

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
August 25, 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; Shirley Palmer-Witt (phone), Chad Pike, and Justin Shore were present.

Yvonne Coon and Chris Griffin were absent.

The following staff members were present:

Ron Marsh, City Administrator, Courtney Zollinger, City Clerk, Jared Dinwiddie, Chadd Posch (phone), Cole Hollis (phone), Kirk Ives (phone).

3. Approval of the Agenda

Griffin entered at 6:31pm

Marsh stated that item7b needed to be removed and an executive Session needed to be added to the agenda. 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

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: 08/11/20

Claims and Warrants

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 – Council had no other questions.

c. Public Works – Cole Hollis –Council had no questions.

d. Parks & Maintenance – Chadd Posch –Council had no questions.

7. Business

a. Approve Hiring Senior Center Coordinator

The current Senior Center Coordinator resigned effective August 21, 2020. Marsh is requesting Council approval to hire Amber Ives as the new Senior Center Coordinator. She was initially interviewed during the last search for a Senior Center Coordinator but due to timing we were unable to offer her the position. We reached out to Amber after learning the current Coordinator was leaving, interviewed her last week and offered her the position subject to Council approval. Her pay will be \$12.88/hour and she will start September 2, 2020.

Amber Ives was present to introduce herself

Motion: *Shore* moved, *Pike* seconded to approve the hiring of Amber Ives. Voted and passed unanimously.

b. Installation of Manhole

Removed

c. Approve “Not to Exceed” Amount of Water Line Extension in Business Park

As part of the agreement with Jason Martin to purchase lots in the Business Park and construct a building for Anderson Forrester to occupy, the City agreed to cover the cost of extending water line to the building plus installing a hydrant, when needed. Wilkes Underground was contacted and can get the work done immediately and submitted a quote of \$19,945.00 for installing a service line and installation of a hydrant. After review, the fire hydrant installation was planned for phase 2, when a second facility is built on the property. The location of the existing fire hydrant meets all fire code (City, County and NFPA) for the new building. A second quote was obtained for installation of only the service line in the amount of \$3315.00. Marsh explained this was in his spending authority and wanted to let Council know he has authorized the project to move forward.

8. Administrators Report

- Safe Slide Restoration was out last week to conduct a safety inspection of our large slides (blue and yellow). Initial feedback is the slides and platform are in good shape and we should have the complete report soon.
- Sedgwick County Election Office is looking to install advanced voting ballot drop boxes in Cities at or near a City Hall or administration facility to allow voters who receive a ballot by mail additional options to return their ballot to the Elections Office securely without the need to enter a polling site. The hope is that this will both provide additional convenience for voters in the city, as well as reduce the amount of people visiting polling places to better allow for social distancing practice. Ideally these would be a permanent installation, as they require mounting into the concrete at the site using wedge anchors. They do have a locking ballot chute door and would only be unlocked between the time ballots are mailed and close of polls on Election Day. The County also plans to provide security cameras to monitor each drop box during Advance by mail voting (the 20 days prior to each election) unless there are adequate security cameras that already monitor the area in which the box would be placed. The County would bear the cost of installation and maintenance for these boxes; they only request permission to install them. They would need to be installed on concrete and in a location that would be accessible to the public, including ADA patrons. Unless the Governing Body has any opposition, we will contact the Election Office to install the ballot drop box. Council saw no objections.
- Both of our COVID-19 employees have tested negative and returned to work. We will be able to gradually catch up after several weeks being extremely short staffed.
- Reminder: City wide curb side cleanup is November 7th starting at 7am. The Chamber “Shred It” event will also be that day in Mize’s parking lot from 9a-12p. We will begin advertising for those events next month.

- Got word this afternoon that Plains Cotton Cooperative Association expects to start dirt work on their facility next week.

9. Governing Body Comments

Griffin asked if the City was obligated to post a sign stating the meeting is being recorded. Marsh responded he did not talk with the City Attorney about that but will follow up with it. Chris also wanted an update on the information he asked about the fire truck and whether we needed to inform someone it is out of service. Marsh stated they did ask, and we are good.

Palmer-Witt had nothing to report

Shore asked if there if a residential lot can have a non-residential building on it. Marsh responded no, a residential lot must have a dwelling prior to an accessory structure.

Pike asked if we have had any calls on the Chisholm Ridge Lot. Zollinger responded that she had sent out information to a couple of different people.

Ussery had nothing to report

10. Executive Session KSA 75-4319 (b)(6)

Motion: *Shore* moved, *Pike* seconded to recess into executive session for the preliminary discussion of the acquisition of real property, to include the City Attorney and the City Administrator. The City Council will reconvene the open meeting in the City Council Chamber at 7:10 p.m. Voted and passed unanimously

Mayor Ussery called the meeting back to order at 7:10 and stated there was no action taken in executive session.

MOTION: *Shore* moved; *Pike* seconded to allow the City to enter into a negotiation on a potential property acquisition subject to council’s approval before anything is finalized. Voted and passed unanimously.

11. Adjournment

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

MOTION: *Shore* moved; *Palmer-Witt* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:13 PM

CERTIFICATE

State of Kansas }
 County of Sedgwick }
 City of Clearwater }

I, Courtney Zollinger, 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 August 25, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 8th day of September 2020

 Courtney Zollinger, City Clerk