



## City of Clearwater Council Meeting Notice

Tuesday, March 8, 2016 at 6:30pm

129 E Ross Clearwater, KS 67026

[www.clearwaterks.org](http://www.clearwaterks.org)

Please call the Clerk's office at 620-584-2311 or the Kansas Relay Service 800-8766-3777 at least 48 hours in advance if you require special accommodations to participate in this meeting. We make every effort to meet reasonable requests.

### AGENDA

[Please note that the meeting agenda is subject to change during the meeting.]

**1. Call meeting to order and welcome**

Burt Ussery, Mayor

**2. Invocation and flag salute**

**3. Roll Call**

Courtney Meyer, City Clerk

Burt Ussery, Mayor

Laura Papish, Councilmember President

Austin Wood, Councilmember

Paul Clark, Councilmember

Ron Marsh, Councilmember

Chris Griffin, Councilmember

**4. Action: Approve March 8, 2016 meeting agenda**

**5. Public Forum**

Pursuant to Ordinance No. 917 and Section 2.08.010 adopted by the governing body and approved by the Mayor on November 24, 2009, members of the public are allowed to address the Mayor and City Council for a period of time limited to not more than five minutes.

**6. Action: Approve Consent Agenda**

**TAB A**

a. Minutes 02/23/16 Council Meeting

**7. Action: Presentation from Paul Rhodes, Editor/Owner Times-Sentinel Newspaper Group – 2016 Progress Edition**

**TAB B**

**8. Action: Consider an Ordinance 1010 Establishing Impound Fees for the City of Clearwater**

**TAB C**

9. **Action:** Consider an Ordinance 1011 Establishing a No Parking Zone on 4<sup>th</sup> Street North of Ross St.      **TAB D**
10. **Action:** Consider a Proposal from the WSU Hugo Wall School of Public Administration for a Strategic Plan for the City of Clearwater      **TAB E**
11. **Action: Claims and Warrants**  
Courtney Meyer, City Clerk
12. **City Administrator Report**  
Justin Givens, City Administrator
13. **Council Reports**
14. **Adjournment**

**NOTICE: SUBJECT TO REVISIONS**

It is possible that sometime between 6:30 and 7:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

**Honorable Mayor and City Council**

**From:** Justin S. Givens,  
City Administrator

**Re:** Agenda Summary 03 08 2016

**Item 6:** a. Approval of Minutes as submitted

-----end of Consent Items

**Item 7:** Paul Rhodes will be at the meeting to present information about the 2016 Progress Edition. The special paper is done once every two years and spotlights each community in the distribution area of the Times-Sentinel Newspaper Group. A two page full color feature will be approximately \$1,000 for this year's edition.

**Item 8:** An ordinance will be presented at the meeting that will establish a fee (\$25.00) for dogs impounded within the city. This fee will help to cover a portion of the costs for the Animal Control Officer and establish a formal policy for the payment when a dog is impounded.

**Item 9:** An ordinance will be presented at the meeting that will establish a No Parking Zone on 4<sup>th</sup> Street, north of Ross Street. Past actions and issues necessitate that the city have legal means to enforce no parking in this area.

**Item 10:** Misty Bruckner will be on hand to present a proposal for a Strategic Plan for Clearwater. The last plan, it is believed, was done in 1997. The proposed cost for the Plan would be \$15,500. That cost could be split over two budget cycles and be a programmed cost in 2017. Ms. Bruckner has a meeting prior to ours and may be late in arriving. If so we will proceed with other portions of the meeting until her arrival.

**Item 11:** Claims and Warrants. A full list of Claims and Warrants will be presented at the meeting on Tuesday.

**Item 12:** A full City Administrators Report will be presented to the Governing Body at the meeting.

**Items of Note:**

Joint Quarterly Meeting with the Park Advisory Board will be March 9<sup>th</sup>.

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
February 23, 2015  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**1. Call to Order**

Mayor Burt Ussery called the meeting to order at 6:30 p.m.

**2. Invocation and Flag Salute**

Mayor Ussery gave the invocation which was followed by the pledge of allegiance and flag salute.

**3. Roll Call**

The City Clerk called the roll to confirm the presence of a quorum. The following members were present:

Mayor Burt Ussery, Councilmembers Ron Marsh, Paul Clark, Laura Papish, and Austin Wood were present.

