

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
June 11, 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, Shirley Palmer-Witt and Yvonne Coon were present.

Chris Griffin and Tex Titterington were absent

The following staff members were present:

Ron Marsh, City Administrator; Courtney Meyer, City Clerk; Bill Hisle, Chief; Ernie Misak, Public Works Director; Austin Parker, City Attorney; Justin Patrick, Interim EMS Director; Sonja Froggatte, Senior Center Director.

Others Present: Justin Shore

**3. Approval of the Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated Item 7a needed to be reomoved.

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

**Motion: *Papish*** moved, ***Palmer-Witt*** 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 05/28/19 Council Meeting  
Claims and Warrants  
06/12/19 = \$59,688.56

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

**6. Staff Reports**

- a. Police Department – Bill Hisle –asked if council had any questions from his report. Council had no questions.
- b. Public Works – Ernie Misak – Asked if council had any questions from his report – Council had no questions.

- c. Fire/ EMS – Ron Marsh – Marsh reported 8 EMS calls with 1 being a county transport. There were 6 Fire calls and 3 were open burns.
- d. Senior Center – Sonja Froggatte – Council asked what the status of level 2. Council was informed that we were denied but we will keep the requests up.

Tex Titterington Enters the meeting at 6:45PM

**7. Business**

**a. Change in Zoning 228 W Ross**

removed

**b. Budget Discussion**

Marsh went through each department and highlighted the changes for each department. He noted that all queries that were made during the budget presentations were investigated and the numbers in the roll up reflect any adjustments that needed to be made. He also pointed out for this roll up there is only a 2% salary increase budgeted except for the departments that will be called out individually. The variation between 1% increase/ decrease is approximately \$12,000.

- i. **GENERAL Revenues** – Proposing to increase transfers from the Enterprise Funds, Water and Sewer, to offset the salary redistribution to administration and public works.

- ii. **GENERAL Administration** - The Administrator, City Clerk, Deputy Clerk salaries have been split 3 ways between General Admin, Water Operating, and Sewer Operating. The Billing Clerk has been split 50/50 with Water and Sewer. After discussions with our auditor and evaluating our budget we are moving all of the salaries for these positions to General Administration and have increased the transfer amount from both Water and Sewer to offset the change.

Through a cyber risk assessment, it was identified that the City has many vulnerabilities with cyber security. We would like to update our Antivirus, maintenance software, firewalls, wireless access points, and backups. The one-time cost for this service is approximately \$13,000.

In addition to the one-time update of hardware/ software we would like to increase our IT Support costs to \$2500/ month to be split with the Police Department 50/50. We currently pay \$625 per month. Our current support has been more reactive than proactive. We do not have the staff to maintain cyber security and internal IT support. We have had countless conversations with our current IT support about the support we need however it goes well for a week or two and falls back into the same pattern of reaction.

Staff has identified organizations that we have continually given to as donations or would like to continue to give. Below is a list and amount we have identified. Beyond the amount identified the extra monies budgeted will go towards Halloween candy, flower for funerals, and other donations that might come up throughout the year.

Instead of capturing the fireworks permit sales and display cost in Special Parks Fund we have moved both the Revenue and Expenditure to the General Fund as we thought it was a more suitable place. We have only put in the budget to receive \$5000 and expend \$5000 for the 4<sup>th</sup> of July show.

For Capital Outlay we will leave only \$7500 for discretionary (down from \$10,000 in 2019) to help with the added costs in EMS.

We are proposing to install a new ADA front door and automate it. The cost to do that is approximately \$9,500. We will have \$13,000 in Equipment Reserve for “Future ADA Projects” by next year to pay for this expense

Control Access was pulled off the list for 2019 to help accommodate the EMS change. We are putting it back in the budget to put control access at the back door to City Hall and the hallway door going to the offices. In conjunction with the hallway door control access we will need to put in a solid door instead of the hollow door that is there. GPS Data Collection is the Zoning part of a larger GPS data collection that we are proposing for the Water, Sewer, and Special Highway accounts. Our zoning map is not located anywhere but on a paper map and would like to be able to update our information as it happens in a place, we can update ourselves. Beyond zoning we will be able to add nuisance complaints to addresses so we can better monitor and identify repeat offenders. This data collection will map out all our water and sewer lines, manholes, shutoff valves, etc., as well as map our streets and identify the size and material the street is and add our zoning map to the mix. All this information would be put into a web-based program so we can monitor, maintain and create capital improvement projects for all our assets. That is just small part of what the program will do. There is an annual website hosting fee that will be captured in water and sewer. Economic Development: We are still committed to paying our business park and Chisholm Ridge specials and the committed incentives for PGE, IL and CR which is approx. \$30,000 for 2020. We did keep \$25,000 in the budget if council wanted to continue with the same incentives that were developed for 2019. Lease Purchase: We are still committed to paying our loan for the land at the Business Park. That load will be completed in 2023. Special Parks transfers out – We will continue to transfer \$40,000 to special parks for the improvement of our parks. Equipment Reserve: We are lower our equipment reserve for computers and servers to be more in line with replacement times and costs and keeping \$1000 in for AC/ Furnace Replacement.

