

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Workshop - **MINUTES**  
September 29, 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.

**2. Roll Call**

The City Clerk confirmed the presence of a quorum. The following members were present: Mayor Burt Ussery, Councilmembers; Justin Shore, Chris Griffin, and Chad Pike were present.

Shirley Palmer-Witt and Yvonne Coon were absent.

The following staff members were present:

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

**3. Business**

**a. Local Emergency Operation Plan**

Marsh updated the Council on the changes that were made to the Local Emergency Operations Plan.

Mayor Ussery said it would be a good idea to do a mock event. Council also stated they would like to see the LEOP available online for anyone to see but not publish the phone numbers of the employees. Council also suggested that the LEOP become an annual review before Council so the resolution that would need to be enacted by the Mayor has been reviewed by council at least on an annual basis.

**b. Strategic Plan**

Marsh went through the strategic goals that were set when Wichita State University did their research. They are:

1. Housing – Expand affordable housing options for all current and potential citizens
2. Economic Development – Create a community environment to sustain and grow local business.
3. Youth Engagement – Retain and engage younger people in civic and community leadership.
4. Quality of Place – Promote the quality of life in Clearwater to ensure stable and sustainable growth.
5. Infrastructure – Provide, maintain, and improve infrastructure.

- Housing Progress so far: incentive programs, affordable housing in Chisholm Ridge lots, multi-family housing in Indian Lakes, luxury housing at Park Glen Estates, Patio homes in Park Glen Estates, and a neighborhood revitalization set for 2021.
- Housing Moving Forward: Councilmember Shore and Mayor Ussery will work with this goal.
- Economic Development so far: Plains Cotton Cooperative Association, Anderson and Forrester, Lauer Auto, Safety Tek Addition, and JumpStart.

- Economic Development Moving Forward: Councilmember Shore and Mayor Ussery will work with this goal as well.
- Youth Engagement so far: Police Department youth engagement, Fire Department cadet program.
- Youth Engagement Moving Forward: Councilmember Pike will work with this goal.
- Quality of Place so far: continued park improvements and downtown street improvements
- Quality of Place moving forward: Councilmembers Palmer-Witt and Pike will work with this goal
- Infrastructure so far: New road and pavement study to develop long range street improvement program coming late 2020.
- Infrastructure Moving Forward: Councilmember Griffin will work with this goal

**c. Vacation and Sick Leave Accrual**

Current City policy is that vacation is accrued in a lump sum on the employee's anniversary date. No vacation leave allowed during first year of employment and at end of one year, 80 hours of vacation leave is available to employee (1-5 years 80 hours; 6-9 years 120 hours; 10+ 160 hours). Vacation hours are not cumulative and must be used prior to next anniversary date. If special circumstances, employee has 90 days after anniversary to use accrued vacation with City Administrator approval.

We are proposing to move to pay period accrual for vacation hours, sick leave is accrued in this way. Accrual for each year would begin January 1, 2021. Each pay period an employee would accrue 3.08 hours (0-5 yrs.), 4.62 hours (6-9 yrs.) or 6.15 (10+ yrs.) hours of vacation. Employees will only be able to use vacation hours that have been accrued to date. Employee's would begin accruing vacation on the first pay period of employment but would not be able to use vacation for first 6 months of employment. After 6 months employee would have approximately 40 hours vacation leave available. We are also proposing that employees be allowed to carry over not more than 120 hours of vacation each year. Any vacation in excess of 120 hours must be used prior to the end of the last pay period for the fiscal year.

Beginning January 1, 2021 each employee would begin accruing vacation leave at the hourly rate based on years of service. Any vacation the employee currently has accrued would carry over to 2021 i.e. if an employee had 100 hours of vacation remaining in his anniversary year, those hours would still be available for 2021. Additionally, vacation hours that would have been accrued from anniversary date in 2020 to January 1, 2021 would be awarded in a pro-rated lump sum to ensure the full vacation compensation is awarded by their 2021 anniversary date. (i.e. if an employee's anniversary date is 10/1 and they hit 8 years employment, their vacation leave would be credited with 27.72 hours (6 pay periods from 10/1 to 12/31 X 4.62 hr rate of accrual))

Sick leave currently policy allows employees to carry over up 480 hours of sick leave from year to year. Once employee is at 480 hours, no sick leave hours are accrued monthly. Upon retirement in accordance with KPERS, employee receive one half of accrued and unused sick leave.

Staff is proposing to remove the limit on sick accrual. Upon retirement in accordance with KPERS, if employee has accrued 800 hours of unused sick leave, the City will pay 240 hours of sick leave to eligible employee. Employees at 480 hours on January 1, 2021 and retire in accordance with KPERS within 3 years of January 1, 2021, will still be eligible for the payout of 240 hours regardless of the hours they have accrued (There are 4 employees who this would apply to).

Council had a general consensus to agree with the accrual but asked if moving to Paid Time Off would be beneficial.

Staff will review options and bring a policy to council for review before the end of the year.

**4. Executive Session: Discussions Prior to Acquisition of Real Estate:**

**Motion:** Griffin moved, Shore seconded to recess into executive session to discuss the acquisition of real estate to include the City Administrator. The open meeting will reconvene in the City Council Chamber at 8:27 p.m.

Mayor Ussery called the meeting back to order at 8:27 with no action taken in executive session.

**5. Adjournment**

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

**MOTION:** *Shore* moved; *Pike* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:28 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 29, 2020 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 13th day of October 2020

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Courtney Zollinger, City Clerk