Chris Griffin was absent.

The following staff members were present:

Justin Givens, City Administrator; Courtney Meyer, City Clerk; Austin Parker, City Attorney; Bill Hisle, Police Chief; Ernie Misak, Public Works Director.

Others Present:

None.

**4. Approval of the Agenda**

Administrator Givens stated that an appointment to the Library Board was added to the consent agenda. Katie Givens was asked to join the Library Board.

Mayor Ussery called for a motion to approve the February 9<sup>th</sup> agenda with the modification.

**Motion: Clark** moved, **Marsh** seconded to accept the February 9, 2016 agenda with modification. Voted and passed unanimously.

**5. Public Forum**

None

**6. Consent Agenda**

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

**Motion: Marsh** moved, **Papish** seconded to approve the consent agenda as presented. Voted and passed unanimously.

Councilmember Chris Griffin arrives at 6:37pm

**7. Approve a Utility Easement with SKT in the Chisholm Trail Sports Complex**

Givens stated SKT provides cable, internet, and phone to businesses and residential properties in Clearwater. SKT has requested an easement from the city to install new service to Park Glen Estates.

The proposed easement would run north to south from Ross to the Park Glen Estates property thru the Chisolm Trail Sports Complex. The proposed utility easement is 20' wide and is designed to be east of the drive going thru the sports complex. The easement would not interfere with any current facilities or proposed future plans for the park area. SKT has an option for the installation of a new service line that would run from 4<sup>th</sup> Street thru the existing homes which would require the removal of fences and trenching the line in thru backyards.

Cities routinely grant easements at no charge to utility companies for service to its citizens. The city does receive a 3% franchise fee from SKT for allowing the company to operate within the city limits.

Council discussed the location and decided that it would be better for future development to move the easement further east to be placed in the right of way in what could be a future road.

**Motion:** *Griffin* moved, *Marsh* seconded to approve a utility easement for SKT through the Chisholm Trail Sports Complex with the adjustment to place the easement further east to be placed in the right of way in what could be a future road. Voted and passed unanimously.

#### **8. Approve the Purchase of a 2003 Bucket Truck**

Givens stated for 2016, the Public Works Department programed in \$8,000 for a utility bed to be placed on one of the existing trucks in the fleet. Staff was approached with the opportunity to purchase a used bucket truck from SKT prior to being listed on Purple Wave. The bucket truck comes with a utility bed and would double as a service vehicle. The Public Works Department uses lifts to trim trees in the right of way and place flags and banners during holidays. The department also has to work in conjunction with other contractors to install lights during the holidays as well as repairing of lights that cannot be reached safely such as the traffic signal for the pedestrian cross walk at City Park.

The bucket truck offered from SKT is a 2003 Ford F-550 2wd with approximately 45,000 miles on it. It has an ETI Lift with a working height of 32' which was certified as recent as 2015. Bucket trucks are required to be certified every year. The truck does have a utility bed and would be used as a service vehicle for the water department. With the addition of a bucket truck to the fleet staff would be able to more safely trim trees within the right of way as well as hang banners and flags and would not be dependent upon other organizations for the installation of holiday decorations.

\$8,000 was earmarked in the budget for the utility bed in the Water Department. Public Works would sell the 2002 Ford truck to help cover the cost of the bucket truck. Those amount with an additional amount from each of the Water and Sewer Utility Year End transfer would cover the cost of the bucket truck.

SKT is offering the bucket truck to City of Clearwater in the amount of \$20,000.

Council discussed and agreed the purchase is a good investment and stated that the 2002 Ford truck will need to be sold to cover the cost.

**Motion:** *Papish* moved, *Clark* seconded to approve the purchase of the 2003 bucket truck in the amount of \$20,000 from SKT with the requirement of selling the 2002 Ford truck to help cover the cost. Voted and passed unanimously.

#### **9. Authorize the Mayor to Enter into an Agreement for Financing with Emprise Bank for a 2016 Ford Police Interceptor**

In the 4<sup>th</sup> Quarter of 2015, the Police Department ordered a 2016 Ford Police SUV. The vehicle was budgeted as part of the fleet replacement program and will replace one of the cruisers that was rotated out of service. The city has used lease/purchasing financing to minimize upfront cost in purchasing

vehicles, which allows the fleet to be rotated easier when vehicles begin to have higher mileage.