iii. **GENERAL Senior Center** - \$1700 is added into the budget for 2 trips using Village Tours

Village Tours 40 Passenger Bus – Rented	Minimum \$660 = 5 hours
Charge the passengers a minimum of entry fee to field trip place + an additional \$5 to help offset some of the cost.	Center would budget for a certain number of trips such as 2 – Senior Expo and Karg Art Glass

This is NOT in the budget Numbers but a consideration:

Purchase 80/20 with Grant – 20% is	\$12,000
Annual Maintenance Budgeted	\$500
Annual Gas	\$2,200
Annual Insurance	\$650
Wage for Driver	\$3,900
<b>TOTAL Reflected in Budget</b>	<b>\$19,250</b>

The Center is applying for a grant to the Clearwater Foundation asking funding to purchase a software called MySeniorCenter. The current software being used is Sedgwick County Center Navigator which is no longer supported and has many bugs. Currently the Senior Center is not able to efficiently log attendees or pull reports in order to report for Sedgwick County or the City. The grant request is for \$4500 which will purchase a whole new system. There will be an annual cost of \$1200 for the City to pay for the ongoing service which is budgeted to split 50/50 with Fund 207. In 2019 budget there is \$2000 budgeted to install signage at the Center at a directional sign at Janet and 4<sup>th</sup>. The Director has researched prices and we have been unable to get a price below \$2000. We are proposing putting the \$2000 that is in the budget for 2019 into the Equipment Reserve Fund for the Senior Center and add an additional \$1000 for the 2020.

In 2017 the Senior Center received a grant from the Clearwater Foundation to purchase 40 black chairs. The Center also has about 20 blue chairs (same as in council chambers). With both of those chairs the Center has about 60 chairs. The City has had to bring in chairs from the Fire House and/ or City Hall when larger events have taken place because there isn't enough seating for the capacity. The black chairs that were purchased are very uncomfortable for the seniors. They sit back too far, and they do not have arms to assist them in standing up. This year we are using donations to purchase 12 armed chairs that will be used for the daily lunch crowd. We would like to re-purpose or sell the black and blue chairs currently at the Center and replace them with the 12 new chairs plus 64 unpadded and 20 padded folding chairs. Also purchase a cart to put the folding chairs on. This will be more convenient and comfortable for our renters and seniors who attend the Center

The Center currently has 2 computers that are located in the main room. We will be moving them to the art room in the back of the Center so they are not out in the open while the Center is being rented and to add more privacy we would like to place the computers on a computer table that would allow for 2 stations with partition between them for privacy.

- iv. **GENERAL Police Department** - Chief did a salary study and is proposing an increase in current staff greater than the 2% proposed for 2020. Also, an increase to incoming staff as well as part time officers. Staff is also proposing adding a part time clerk to help Jo Johnson and be able to cover for her when she is out. This position would also be a transition position for when it's time for Jo to retire. We are proposing that this would be part time only, not a KPERs covered position, and not eligible for insurance. The position would be approximately 800 hours per year.

As far as the retention process for new hires, we have budgeted to pay a \$1500 retention bonus for new hires. The first year we would pay out \$500 and the 2<sup>nd</sup> year pay out \$1000. We have added into salaries an additional \$1500 (\$500 x 3 new hires) to pay after the 1<sup>st</sup> year and we will budget for 2021 \$3000.

Last year was the first National Night Out for Clearwater. It was a great success and donations from Spirit and a bread company for buns made the event possible. For 2019 it was decided the police donation account would be used. For 2020 staff would like to budget at least \$1000 for the event and use \$1000 from police donations to cover the cost of the event.

Through a cyber risk assessment, it was identified that the City has many vulnerabilities with cyber security.

We would like to increase our IT Support costs to \$2500/ month to be split with the Admin 50/50. We currently pay \$625 per month. Our current support has been more reactive than proactive. We do not have the staff to maintain cyber security and internal IT support. We have had countless conversations with our current IT support about the support we need however it goes well for a week or two and falls back into the same pattern of reaction.

