

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
September 22, 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, Chris Griffin and Justin Shore were present.

Yvonne Coon was absent.

The following staff members were present:

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

**3. Approval of the Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Marsh stated no. Mayor Ussery called for a motion to approve the agenda as presented.

**Motion: Shore** moved, **Pike** seconded to accept the agenda as presented. 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: 09/08/20  
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 –Justin Patrick – Shore asked if staff could track the response time with the Rapid Response Vehicle and County ambulance.
- c. Public Works – Cole Hollis –Council had no questions.
- d. Parks & Maintenance – Chadd Posch –Council had no questions.

**7. Business**

- a. **Authorize Upgrades to Park Glen Lift Station**

As we have discussed over the last several months, the Park Glen Lift Station pumps (help move waste from homes to the sewer main) need to be upgraded due to bringing Park Glen Estates Phase 2 homes on line. In addition, there are several upgrades the City would need to do regardless of the new pumps. With the help of Logan Mills (Certified Engineering Design) we have received 3 quotes for the upgrades.

Shaun Weaver has agreed to pay for the two new pumps to meet the increased capacity. The rest of the cost is to be incurred by the City.

The three quotes are included in your packet:

Fluid Equipment: \$33,000 (includes installation)

Enviro-Line: \$14,515 (does not include installation)

Haynes Equipment: \$15,347 (does not include installation)

Enviro-Line quoted installation at \$16,545

In an effort to get the project completed before construction begins on homes in Park Glen Estates Phase 2, and trying to get installation costs to ensure all bids are comparable, I am requesting authorization to approve the project when installation costs are verified, with a cost not to exceed \$31,060.

Sewer equipment reserve has \$5000 set aside for upgrading the lift station. The rest of the money would come from the sewer operating fund. The overall costs will be less than projected due to the developer paying for the pumps.

**Motion:** *Pike* moved, *Shore* seconded to authorize the Park Glen lift station project not to exceed \$31,060. Voted and passed unanimously.

**b. Consider Agreement with Sedgwick County for Rapid Response Vehicle Program**

Sedgwick County has begun its Clearwater Rapid Response Vehicle program and has submitted an agreement outlining the expectations and responsibilities of each party in the execution of the program. Marsh explained that the County has not responded with any comments on the revisions the City has made to the agreement. If there are any major changes the revised agreement would be brought back to council for review and approval.

The County has been added as an additional insured to the City's insurance policy (Section 9).

There are no financial considerations for this agreement and the City Attorney has reviewed the document.

**Motion:** *Palmer-Witt* moved, *Pike* seconded to authorize the Mayor to sign the agreement. Voted and passed unanimously.

**c. Consider Ordinance for Change of Utility Billing Business hours**

The current ordinance (Sec. 36-29) for utility billing (water, sewer, trash, etc.) states a bill is delinquent if not received in City Hall by 5:00 pm on the 10<sup>th</sup> of the month succeeding the month in which the service was rendered. If the 10<sup>th</sup> falls on a weekend or holiday, it is due by 5:00 pm on the following business day.

In an effort to be more accommodating to citizens, Staff is requesting to change the business hours to read: a bill is delinquent if not received in City Hall by 7:30 am on the first business day following the 10<sup>th</sup> of the month.

In 2020, this change would have allowed an additional 14 ½ hours for citizens to pay their utility bill in 7 out of 12 months. Citizens would have an additional 62 ½ hours in 3 of 12 months (when the 10<sup>th</sup> falls on a Friday). In two of the months (when the 10<sup>th</sup> falls on a weekend or holiday) Citizens would have to pay their bill 9 ½ hours quicker.

The City may see a slight decrease in revenue generated through late fees.

**Motion:** *Shore* moved, *Palmer-Witt* seconded to adopt Ordinance 1060 adjusting the utility billing hours. Voted and passed unanimously.

**d. Approve Quote for Police Department Remodel Phase 2**

The Police Department is requesting approval of a quote from Van Asdale Construction in the amount of \$11,603 to begin phase 2 of the department remodels.

Van Asdale Construction was the low bid for phase 1 and phase 2 when submitted in January 2020. The Governing Body approved phase 1 and tabled phase 2 as we did not have the funds to complete both at that time. The funds are now available and after a couple of change orders in phase 1, the quote for phase 2 has decreased from \$17,700.00 to \$11,603. Van Asdale is almost complete with phase 1 and since they are familiar with the project and its scope, staff is requesting their revised bid for phase 2 be approved.

The Police Department has the funds available in equipment reserve.

Staff recommends council to approve the quote from Van Asdale Construction in the amount of \$11,603 to complete phase 2 of the PD remodel.

**Motion:** *Palmer-Witt* moved, *Pike* seconded to approve the quote from Van Adale for \$11,603 and plumbing costs not to exceed \$300. Voted and passed unanimously.

**e. Revising Ordinance 907 Special Purpose Vehicles**

Marsh and Chief Ives went through Ordinance 907 definitions on golf carts and work-site utility vehicles and received direction from council that the definitions should match the State statute. On golf carts there was a consensus to add every person operating a golf cart on the public roads are subject to all of the duties applicable to a driver of a vehicle imposed by law, no golf cart may be operated on a sidewalk, walking paths, or public greenspace, golf carts must be equipped with lights if operated after sunset and if there is no lid or top the cart must have a flag.

The discussion on work-site utility vehicles there was a consensus to add that no work-site utility vehicle may be operated on a sidewalk, walking path, or public greenspace, remove the need for a slow moving vehicle emblem since it is not classified as one, and add work side utility vehicles must have original equipment manufacturer exhaust.

Council also agreed that the driving age for all special purpose vehicles must have a valid driver's license and reached a minimum of 16 years of age.

Staff was given direction to come back to council with a red-lined version to review of the amended ordinance.

Mayor Ussery also asked for staff to prepare to educate citizens of the changes.

**8. Administrators Report**

- Clearwater Chamber of Commerce voted to not sponsor the Downtown Trick or Treat. They did not feel they could enforce social distancing or the wearing of face masks. This does not prevent businesses from handing candy out, but the Chamber will not be sponsoring the event or requesting any road closures.
- Clearwater qualified for \$54,244.30 in COVID-19 Relief grant through the CARES Act. The city has been issued \$27,122.15 to go towards public health expenses, payroll expenses, expense of actions to facilitate compliance with COVID-19.

- Starting October 1<sup>st</sup> City Hall will temporarily change operating hours to 7:30am to 5:00pm to see if we will be able to accommodate citizens better in the mornings. This change will run through the end of the year.
- The GIS mapping project has been completed and we are using the program.
- Per the City Attorney, there is no requirement under Kansas law that anyone needs notified that the City Council meeting is recorded.
- High School homecoming bonfire is Thursday at 8pm. The fire department has been notified and will be present.
- Council workshop is next Tuesday at 6:30

**9. Governing Body Comments**

Griffin had nothing to report.

Palmer-Witt said she would not be at the 9/29/20 meeting

Shore had nothing to report

Pike had nothing to report

Ussery had nothing to report

**10. 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 8:19 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 September 22, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 13<sup>rd</sup> day of October 2020

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Courtney Zollinger, City Clerk