The lease purchase option allows the city to budget a smaller amount on a yearly basis and minimize the impact of new vehicles on the overall operating budget. This is especially useful will interest rates remain low. Staff reached out to several banks and finance companies for quotes on financing options. The city budgets payments for 36 months for each vehicle. The quotes received are as follows:

Lender	APR	Monthly Payment
Ford Motor Company	5.65%	830.37
Home State Bank	4.00%	806.01
Emprise Bank	3.15%	792.88

The City currently has two other vehicles on lease purchase options. The 2013 Tahoe and a 2013 Chevy Truck. The 2012 Tahoe was paid off last year.

The payments for the patrol vehicles are budgeted in line item 100.402.4150.761.007 The new vehicle will require yearly payments of \$9,514.56 for 36 months with a total cost of \$28,543.68 which is \$1,521.68 over the delivered price. The total of all lease purchase payments for the Police Department for 2016 would be \$17,925.82. In 2016 the budgeted amount for all lease purchase payments was \$35,000

**Motion: Griffin** moved, **Clark** seconded to authorize the Mayor to enter into agreement for financing with Emprise Bank for the 2016 Ford Police Interceptor. Voted and passed unanimously.

**10. Create a Position of Substitute Assistant for the Community Center and Appoint to the Position of Substitute Assistant for the Community Center.**

Givens stated the Senior/Community Center employs one full time person, (the Director) and one part-time person (Assistant). On occasion, for various reasons neither the Director nor Assistant have been available for work at the Center.

If neither person is available the center is closed or volunteers are sought out at the last second to open and close the center. The appointment of a Part-Time Substitute Assistant that could be scheduled in when conflicts arise as well as called upon when needed would smooth operations and ensure the hours of operation for the Community/Senior Center.

The appointment of this person would be budget neutral as the hours worked would be equivalent to the already programed in hours for the Assistant. The addition of the position would also help to eliminate overtime incurred by the Director. The position would pay \$7.50 per hour and would not be eligible for benefits from the city.

**Motion: Griffin** moved, **Marsh** seconded to create a substitute assistant and appoint Marlene Parret to the position. Voted and passed unanimously.

**11. Claims and Warrants**

Meyer presented the claims and warrants in the amount of \$99,274.72.

**Motion: Papish** moved, **Griffin** seconded to pay the claims and warrants in the amount of \$99,274.72. Voted and passed unanimously.

## **12. City Administrators Report**

- Administration
  - Staff has finished the review of the Personnel Manual. Once the changes have been completed it will be sent to legal for review. Based on any changes or recommendations it will either be on the agenda for the 1st or 2nd meeting in March for adoption.
  - Lewis Street Glass will be in next week to install the transom glass above the council chambers entry way. This should help with heating and cooling.
  - Staff met with Greg Renn and presented the improvements necessary for occupation of the building next door. One issue in the cost associated with using the building next door will be to make the bathrooms ADA accessible.
  - Backstop Update: EMC has selected to pay off the low bid that was received for the backstop from Wichita Fence. They had a variety of bids including full replacement and repair options. Wichita Fence will be on site next week to go over the repairs in detail with staff and representative from the school.
  - SKT Franchise Agreement: SKT has informed the city that they will be transitioning to a state wide franchise agreement. The 3% franchise agreement that they have with the city will remain in effect after the transition. More fixtures are counted in the franchise agreement and based on other agreements the actual fees have gone up slightly from the average of \$.50 to \$.70 per customer in other markets while the fee of 3% has remained unchanged. The city can, if we desire, raise the franchise fee from the current 3% to 5%. Franchise fees are generally passed on to customers though. In 2015, the city received slightly more than \$12,000 from our franchise agreement.
- Public Works
  - Staff has continued working on the gun range at the WWTF
  - Staff has started and will continue working on ball fields
  - We have approved our response to the annual audit and accepted our proposed actions to the minor violations that we cited.
  - Cole Hollis and Chadd Posch attended a two day cross connection class and have begun to review and implement changes to our cross connection policy.
  - Staff repaired a water leak on North 4th last week.
- Parks and Recreation
  - Baseball sign-ups have begun
  - The repairs for the concession stand roof have been completed. Eaton Roofing repaired the loose shingles as a warranty item at no cost to the city.
- Library
  - Story Time and Lego Club are tomorrow.
  - Staff will be looking at adding new programs for March and the rest of the year.
- Community Center
  - Hosted Tax Day on February 22nd – a free service for those needing tax help. 20 residents used the service.
  - Hosted an I.D. Theft Seminar on February 16th with approximately 25 attendees.
  - The Quilts of Valor was well attended by the community on Presidents Day.
  - Police
  - Pending Financing Approval – the new Police Interceptor SUV will be picked up this week and will be put in service after the installation of the cage and communication equipment.
  - Officer Adams has completed his first week of training at the Kansas Law Enforcement Training Center. His training will be completed in May and then he will complete a weeks- worth of field training.

