

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
July 23, 2019  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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

Council President Laura Papish 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:

Councilmembers; Chris Griffin, Tex Titterington, Shirley Palmer-Witt, Laura Papish, and Yvonne Coon were present

Mayor Burt Ussery was 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;

Others Present: Justin Shore and Michelle Leidy-Franklin

**3. Approval of the Agenda**

Council President Papish asked if there were any modifications to the agenda. Marsh stated no.

Council President Papish called for a motion to approve the agenda presented.

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

**4. Public Forum**

None

**5. Proclamation**

Council President Papish read a proclamation stating the City of Clearwater's commitment as a partner with the U. S. Census Bureau for an accurate count in 2020.

**6. Approve Consent Agenda**

Council President Papish asked if there was any question on the consent agenda and if not asked for a motion to approve.

Minutes 07/09/19 Council Meeting

Claims and Warrants

07/10/19 = \$68,427.80

Mayoral Appointments

Maureen Bailey – Senior Advisory Board

Tom Wallace – Senior Advisory Board

**Motion: *Titterington*** moved, ***Coon*** seconded to approve the consent agenda as presented. Voted

and passed unanimously.

**7. Staff Reports**

- a. Police Department – Bill Hisle –asked if council had any questions from his report. Council had no questions. Chief Hisle stated the Celebrate Clearwater event went well.
- b. Public Works – Ernie Misak – stated the last waste water samples passed testing – Council had no questions.
- c. Fire/ EMS – Ron Marsh – Marsh reported 4 EMS calls since last meeting with 1 that was not able to be responded to since they were already on another call and 3 fire calls.

**8. Business**

**a. Consider Funding Request: Fall Festival BBQ Cook Off**

In 2018 the Fall Festival committee approved a new event, the BBQ Cookoff, and will be having the event again this year. For 2018 the City approved \$650 in funding. This year they are asking for \$250. If approved this amount would come from the Public Relations line item. Staff recommendations are to approve the request

**Motion:** *Coon* moved, *Palmer-Witt* seconded to approve the Fall Festival BBQ event for the amount of \$250. Voted and passed unanimously.

**b. Consider Field Usage Agreement with USD 264**

The current field usage agreement between the City and USD 264 has been in place since 2014. This agreement updates recent changes and allows the school district to use Chisholm Trail Sports Complex for their activities.

Staff meet with the school district and discussed updating the agreement to reflect current conditions. Specifically, clarifying field maintenance responsibilities and removing the section requiring the State Attorney Generals approval.

The City Attorney has drafted the agreement and it has been reviewed by both him and the USD 264 attorney. The Park Advisory Board has reviewed the agreement and recommends approval. The school district approved and signed the agreement at their July meeting. Recommend approving the agreement.

Council questioned if this new agreement was going to put more work on Public Works and the answer was no. This agreement is outlining what is already in place. The city's responsibility is to maintain the fields. Currently the high school coach maintains the infield because he prefers to. If the coach decided to not do it anymore the responsibility would still be the City's. City Attorney stated it would not do good for the City to spell out all details of what is going on at this point in time. If the coach decides to stop maintaining the field the City has the understanding that it will be our job. Also, if at some point it is not up to our standards on maintenance, we will be able make those changes without modifying the agreement.

**Motion:** *Titterington* moved, *Palmer-Witt* seconded to approve the Field Usage Agreement with USD264. Voted and passed unanimously.

**c. Consider State Employee Health Plan Contract Renewal**

The City of Clearwater piggybacks off the State of Kansas Health Plan (SEHP) in order to offer affordable medical, dental and vision insurance plans for city employees. The contract is for a three-year period beginning January 1, 2020. Our current three-year contract with the State Employee Health Plan expires this year. The terms and conditions of the contract are the same as previous SEHP contracts.

Per Article V of the contract. Our monthly payment for both employee and employer contributions are approximately \$21,400. The employer portion is accounted for in the 2020 budget. The City Attorney has reviewed the document.

Council had not discussion

**Motion: Palmer-Witt** moved, **Titterington** seconded to approve the State Employee Health Plan Contract. Voted and passed unanimously.