Control access was budgeted for 2019 but was pushed out in order to come up with the funds for the EMS funding change. We would like to put the control access back in. There would be 4 control access points in the police department. 1. The back door 2. Hallway door to city hall 3. Evidence room (Chief's office) 4. Access point to Police offices (New wall where reception will be)

Remodel – In 2018 it was budgeted to remodel the police department, but the project was pushed, and the money was set into equipment reserve. There is approx. \$21,500 in equipment reserve for the remodel but anticipate the cost to be a little bit more than that to create a bullet proof wall for reception, convert the bathroom into an office, and turn the chief's current office in the evidence room. We are proposing adding \$5000 to equipment reserve to help cover more of the cost.

MDT's – We lowered the amount to set aside for MTD's because we now have enough

after 2019 to purchase 4 MDT's which are currently at end of life.

Radar – We removed the equipment reserve for radar as after 2019 we will have \$2100 set aside for when one needs to be purchased. We do not need to purchase one currently.

- v. **GENERAL Court** - Staff is proposing adding a part time clerk to help Jo Johnson and be able to cover for her when she is out. This position would also be a transition position for when it's time for Jo to retire. We are proposing that this would be part time only, not a KPERS covered position, and not eligible for insurance. The position would be approximately 800 hours per year.

- vi. **GENERAL Public Works** - Prior Year Salary Breakdown

Position	General PW	General Prks	Sp Highway	Water	Sewer
Ernie				50%	50%
Kevin				100%	
Chadd					100%
Cole		50%	50%		

The auditor has always said the workers' salaries should be split with the type of work they do. With such a small department that takes care of a lot of areas it is more realistic to split all positions equally in 3 different areas. General PW, Water, and Sewer

Position	General PW	General Prks	Sp Highway	Water	Sewer
Ernie	33.33%			33.33%	33.33%
Kevin	33.33%			33.33%	33.33%
Chadd	33.33%			33.33%	33.33%
Cole	33.33%			33.33%	33.33%

The reason for not putting salaries to Special Highway is Special Highway is not a mill levy fund and only gets monies from gas tax from the county and state. We are proposing using the gas tax money for the road projects we hire out such as our bi-annual road project. We will then have close to \$200,000 in two years as opposed to levying \$150,000.

Also, none in General Parks as we have budgeted to have another individual to maintain our parks and building maintenance.

With this change we are also bringing over extra transfer from Water and Sewer to help offset the salary difference since Water and Sewer are both our Enterprise Funds.

Supplies and Materials - We have combined both Special Highway and Public Works as stated above. We are budgeting to move over all supplies and materials that were previously budgeted in Special Highway except the materials used for street maintenance (pothole patch, hot mix, crack sealant, etc.)

In addition – it is budgeted to add propane expense to the budget to fill the new propane heaters that staff hopes to buy in 2020 with council approval. \$2000

Also, replace the door going from outside into the PW offices. \$200

Contractual - We have combined both Special Highway and Public Works as stated above. We are budgeting to move over all contractual expenses that were previously budgeted in Special Highway except the Ninnescah Township payment for maintaining our dirt roads.

Capital Outlay - Dump Truck – There will be \$18,000 in equipment reserve in 2020 to go towards a dump truck to replace the oldest one. We are budgeted \$10,000 in 3 different funds (totaling \$30,000) to be added to the equipment reserve amount to total \$48,000 to spend on a new dump truck.

Street Sign Replacement – Continuing to budget \$1500 for streets signs

New LED Lighting in Shop

Propane Heater(s) for shop – There is \$2500 in equipment reserve for heating the shop. It is budgeted to spend the equipment reserve plus another \$2500 for propane heaters for the shop.

Transfer Out - Continue to transfer \$2500 into reserve to help pay for wood chipping at the brush dump

Equipment Reserve – Propose to keep budgeting to pull the equipment reserve money out of the Special Highway Fund for 2 more years to help offset the cost of moving the expenses into the General Fund. This will give us 2 years of planning to adjust the expense into the General Fund.

Mill Levy to Dollar Analysis - Since moving Half of Cole’s salary out of Parks we will have a decrease in \$ to Mill. Since moving taking the bi-annual street project from a mill levy fund to the Special Highway Fund we will have a \$ to mill decrease. This mill levy for the bi-annual street project has varied between 2 to 5 mills over the years.