City Hall will be closed Monday, February 15<sup>th</sup> in observation of Presidents Day

**13. Council Reports**

Griffin had nothing to report.

Marsh had nothing to report.

Clark had nothing to report.

Wood had nothing to report.

Papish mentioned a fallen tree in a yard at Kansas and Byers that has been there since last year is an eye sore. Can there be anything done with it.

Givens stated he would follow up with a nuisance report.

Ussery had nothing to report.

**14. Adjournment**

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

**MOTION:** *Marsh* moved, *Clark* seconded to adjourn the meeting. Voted and passed unanimously  
The meeting adjourned at 7:28 p.m.

**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 January 26, 2015 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 9<sup>th</sup> day of February 2016.

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Courtney Meyer, City Clerk

**City of Clearwater  
City Council Meeting  
March 8, 2016**

**TO:** Mayor and City Council  
**SUBJECT:** Consider Participation in the 2016 Progress Edition of the Times/Sentinel Newspaper  
**INITIATED BY:** City Administrator  
**PREPARED BY:** City Administrator  
**AGENDA:** New Business

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**Background:** Every two years the Times-Sentinel Newspaper Group produces a Progress Edition which highlights activities and items of interest in the communities that the paper covers. Clearwater is one of those cities. In 2014, the city of Clearwater did participate in the Progress Edition. The copy of the article follows this report.

**Analysis:** Paul Rhodes, editor/owner of the Times/Sentinel will be on hand to give the Governing Body a presentation on the latest version of the Progress Edition.

**Financial:** Two full pages in the Progress Edition would cost approximately \$950. The funds would come from the General Fund Line Item 4020.721.005 which has a 2016 balance of \$1,500 for expenditures.

**Legal Considerations:** Review and Comment as Necessary.

**Recommendations/Actions:** It is recommended the City Council:

- 1) Purchase a Multiple Full Page Article in the 2016 Progress Edition;
- 2) Purchase an Alternative Article in the 2016 Progress Edition;
- 3) Not Purchase an Article in the Progress Edition;
- 4) Table the Matter for Further Study;
- 5) Take No Action.

**Attachments:** 2014 Clearwater Progress Edition Article (1-page) 2016 Progress Edition Rate Sheet (1-page)

# Progress Edition 2016

Published in The Times-Sentinel, the Conway Springs Star & Argonia Argosy, and the Haysville Sun-Times.  
**Circulation: 6,000 copies • More than 12,000 readers**

Size	Overall Dimensions (width x height)	Price	Color
<b>Full + Full</b>	<b>10.5" x 11.5" per page</b>	<b>\$725</b>	<b>\$215</b>
<b>1/2 + 1/2</b>	<b>10.5" x 11.5"</b>	<b>\$405</b>	<b>\$145</b>
<b>1/4 + 1/4</b>	<b>10.5" x 5.5"</b>	<b>\$235</b>	<b>\$90</b>

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67025 - Cheney                      67060 - Haysville  
67025 - Clearwater                67105 - Milan  
67031 - Cownay Springs        67149 - Viola  
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# City of Clearwater is excited about new housing and business opportunities

As a new year approaches, communities in the suburban Wichita area are all turning their attentions to the challenges ahead. While the city of Clearwater is in that same situation, city officials have a lot to smile about.

Many of the key things that have made the community so stable and attractive to residents and business prospects alike remain in place, and new opportunities have presented themselves just within the past two years.

“We’ve been fortunate over the years that there have been a variety of housing options within the community, and we’ve seen some business growth as well over the past couple of years,” said city administrator Kent Brown.