**d. Consider Resolution 08-2019 Start Date for Terms of Local Offices**

Senate Bill 105 authorizes a city to determine the start date of a regular term of office for a city officer by resolution of the city.

The bill requires the start date be on or after December 1 following certification of the election and no later than the second Monday in January. If the city does not establish an alternative date, the bill specifies such term will begin on the second Monday in January. The law is effective July 1, 2019.

Clearwater currently has no ordinance or resolution establishing a term start date. Charter Ordinance 19 changes the tenure of elected officials due to reflect the 2016 State change in when local elections are held.

Resolution 08-2019 sets the first business day in January after an election year as the start date for a regular term of office for elected officials. All new and re-elected officials will need to come to City Hall to take the oath of office prior to the second Tuesday in January.

The City Attorney drafted the resolution and can comment as necessary. Staff recommends adopting resolution 08-2019.

Marsh clarified that the 1<sup>st</sup> business day in January the new elected candidates would have to come to City Hall to take the Oath of Office. Any Council person or Mayor that was leaving the governing body would not have to attend any January meetings. They would still be the elected official until the new elected official took office.

**Motion: Palmer-Witt** moved, **Titterington** seconded to adopt resolution 08-2019. Voted and passed unanimously.

**e. Budget Discussion**

Since last meeting, staff has made several requested changes to the budget. Marsh stated Courtney Meyer had already sent this information to council for review and this is just a recap of changes made since last meeting.

Through the update on the equipment reserve spreadsheet staff found in 2018 we put \$10,000 in equipment reserve for Heating the Shop; \$2500 from four funds (Parks, Special Parks, Water, Sewer). Initially we thought only \$2500 was coming from the Parks budget (in 2018). Ernie was requesting \$3500 to come out of the General Public Works Budget to help pay for the \$6,000 investment of heating the shop for 2020. With the new information, we have removed the request from the budget and noted that all funds will come out of Equipment Reserve.

When entering our budget into the State Budget form we noticed a couple of discrepancies. In the General Administration Budget, Council directed staff to move \$4000 out of Capital Outlay for the Electronic Sign and put it in the Transfer Out (Equipment Reserve). The change was noted in Capital Outlay however not in the Transfer Out rollover. The change is now reflected.

In the General Senior Center Budget, we had removed \$2200 for the chairs from Capital Outlay because we are now going to apply for a grant from the Clearwater Foundation. The item was removed from the "LIST", but the rollup number didn't reflect the change. It is now reflected.

The variance from last Council meeting to today on the mills is -.20. Instead of a 2.91 increase We show a 2.71 increase (\$44,426) over 2019.

An adjustment was made to the starting cash amount for 2020. After reviewing the State Budget Form there were a couple of adding errors in the rollup on our budget worksheet that didn't match the State. The error has been corrected and the starting balance is now \$820,209.69 instead of \$819,997.69 (+\$212.00 starting balance increase).

In addition to the above Marsh reported that previous staff had put together a police vehicle replacement schedule that established a 4-year rotation for replacing police vehicles. Last week Chief Hisle asked about replacing the 2013 Tahoe as part of this police vehicle replacement schedule. Unaware of the schedule, Staff found the original document and modified it to reflect a 5-year rotation. We sat down with Chief and agreed to cuts in his budget to allow for 10 months of lease payments in 2020. We anticipate the cost for next year to be \$9000.00. To offset this expense, \$5000 was removed from Capital Outlay for Access Control (move to 2021 budget) and \$3850 was removed from Equipment Reserve for weapons. Chief indicated the current balance for weapons is more than enough for the scheduled purchase in 2020, and this will be reestablished in the 2021 budget. Additionally, the Gas, Oil, Diesel line item (734.001) was reduced by \$150 to complete the cost match. This change in the police budget did not create a change in the overall budget from last meeting.

Marsh stated he put information and pictures of the 2013 Tahoe that Chief Hisle was asking to be replaced in the 2020 budget

Council had no further discussion

**f. Approve 2020 Budget for Publication**

Marsh stated the budget hearing is set for August 13, 2019, the proposed mill levy is 62.357, total Ad Valorem taxes requested is \$1,022,230 and the expenditures are \$4,405,709.