Mill Levy Department	2019	2020	Difference
Gen. Public Works	1.56	6.56	5.00
Gen. Parks	9.51	7.29	-2.22
City Capital Improvements	3.07	.39	-2.68
Difference is \$ to Mill from 2019 to 2020	.10		

- vii. **GENERAL EMS** - The salaries include 3 Full Time EMS personnel plus ½ of a Director also health insurance for all 4 positions.

Volunteer Salaries decreased by \$10,000 because there is now full-time staff. Not sure if we will be able to budget any less. The volunteer salaries are based on how many will be on call, how many runs are made, and which level of EMS personnel responds.

Supplies and Materials - Tried to decrease the supplies and materials to coincide with actuals

Contractual - Tried to decrease the contractual to coincide with actuals.

Capital Outlay - Overhead Doors - \$1175 also in Fire

Transfer Out - Equipment Reserve – Due to the high cost of the Fund we are proposing on put only half of what is being requested into equipment reserve. Also, we thought it would be good to wait until the department is more stable before putting to many funds into an equipment reserve.

The mill impact for this account alone is increasing approximately 10 mills

- viii. **GENERAL Fire** - The salaries include ½ of a Director also health insurance for that positions. Volunteer Salaries are staying consistent with 2019

Supplies and Materials - Decreasing budgeted numbers closer to what actuals are.

Budgeting to replaced 2 complete fire uniforms and 2 sets of dry suits for water rescue

Contractual - Tried to decrease the contractual to coincide with actuals.

Capital Outlay - Will be replacing 1 SCBA in 2020. All SCBA’s left to purchase are for trucks that roll out 2<sup>nd</sup>. It is ideal to have all the same SCBA’s on all trucks so we will plan to replace one per year until they are all replaced.

The fire house does need a new air compressor to fill the tender, engines and tires

Overhead doors are budgeted in fire and ems.

Transfer Out - Equipment Reserve – In previous years there has not been an equipment reserve for specific items it has all gone into equipment reserve as “fire equipment” This year we identified specific items to call out that will need replacing.

Radios	\$7000
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Bunker Gear	\$2000
Extrication Equipment	\$7000
4 Gas Monitor	\$500
Fire Truck	\$15000
AC/ Furnace Replacement	\$500

- ix. **GENERAL Park Operation** - In 2019 we budgeted to hire a Park and Building maintenance person to oversee all mowing and all city building maintenance. This was postponed helping accommodate for the EMS change.  
This position would be separate from Public Works and would have 2 seasonal workers during the summertime to help mow and well as the part time position that cleans the parks.  
This person would maintain and/ or schedule maintenance on all the city buildings.  
Salaries have decreased from 2019 to 2020 because half of Cole’s salary was removed from here and put into Public Works  
Supplies and Materials - Decreasing budgeted numbers closer to what actuals are.  
Put \$3000 in building maintenance to do minor repairs on the sports complex building.  
Money is budgeted to set aside for equipment reserve in the Special Parks Fund for replacement of this building.  
Contractual - Tried to decrease the contractual to coincide with actuals.  
Capital Outlay - Capital projects for the park include sand and keel for the ball diamonds and money for tools.  
Transfer Out - Equipment Reserve – Kept the same equipment reserve line items but decreased them based on the cost of the mower replacements and when they will need to be replaced.
- x. **GENERAL Pool** - Decreased salaries to be closer to what actuals will be.  
Supplies and Materials - Budgeted numbers closer to what actuals are.  
Contractual - The large blue and yellow slides have not been restored since they were installed in 2001. The only work that has been done is turtle wax each year by our seasonal help. It is recommended for fiberglass slides to be repaired and restored on a regular basis. Both slides are showing signs of wear and tear and sun damage and need attention immediately. We have received recommendations from Derby water park and read reviews from Gardner water park on a company and budgeted repair and restore numbers for both blue and yellow slide (\$9300). The Public Building Commission will only have about \$4500 left in the account to put towards the pool. They may be willing to use that money for this purpose or another need may come up.  
Capital Outlay - We do not have any capital projects for 2020  
Transfer Out - Equipment Reserve – Kept most of the same equipment reserve line items on the list. We removed the line item for Tiger Shark because we will have enough money to replace one when the time comes. Both the tiger sharks are still working and there is no need for replacement right now. We did add \$1500 to the list for slide restoration to keep up on the maintenance of our slides.
- xi. **GENERAL Museum Building** - No salaries for this Department  
Supplies and Materials - The city has the responsibility to building repairs.  
Contractual - The city has the responsibility to pay the telephone, security monitoring, building and content insurance, as well as Westar and KGS bills.  
Tried to decrease the contractual to coincide with actuals.  
Capital Outlay - No capital projects are budgeted for this account.  
Transfer Out - Equipment Reserve – Started putting money into equipment reserve for the building in 2019. This will be the 2<sup>nd</sup> year for that. We are just putting \$500 away at this time to help with any major repairs that may need to take place in the future.
- xii. **GENERAL Library Building** - No salaries for this Department  
Supplies and Materials - The city has the responsibility to building repairs.  
Contractual - The city has the responsibility to building and content insurance, as well as