Now, the community is poised for a handful of new housing options. Those include the city taking over ownership of most of the remaining lots in the Chisholm Ridge housing addition in Clearwater, and a new developer for the final phase of Park Glen.

During a sheriff’s sale for back taxes earlier this year, the city of Clearwater was the high bidder on the remaining 37 lots in the Chisholm Ridge development, in phases II and III.

“The development started out great,” said Brown. He said the original plan was to build 100 homes in three phases. Almost half of the lots were developed before the project came to a halt.

The entire subdivision was being built by one developer, Don Mertens Custom Homes. When the project stalled, a few lots were sold to another party, but those lots also haven’t been developed, said Brown.

“We bought the remaining lots because there wasn’t any attempt to maintain them, or move ahead with developing them,” said Brown. “The city invested in infrastructure there, and we want to see it used. We will try to move quickly on selling those lots to another developer.”

In the Park Glen housing addition, developer Shaun Weaver has purchased the fourth addition of that project. The site totals just over 34 acres, and Weaver is ready to launch a pair of housing options there.

Weaver is planning 15 single family patio homes. Remaining lots, which will total about 54, will be larger in scale than



**Clearwater has several housing options for new residents including the Chisholm Ridge addition, which the city has a stake in.**

normal, up to a half acre in size.

“I think there’s demand for both of these housing options,” said Weaver. “And, we’ll be the only development in town with a pool.”

Work also is continuing in the Indian Lakes development, where new twin homes are available for rent.

“It just confirms that other housing options are needed in the community,” said Brown.

## Business growth brings opportunities

Clearwater has long had a strong core of local businesses, and several new businesses have opened their doors in the community within the past couple of years.

“Community residents have supported their local businesses, and in turn, those businesses have supported a variety of things in the community,” said Brown.

New additions in recent years have included a new Casey’s General Store convenience center, and a Dollar General store. Now, a new Walmart Neighborhood Market has opened in the community.

merly housed the local grocery store and most recently Duckwall’s, is now poised for renovation and a new lease on life as the new year approaches.

Shaun Weaver, who is involved with the new Park Glen expansion, is spearheading the project at the old Duckwall’s location.

“We’re getting ready to close on that building, and will be renovating it for office suites and a banquet facility with multiple uses,” said Weaver. The first phase of that project will be to add five office suites to the east side of the building. The rest of the 6,300-square-foot building will be converted into the banquet facility.

“We want to be done with the remodeling work by the end of February,” said Weaver. For more information on that project, call 316-200-0248.

## Improvements coming to Sports Complex, City Park

Over the past two years, the Chisholm Trail Sports Complex has experienced major improvements, and that work is now continuing with a major upgrade to the facility’s softball fields.

In addition, the city also has agreed to move ahead with City Park improvements, including new equipment and soft surface upgrades.

The Sports Complex improvements,



**The past two years have seen major improvements at the Chisholm Trail Sports Complex, seen above, and at City Park. The city and Clearwater Recreation Commission shared the costs for a major renovation of the main softball field.**



**Old West reenactors prepare for a show at Clearwater's City Park during the annual Fall Festival, one of the biggest events in Clearwater.**

including a major renovation of the main softball field and a new set of batting cages, were approved late this year. Funding for the project will take about \$60,000, to be split between the city and the recreation commission.

Several donations have been committed to the project, including materials and labor.

The goal is to bring the softball field at the complex up to the standards set with the renovated baseball field to the north. The project also will address drainage issues at the complex.

Improvements at City Park would include fall zone protection surfacing under equipment areas, sidewalks and signage, and replacement of old equipment. The estimated cost for this project would be \$70,000, and the city agreed to target \$35,000 for half of the cost. The Recreation Commission will match those funds, similar to what it is doing at the Sports Complex.

"The city and the Recreation Commission are each committing \$65,000 over the next two years to these projects," said Brown. "We're getting a lot done for the money, especially with everything that's being donated up at the Sports Complex."

## Major staff changes at City Hall

Long-time city administrator Kent Brown has concluded 14 years in Clearwater, and is now the town administrator of Milliken, Colo.

"They've got a lot of challenges and a lot of opportunities," Brown said of his new position in Milliken. The move also puts Brown and his wife closer to their parents in the Denver area.

