of \$300,000 funding and that is the round Clearwater will be requesting from.

There has been a request from a local business owner about these funds and Clearwater has begun the application process. The process to apply for CDBG grants is arduous and there is no one on City staff with experience or knowledge in applying for CDBG grants. Staff was advised by the Department of Commerce to hire a grant administrator to apply and administer the grant if awarded.

The CDBG program required the RFP process be used to hire a grant administrator and that a resolution authorizing the City to apply for the funds be approved by the Governing Body. The resolution was included in your backup material and will be considered first.

The RFP was sent to four vendors with two responding:

1. Ransom Financial Group \$2750
2. South Central Kansas Economic Development District (SCKEDD) \$1750

Both responses include a \$15,000 administrative fee if the full amount is awarded or a prorated admin fee if the amount is less. If the City is not awarded a CDBG grant the admin fee is not charged. This fee is taken from the funds awarded and is not paid from the City budget.

Both responses will provide the same services for the proposed fee including application for and administering the funds.

Marsh explained the second motion will be to approve a grant administrator based on the RFP's received.

Staff is requesting council to approve Resolution 07-2020 Authorizing the City to Apply for CDBG-CV Funds and second to approve the RFP from SCKEDD in the amount of \$1750 to be the Grant Administrator for the CDBG-CV funds.

Marsh added that with a CDBG grant typically the City needs to be 51% residents with Low to Moderate Income. Currently Clearwater is at 28%. However, with the CDBG-CV grant only the businesses applying need to have at least 51% of their employees in the Low to Moderate Income range.

Council asked how the message will get out that the grant is available if awarded. Marsh stated that the Grant Administrator would help with the promotion of the grant.

Council discussed the two grant administrators and concluded that both would be good and decided to move forward with Marsh's recommendation. It was pointed that by hiring the Grant Administrator for the CDBG-CV grant does not mean we would use them for all future grants. Each grant is handled separately, and a new grant administrator would be appointed at that time.

Motion: *Shore* moved, *Pike* seconded to approve resolution 07-2020 authorizing the city to Apply for CDBG-CV Funds. Voted and passed unanimously.

Motion: *Palmer-Witt* moved, *Griffin* seconded to approve the RFP from SCKEDD in the amount of \$1750 to be the Grant Administrator for the CDBD-CB funds. Voted and passed unanimously.

c. Approve Replat of the Clearwater Business Park

After purchasing approximately 104 acres of the Business Park, Plains Cotton Cooperative Association (PCCA) needs to replat the section they own.

The replat was conducted by Graber Surveying and the preliminary replat and final replat are included in the packet. The replat has met all County and City requirements and Dan Graber from Graber Surveying is here to explain the replat and answer any questions.

At the June 2, 2020 meeting, the Planning Commission voted unanimously recommending approval of both replats.

Dan Garber explained that the drainage plan has been submitted to Sedgwick County from recommendation by the City Attorney to make sure they agree with the direction we have chosen. With the change and the usage of the property there is no longer a need for a detention pond.

Garber stated that PCCA will be installing a 300,000 water tank at the West end of the campus that will be sufficient amount of water to fight any fires that would be at that facility. The tank will be for PCCA's fire suppression.

Per the request of the Planning Commission PCCA will be putting in a Turn Around at the end of Commercial There is also a 20' utility easement along the west side for water lines.

PCCA has born the cost of the replat process.

Marsh asked the Council to approve the preliminary and final replats of the Clearwater Business Park (2 separate motions).

Motion: *Shore* moved, *Pike* seconded to approve the Preliminary Plat. Voted and passed unanimously.

Motion: *Shore* moved, *Palmer-Witt* seconded to approve the Final Plat. Voted and passed unanimously.

INSERT – Fireworks

Cody Hanna, Victory Pyrotechnics, explained that the firework show Clearwater was getting on the 4th of July was a 20-minute firework only show. Since COVID-19 the other communities that had contracted with Victory Pyrotechnics have rescheduled their 4th of July celebrations and Victory would like to change the Clearwater show from a 20 minute firework only show to a 15 minute full production with laser light and fireworks at no additional cost to Clearwater. This year the show will need to be discharged from the sports complex as the school turf was just replaced and it cannot have anything on it for several weeks. The school has authorized for citizens to use the High School parking lot as a viewing area.

Council asked if there has been any request for Victory to use non-concussed fireworks in other communities. Cody answered no they have not and currently do not have the tech to offer that.

Cody explained that the show that Victory would like to present will be a value of \$25,000 but Clearwater would still only pay the original agreed amount of \$8,000. The current contract states the show will be for 20 minutes and the new agreement will need to say 15 minutes and resigned if council agrees to move forward with the change.

Motion: *Palmer-Witt* moved, *Pike* seconded, upon legal review, to approve the change to the agreement and authorize the mayor to sign. Voted and passed unanimously.

d. Revenue from Real Estate Sale and Budget

The Mayor and Ron Marsh explained that the revenue from the sale of the Business Park Land was \$348,048. Staff is presenting ideas for council to consider for the use of the money.

PROJECT	ESTIMATED COST
Pay Bank Note	\$93,428
Pay Off Business Park Bond	\$262,000
Sewer Project	\$275,000
Land North of Chisholm Ridge	\$273,000
Park Shelters	\$230,000
CTSC Concession Stand/ Restrooms	\$300,000

Lights along CTSC Path	\$170,000
New Digital Sign	\$66,000
Phase 2 Streetscape (200 Block Ross)	\$512,000
Parking Lot Ross/ Tracy	\$70,000

Council discussed the different options but did not make any decision yet on how they would like to proceed with the funds. Mayor Ussery asked council to review the options and keep them in mind for discussion through the budget process.

8. Administrators Report

- We have sold another lot in Chisholm Ridge. There are 10 city lots left for sale. Courtney has ordered the banners promoting the Chisholm Ridge lots for the Clearwater signs on US 81 and K-42, plus an additional one to hang in town.
- The Governing Body Institute and Mayor’s Conference has been rescheduled for July 31-August 1 in Manhattan. We have 3 that are still registered from the April postponement: Justin, Burt and me. If you would like to attend, please let Courtney or I know.
- The Fire Department will be having the new brush truck painted. They have several quotes and the lowest was D&S Body Shop at \$4108. Funds will come out of Equipment Reserve.
- Sedgwick County has listed Clearwater Senior Center as a testing site on June 11th and June 25th. We have not received and MOU yet for this.
- Sedgwick County Commissioners have approved a Rapid Response Vehicle for Clearwater. It looks like it will be staffed with 1 paramedic and it will be here for 12/7. Staff has not yet met with Sedgwick County on this development. As more information becomes available, I will keep Council informed. The vehicle won’t be a Clearwater only unit but will respond to southwest Sedgwick County. This will not be a ground transportation unit.

9. Governing Body Comments

Griffin had nothing to report.

Pike had nothing to report.

Palmer-Witt asked Marsh about a possible permanent road plan for Grant. She believes the residents on that street would be in favor of it.

Shore would like to gauge interest in a Citizen Advisory Board for the Police Department. Council liked the idea and would like to reach out to LKM to see what they have on forming an advisory board of this nature.

Ussery informed Council that the County Health Officer recommended staying in Phase 2 of the re-opening plan until July 3rd. County Commission did not act on this or make it mandatory. There is no legal requirement to do anything since it is a State and County recommendation not a requirement.

10. 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 8:26 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 9, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 23rd day of June 2020

Courtney Meyer, City Clerk