Westar and KGS bills. We also pay for pest spraying, part of the building cleaning and maintenance on the heating and air units. We have been putting more money each year into repairs to the air conditioners at this building than any other city building. We have spoken to the heating and air people and they don't have an explanation on this. I have been informed that library staff constantly changes the settings on the thermostat, but this has not been determined as the cause for the issues.

Capital Outlay - No capital projects are budgeted for this account.

Transfer Out - Equipment Reserve – Started putting money into equipment reserve for the building in 2019. This will be the 2<sup>nd</sup> year for that. We are just putting \$500 away at this time to help with any major repairs that may need to take place in the future.

- xiii. **GENERAL Capital Improvement** - This Department is new to the General Fund. This used to be Special Building Fund 212. The Special Building Fund was established in 1994 to levy funds to help pay for the Library. When that fund was established there was a maximum of 10 years to keep the fund for that purpose. Since the Library has been paid for. Since paid for the Special Building Fund turned to the Capital Improvement Fund and was used to levy money to pay for the bi-annual street project. For 2020 we are moving expenses around and will now use the Special Highway Fund 206 which gets money from Gas Tax to pay for the bi-annual road project instead of the City Capital Improvement Department.

Salaries - No salaries for this Department

Supplies and Materials - No supplies and materials for the department as it is intended for capital projects only.

Contractual - Do not have anything contractual budgeted for 2020

Capital Outlay - Capital projects for 2020 is \$2000 for downtown light décor and \$10000 to use as discretionary as items come up throughout the calendar year.

Transfer Out - Equipment Reserve – Would like to continue to put money away for the streetscape (\$20,000) as well as the parking lot at Ross and Tracy (\$10,000)

- xiv. **Library Mill Levy Fund** - Revenues: In 2018 the City adopted an ordinance to raise the Library Mill Levy to 6 mills. The City now levies 6 mills in taxes to give to the library for their operation.

Salaries - No salaries for this Fund

Supplies and Materials - No supplies for this Fund

Contractual - No contract labor for this Fund

Capital Outlay - No capital projects for this Fund

Transfer Out - We transfer the allotted taxes to the library through a transfer to their operating Fund.

- xv. **Special Highway Fund** - This Fund has been used to pay for ½ of Cole's salary and pay for equipment and products that are related to the city street maintenance by our Public Works department.

We are moving most of the expenses from this Fund to General Public Works in order to use the Gas Tax money towards the bi-annual street project instead of levying taxes from the Special Building Fund 212 (which is being eliminated in 2020 and moving to the General Fund). By doing this change the City will have more money to put towards the bi-annual street project, Close to \$200,000, versus the \$150,000 that has been budgeted in the past.

The only expenses aside from the bi-annual street project that we are proposing to keep in this fund is the materials for pothole patching and crack filling and the expense for paying Ninnescah Township for maintaining our dirt roads outside of the city proper.

Revenues: This Funds revenue are from County and State Gas Tax. This is NOT a Mill Levy Fund

Salaries - No salaries for this Fund

Supplies and Materials - Street Supplies and Sand and Gravel

Contractual - Rock hauling and Ninnescah Township road maintenance

Capital Outlay - Thermoplastic Strips for crosswalks

GPS Data collection to map the roads and what materials they are. This is a small part of a larger GIS mapping software that is shared with water and Sewer. This portion will record all of our roads and what materials they are made of (sand, concrete, asphalt, or the combination), and their length and width. With this program we will be able to plan and map our CIP plans and record and maintenance that we do on any of our streets.

Transfer Out - Equipment Reserve – Propose to keep budgeting to pull the equipment reserve money out of the Special Highway Fund for 2 more years to help offset the cost of moving the expenses into the General Fund. This will give us 2 years of planning to adjust the expense into the General Fund.

- xvi. **Department on Aging Fund** - Revenues: Revenues come from Sedgwick County Department on Aging. Each year we apply for Level 2 funding and so far, we have been denied each year but continue to receive Level 1 Funding of \$18,000. We will continue to apply for level 2 funding.