During his tenure in Clearwater, Brown was involved with a number of community improvement projects that were particularly satisfying. Those included construction of the Aquatic Center, expansion of the city's sewer lagoons and extension of water service north of town, and construction of a new senior and community center and a city emergency shelter, purchase of the city's industrial park, a new city entrance sign, and a new parking lot at City Park.

As the city looks to fill the administrator's position, Jim Heinike has been hired as interim city administrator. Heinike had a long career in similar positions, and since his retirement has been doing consulting work for several cities, including interim administrative positions with Sterling and Rose Hill.

"Clearwater has a very strong City Hall staff and great department heads," said Heinike, who will serve the city as long as needed until the administrator's position is filled on a permanent basis. He has several areas of expertise, including work with planning studies, that can benefit the city in the interim.

Also new at City Hall is city clerk Courtney Meyer, who was hired recently to fill that position. Meyer lives in west Wichita, and has a background in accounting, inventory work and office management. She most recently worked for a paving supply company in Wichita.

# City of Clearwater is always busy with projects

The city of Clearwater has numerous other projects that will be tackled during 2015.

- **Street work:** A major reconstruction of Fourth Street, from the north edge of town to Ross Avenue, will largely be funded by Sedgwick County. The city will tackle drainage work along Fourth Street at the same time, and will take advantage of possible savings on other street projects at the same time. Two major intersection upgrades along Ross also will be done at the same time.
- **Sewer lagoons:** The city is working against some state-imposed deadlines to improve the quality of water being discharged from Clearwater's sewer lagoon system. The city has already taken several steps to reduce algae in the lagoons, and will be tackling more improvements this next year. The city's long-range plan is to develop a system for irrigating using the discharge water from the lagoon system.
- **Fire and EMS:** Sometime this next year the city will launch a major study of its fire and EMS departments. The city wants to look at the future of those services and how to best keep them in place for the community. The city council has started reviewing proposals from two different groups that could do the study work.
- **Water rights.** Even though the city is in good shape with its existing water wells that supply the community, the future is a big unknown. Like many other communities, Clearwater is concerned about future water rights, and is in the process of acquiring additional water rights to ensure those supplies for the community.



**City of Clearwater**

129 E. Ross Ave. • P.O. Box 453  
Clearwater, KS 67026

Phone: (620) 584-2311 • Fax: (620) 584-3119

Mayor: Mike York

City Council: Paul G. Clark, Chris Griffin,  
Laura Papish, Burt Ussery, Jim Whitney

**City of Clearwater  
City Council Meeting  
March 8, 2016**

**TO:** Mayor and City Council  
**SUBJECT:** Consider an Ordinance Establishing Impound Fees for Dogs in City Custody  
**INITIATED BY:** Chief of Police, Court Clerk  
**PREPARED BY:** City Administrator  
**AGENDA:** New Business

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**Background:** In review of operations the Chief of Police and Court Clerk have requested that the Governing Body adopt an ordinance that would create a set fee per day for dogs that have been impounded by the city.

**Analysis:** Staff is requesting that the impound fee be set at \$25.00 per day. This fee would cover the cost of two hours of the Animal Control Officers time plus additional monies for incidental costs such as food, water, and other expenses the city incurs while animals are in custody. In 2015, the city impounded roughly 20 dogs for 60 days before the animals were either returned to their owner or sent to Sedgwick County Animal Control.

**Financial:** In 2016, the city has budgeted \$6,300 in salary for an Animal Control position. The ACO, deals with dogs at larges as well as other animal related issues such as nuisance complaints and removing nuisance animals from the city. Based on 2015 the city would have generated \$1,500 in impound fees to help offset some of that cost.

**Legal Considerations:** Counsel has crafted the Impound Fee Ordinance and will present the ordinance at the meeting on Tuesday and will be able to provide further comment as necessary.

**Recommendations/Actions:** It is recommended the City Council:

- 1) Adopt the Ordinance Establishing Impound Fees;
- 2) Not Adopt the Ordinance Establishing Impound Fees;
- 3) Table the Matter for Further Study;
- 4) Take No Action.