**Motion:** *Coon* moved, *Palmer-Witt* seconded approve the 2020 Budget for Publication. Voted and passed unanimously.

**g. Pool Handout Review**

Marsh stated that council asked for a one sheet paper of the pool schedule so they could understand what the hours of operation were. The daily schedule is as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9 - 10	Swim Team	Swim Team	Swim Team	Swim Team	Swim Team		
10 - 11	Lessons	Lessons	Lessons	Lessons	Lessons		
11 - 12							
12 - 1	PREP	PREP	PREP	PREP	PREP	PREP	PREP
1 - 2	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim
2 - 3							
3 - 4							
4 - 5							
5 - 6	Swim Team	Swim Team	Swim Team	Swim Team	Swim Team		
6 - 7	Lessons	Lessons	Lessons	Lessons	Lessons	Parties	Parties
7 - 8	Night Swim	Parties	Night Swim	Parties	Night Swim		
8 - 8:30							

Marsh pointed out that swim team and lessons are now over, so those time slots are open right now.

Council discussed and asked staff to review if the parties on Tuesday and Thursday are filling up and would it be better for the community if there was night swim on those evening instead of parties. Also, Council suggested looking at extending the open swim hours in the month of August after swim team and lessons are over.

**h. 2<sup>nd</sup> Quarter Financials**

Meyer reviewed the 2<sup>nd</sup> quarter financials with the council and identified that all accounts are look good as of end of 2<sup>nd</sup> quarter.

**9. Administrators Report**

- One of our newer EMT's who went through the EMT class last year and received the EIG grant from the State (\$1150) will not be able to fulfill the requirements for the grant due to Clearwater eliminating their service. The State invoiced her for the reimbursement, however since it is not her fault, she can't complete the requirements and the grant was paid to the City, we returned the funds to the State to satisfy her obligation.
- We have notified Delisa, our Medical Billing Company, that as of August 1, 2019 we will no longer need to bill for ambulance service. They will continue with any existing billings and the collection procedure will remain the same.
- As part of marketing the Chisholm Ridge Phase 3 lots, staff has researched putting a two-sided 4X8 construction sign at the entrance to Chisholm Ridge. The sign would be durable acrylic and metal with logo and lot availability description. Final design would be subject to Council approval. Ballpark figure to do this would be \$1750. In the 2020 budget we have earmarked \$5000 for marketing these lots. If Council agrees to move forward in 2019, we have available funds in economic development.
- There is another contract in motion for the sale of another Chisholm Ridge lot.
- Met today with Sedgwick County, USGS and NWS for initial discussions on putting a river gauge along the Ninnescah River upstream from Clearwater. Currently the closest upstream gauge is 26 river miles from Clearwater and the closest downstream gauge is at Peck. The County will continue to develop what this process will look like and we will be involved.

Council asked what vehicle will be used as of August 1<sup>st</sup> since we won't have an ambulance service. Staff answered the Squad will be used.

Also, the scoreboard is not up due to winds. Marsh stated he is in contact with them every week. Council asked how much we have paid for the scoreboard to date and Marsh stated we haven't paid them yet. Not until it is installed.

**10. Governing Body Comments**

Griffin had nothing to report

Titterington asked staff to check with the County about the ditch at Tracy and Michelle.

Palmer-Witt had nothing to report

Papish said she noticed a bill for the lights in the chambers and wanted to know when they'd be installed. Meyer stated two quotes have been received as of today and she is waiting to hear from the low bid to see when they can be installed. If the wait is too long, we will go with the other company. She also asked if everything was going smooth for Lauer in the business park. Marsh stated yes.

Coon had nothing to report

**11. Adjournment**

With no further discussion Council President Papish called for a motion to adjourn.

**MOTION:** *Coon* moved; *Palmer-Witt* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:31 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 July 23, 2019 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 13<sup>th</sup> day of August 2019

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Courtney Meyer, City Clerk