We are planning on starting out with a little more money in 2020 because the County was late in paying us a \$1,500 payment in 2018 so we are receiving \$19,500 in 2019 instead of the \$18,000. We will be using that extra money within personnel expenses and relieving the General Senior Center Fund by \$1500 to help offset the cost.

Supplies and Materials - Decreasing expense for general supplies and keeping costs to put on events at the Senior Center for our senior citizens.

Contractual - MySeniorCenter - The Center is applying for a grant to the Clearwater Foundation asking funding to purchase a software called MySeniorCenter. The current software being used is Sedgwick County Center Navigator which is no longer supported and has many bugs. Currently the Senior Center is not able to efficiently log attendees or pull reports in order to report for Sedgwick County or the City. The grant request is for \$4500 which will purchase a whole new system. There will be an annual cost of \$1200 for the City to pay for the ongoing service which is budgeted to split 50/50 with Fund 207.

This fund will share the cost of some contract labor to maintain the Senior Center.

Capital Outlay - There is no capital projects for this fund

Transfer Out - This fund transfers \$3000 to the Bond and Interest Fund to help pay for the bonds that paid for the Senior Center. The last bond payment will be in 2023.

**Special Parks** - Revenues: The revenue for this fund comes from the General Fund and Local Alcoholic Liquor Tax. Council has been budgeting to transfer, from the General Admin Fund, \$40,000 per year to pay for park improvements.

We are on mark to start out with approximately \$69,854 and transfer \$40,000 plus liquor tax.

Personnel - There are not personnel expenses budgeted for this fund.

Supplies and Materials - We removed the Firework Display expense and revenue from this fund, and it is now captured in General Administration.

Contractual - There is no contract labor budgeted for this fund.

Capital Outlay - We are budgeting to spend \$5000 more on bleacher and all the bleacher will have been replaced both at City park and at the Sports Complex leaving \$35,000 in as park improvements

Transfer Out - Equipment Reserve - \$50,000 set aside for shelter replacement at the City Park and \$10,000 set aside at the Sports Complex for the Concession/ Restroom replacement.

- xvii. **Special Building** - This Fund was set up in 1994 to levy taxes for the public library. According to State Statute we can only levy for this purpose for 10 years. We have exceeded those 10 years. We have moved Capital Outlay projects to the General Fund and will levy for projects there.

Revenues: We will not be levying any taxes for this fund any longer. Any delinquent taxes that are received will be transferred to the General Fund.

xviii. **Ambulance Fee** - This fund was established to keep the \$2.00 EMS fee that are on utility bill separate from all other funds. It was set up to make the ambulance payments. The last payment for the 2013 Traumahawk was in 2019.

The Fund is expected to start out with \$35,500. If the EMS fee is not adjusted on the ambulance bill, then the balance at the end of 2020 will be approximately \$61,500. These funds can be saved to put towards a new ambulance with the 2006 needs to be replaced. If the Council decides to go another route for funding an ambulance these funds would then be transferred into the General Fund and the \$2.00 would be eliminated on the utility bill.

Revenues: Various options for monthly Utility Bill

Monthly Chg	Annual Revenue
\$2.00	\$26,000
\$1.50	\$19,500
\$1.00	\$13,000

xix. **Bond and Interest - Revenues:**

This is a Mill Levy fund established to levy money for the city's outstanding bonds. The city also receives special assessments for the properties that were bonded for improvements and transfers from the water and sewer fund for any water and sewer improvements that were made on the bonds and the Department on Aging fund to help pay for the Senior Center.

Supplies and Materials - We are establishing a "carryover" amount in order to ensure we have enough funds to make our first bond payments in April.

Contractual - Our obligated bonds are as follows

BOND	2020	2021	2022	2023	2024
<b>2012</b>	289,943.76	291,993.76	213,743.76	158,875.00	0.00
<b>2013</b>	36,517.50	36,007.50	35,452.50	34,852.50	34,207.50
<b>2014</b>	56,670	55,882.50	55,095.00	54,185.00	58,275.00
<b>2015-B</b>	86,242.50	89,762.50	88,190.00	61,320.00	0.00
<b>2015-A</b>	117,900.00	115,900.00	113,650.00	111,150.00	108,650.00
<b>2017</b>	35,000.00	35,000.00	35,000.00	40,000.00	40,000.00
<b>TOTAL</b>	<b>639,953.76</b>	<b>640,826.26</b>	<b>556,011.26</b>	<b>473,862.50</b>	<b>253,732.50</b>