**Attachments:** None

**City of Clearwater  
City Council Meeting  
March 8, 2016**

**TO:** Mayor and City Council  
**SUBJECT:** Consider an Ordinance Establishing a No Parking Zone on a Portion of 4<sup>th</sup> Street North of Ross  
**INITIATED BY:** City Administrator  
**PREPARED BY:** City Administrator  
**AGENDA:** New Business

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**Background:** Staff was recently approached by an auction company about the use of the pool parking lot for an estate sale and auction that will be conducted in April on a property located on North 4<sup>th</sup>. During the discussion it was stated that a previous auction in a similar location had resulted in cars being parked on 4<sup>th</sup> Street, which required Clearwater PD to ask that the cars be moved from the street. In reviewing our municipal code, there is no ordinance that actually prohibits parking on 4<sup>th</sup> Street.

**Analysis:** It is important that when every the city acts in a regulatory or enforcement capacity, it has a legal standing for undertaking the action or enforcement. Staff has requested that the Governing Body adopt the No Parking Ordinance to ensure that 4<sup>th</sup> Street will remain unobstructed by traffic not for just this event but at any time. 4<sup>th</sup> Street is a major thoroughfare for the city and does not have the capacity in most places for parking on the side of the roadway. Parking in these areas constitutes a hazard for other motorists and if the police were required to tow or ticket a vehicle currently, they have no actual legal recourse to do so.

**Financial:** There is a small publication fee and staff will also place small No Parking signs on 4<sup>th</sup> if the ordinance is adopted. Sign posts that are currently in place should be sufficient for the placement of these signs. The cost of the signs would be less than \$500.00

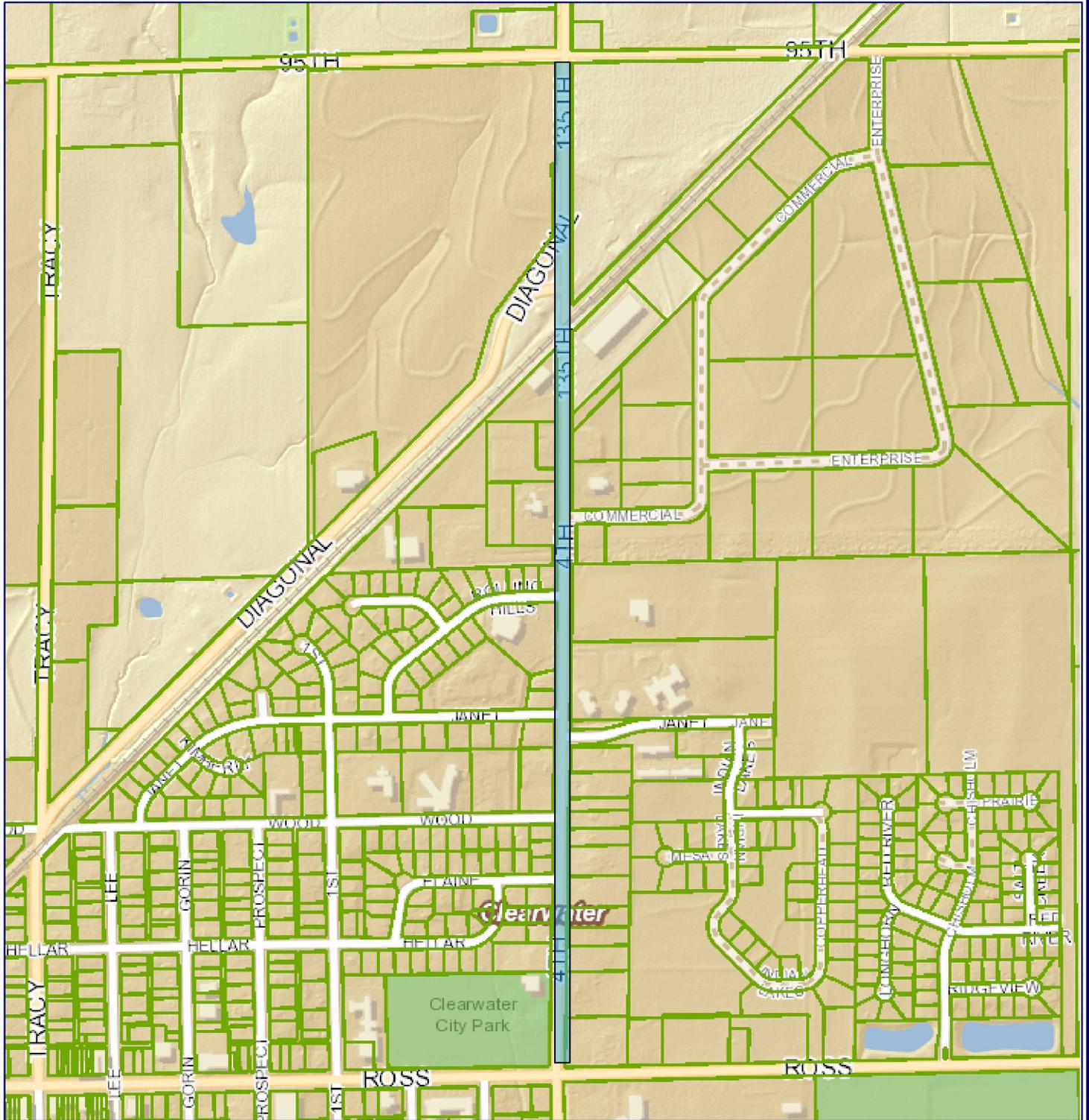
**Legal Considerations:** Counsel has crafted the No Parking Ordinance and will present the ordinance at the meeting on Tuesday and will be able to provide further comment as necessary.