BOND	DESCRIPTION	PAID OFF
<b>2012</b>	Refunding Bond (2003, 2005, 2006) (PGIII, CR PH1, 87 <sup>th</sup> , Prairie Meadows, Stars & Stripes, Sr Center)	2023
<b>2013</b>	Business Park Development	2028
<b>2014</b>	Indian Lakes PH1	2035
<b>2015-B</b>	Refunding Bond for 2007 (CR PH2)	2023
<b>2015-A</b>	135 <sup>th</sup> Road and WWTF Improvements	2026
<b>2017</b>	Park Glen Estates/ Indian Lakes PH2	2033

xx. **Water Operating - Salaries:**

The Administrator, City Clerk, Deputy Clerk salaries have been split 3 ways between General Admin, Water Operating, and Sewer Operating. The Billing Clerk has been split 50/50 with Water and Sewer. After discussions with our auditor and evaluating our budget we are moving all of the salaries for these positions to General Administration and have increased the transfer amount from both Water and Sewer to offset the change.

In addition to the Administration change we are adjusting all public works salaries as well to be split 3 ways between General Public works, Water, and Sewer.

Prior Year Salary Breakdown

Position	General PW	General Prks	Sp Highway	Water	Sewer

Ernie				50%	50%
Kevin				100%	
Chadd					100%
Cole		50%	50%		

The auditor has always said the workers' salaries should be split with the type of work they do. With such a small department that takes care of a lot of areas it is more realistic to split all positions equally in 3 different areas. General PW, Water, and Sewer

Position	General PW	General Prks	Sp Highway	Water	Sewer
Ernie	33.33%			33.33%	33.33%
Kevin	33.33%			33.33%	33.33%
Chadd	33.33%			33.33%	33.33%
Cole	33.33%			33.33%	33.33%

Also, Ernie is requesting to add an "On Call" hourly wage of \$1.00 per hour split between water and sewer. The addition would be \$3198 to each fund.

Supplies and Materials - Communication Equipment - Our old radios have been discontinued and is being replaced by a differ version. The new cost for the \$502.55. Budgeting \$550 to ensure enough funds are available in case of an increase Departmental Operating – is decreasing due to moving the Itron support to Computer Support.

Computer Soft/Hardware – Would like to add Tablets so employees would have access to maps, new GPS mapping and One Call tickets. Microsoft Office would also be billed to this account.

All other accounts were adjusted to be more in line with actuals

Contractual: - Computer Support: Added this line to capture the support from Itron and the new GIS website hosting support.

Capital Outlay - GPS Data Collection is the water part of the GPS data collection that we are proposing for the Water, Sewer, and Special Highway. This data collection will map out all our water and sewer lines, manholes, shutoff valves, etc., as well as map our streets and identify the size and material the street is and add our zoning map to the mix. All this information would be put into a web-based program so we can monitor, maintain and create capital improvement projects for all our assets. That is just small part of what the program will do.

Dump Truck – There will be \$18,000 in equipment reserve in 2020 to go towards a dump truck to replace the oldest one. We are budgeted \$10,000 in 3 different funds (totaling \$30,000) to be added to the equipment reserve amount to total \$48,000 to spend on a new dump truck.

Water/ Trash Pumps – Would like to get more water/ trash pumps for stock. We have to rent them often.

Would like to add a Tommy Lift to one of the trucks to help load and unload some of the larger chemical cylinders. Currently we are relying on people lifting these cylinders and this could pose a safety issue.

Continue to budget for Hydrants and Valves

Transfer Out - General Fund – with the change in the way we are capturing salaries the transfer from water and sewer will increase to accommodate. This is typical as the water and sewer funds are the city's enterprise funds.

Equipment Reserve – Continue with the equipment reserve plan that has been put in place

Debt Service – Portion of the water improvements for 87<sup>th</sup> and Prairie Meadows. The bond will be paid off in 2023 and this transfer will go away.

xxi. **Sewer Operating Fund** – Salaries - The Administrator, City Clerk, Deputy Clerk salaries have been split 3 ways between General Admin, Water Operating, and Sewer Operating.

The Billing Clerk has been split 50/50 with Water and Sewer. After discussions with our auditor and evaluating our budget we are moving all of the salaries for these positions to General Administration and have increased the transfer amount from both Water and Sewer to offset the change.

In addition to the Administration change we are adjusting all public works salaries as well to be split 3 ways between General Public works, Water, and Sewer.

Prior Year Salary Breakdown

Position	General PW	General Prks	Sp Highway	Water	Sewer
Ernie				50%	50%
Kevin				100%	
Chadd					100%
Cole		50%	50%		

The auditor has always said the workers' salaries should be split with the type of work they do. With such a small department that takes care of a lot of areas it is more realistic to split all positions equally in 3 different areas. General PW, Water, and Sewer

Position	General PW	General Prks	Sp Highway	Water	Sewer
Ernie	33.33%			33.33%	33.33%
Kevin	33.33%			33.33%	33.33%
Chadd	33.33%			33.33%	33.33%
Cole	33.33%			33.33%	33.33%

Also, Ernie is requesting to add an "On Call" hourly wage of \$1.00 per hour split between water and sewer. The addition would be \$3198 to each fund.

Supplies and Materials - Computer Soft/Hardware – Would like to add Tablets so employees would have access to maps, new GPS mapping and One Call tickets.

Microsoft Office would also be billed to this account.

All other accounts were adjusted to be more in line with actuals

Contractual - Computer Support: Added this line to capture the new GIS website hosting support.

Contract Labor – On top of the website hosting, for sewer only, there would be a fee to add the cleaning report from Mayer Specialties to the GIS website. This would attach the map, report, videos and pictures to the lines that were cleaned and videoed.

All other accounts were adjusted to be more in line with actuals

Capital Outlay - GPS Data Collection is the water part of the GPS data collection that we are proposing for the Water, Sewer, and Special Highway. This data collection will map out all our water and sewer lines, manholes, shutoff valves, etc., as well as map our streets and identify the size and material the street is and add our zoning map to the mix. All this information would be put into a web-based program so we can monitor, maintain and create capital improvement projects for all our assets. That is just small part of what the program will do.

Dump Truck – There will be \$18,000 in equipment reserve in 2020 to go towards a dump truck to replace the oldest one. We are budgeted \$10,000 in 3 different funds (totaling \$30,000) to be added to the equipment reserve amount to total \$48,000 to spend on a new dump truck.

Reline Manholes

Purchase an OSHA approved tripod/ man lifting station

Transfer Out - General Fund – with the change in the way we are capturing salaries the transfer from water and sewer will increase to accommodate. This is typical as the water and sewer funds are the city's enterprise funds.

Equipment Reserve – Continue with the equipment reserve plan that has been put in place

Debt Service – Portion of the water improvements sewer ponds. The bond will be paid off in 2023 and 2026. When 2023 bond is paid off, we will decrease the resident's debt service fee to \$7.22 for an additional 3 years and the current debt service fee will go away.

After the report Marsh asked if there were any comments and strongly encouraged council to take home the documents and review them. On Saturday the 22<sup>nd</sup> it will be time to decide if items will be added or cut to create the 2020 City Budget.

Mayor Ussery asked staff to put back in the standard 3% raise because he said we need to continue to invest in the people who keep the city moving forward.

Meyer pointed out 1 Mill = \$16,393.38. The current rollup with all expenditures in is 71.42. EMS alone is an increase from previous year 10.03.

Meyer also wanted council to note that estimates for the remainder for 2019 have not been calculated and could adjust the mill levy up or down based on the outcome of 2019. She also shared a spreadsheet with them that helped identify the dollar amount impact per month any increase would have on different house values.

#### **8. Administrators Report**

- Budget Workshop is Saturday, June 22<sup>nd</sup> from 8am – 11am.
- While upgrading our computer systems to Windows 10, staff found the software that runs the electronic sign at the 4-way stop is not compatible with Windows 10. Therefore, they are working with the software vendor to find the best solution.
- Scoreboard is scheduled to be installed this Thursday.
- Kansas Board of EMS (KBEMS) has delayed action on our case so they can monitor and see if we can meet the staffing requirements. We will continue to send them rosters as we get them filled out. The Mayor and I meet with the EMS service tomorrow night to discuss the minimum hours agreement.

#### **9. Governing Body Comments**

Titterington reported that Logan Mize will be the MC at the Celebrate Clearwater function July 6<sup>th</sup>.

Palmer-Witt wanted to know if there was a better way to get information out such as a marquee? Meyer said the city owns and operates the sign at the 4 way stop that we put updated information up weekly. She also complimented the PD on great job. Palmer-Witt also reported that 118 S Byers needs a nuisance letter sent.

Papish Followed up with the nuisance report she made last and the property behind George Rudy's.

Coon reported that her neighbors' yard is needs attention.

Ussery had nothing to report.

#### **10. 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 8:53 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 11, 2019 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 25<sup>th</sup> day of June 2019

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