**Recommendations/Actions:** It is recommended the City Council:

- 1) Adopt the Ordinance Establishing the No Parking Zone;
- 2) Not Adopt the Ordinance Establishing the No Parking Zone;
- 3) Table the Matter for Further Study;
- 4) Take No Action.

**Attachments:** No Parking Area (1-page)

# My Map



**Geographic Information Services**  
Division of Information & Operations  
[www.sedgwickcounty.org/gis](http://www.sedgwickcounty.org/gis)  
525 N. Main, Suite 212, Wichita, KS 67203  
Tel: 316.660.9290 Fax: 316.262.1174  
Fri Mar 4 11:41:34 GMT-0600 2016

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**City of Clearwater  
City Council Meeting  
March 8, 2016**

**TO:** Mayor and City Council  
**SUBJECT:** Consider an Agreement with the Hugo Wall School for a Strategic Plan for the City of Clearwater  
**INITIATED BY:** City Administrator  
**PREPARED BY:** City Administrator  
**AGENDA:** New Business

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**Background:** A Community Strategic Plan is a way for the City Council to understand what "the people" really want. Residents will propose their ideas about how to make Clearwater a better place. The purpose of the plan is to create a road-map for the City of Clearwater to guide future policy priorities and decisions. The plan will help guide the city's financial decisions, resource allocation, project priorities, and growth/development issues. It is believed that the last strategic plan was done in 1997 for the city of Clearwater.

**Analysis:** The Hugo Wall School has proposed a multi-stepped planning process that will involve community stakeholders in each of the phases that will create the final report. This report and the information that is gathered will also help in updating the city's Comprehensive Plan which is due for review in the next year. The planning process will involve:

- A Strategic Planning Committee or as a Substitute the Governing Body
- An Influencing Factors Report
- Stakeholder Interviews
- Community Engagement Sessions
- Plan Development and Review

It is anticipated that the process would take approximately 6 months and be completed by the end of 2016. Misty Bruckner will be on hand to discuss the proposal with the Governing Body.

**Financial:** The proposal cost is \$15,525. These costs can be split as a 2016 and 2017 budget item and funds for the expenditure would come from the 100.407.4020.723.002 Reserve fund for 2016. The budgeted amount for the Reserve Fund in 2016 is \$336,329. The remaining cost for 2017 would be programmed into the budget as Contract Labor.

**Legal Considerations:** Review and Comment as Necessary.

**Recommendations/Actions:** It is recommended the City Council:

- 1) Approve an Agreement with the Hugo Wall School for Strategic Planning:
- 2) Not Approve the Agreement:

- 3) Table the Matter for Further Study;
- 4) Take No Action.

**Attachments:**

Strategic Plan Proposal (10-pages)

Link to Goddard Strategic Plan:

<http://goddards.gov/Documents/d122696.aspx>

# HUGO WALL SCHOOL *of* PUBLIC AFFAIRS

## City of Clearwater Strategic Planning Project

March 2016

*Prepared by*  
Wichita State University Hugo Wall School of Public Affairs  
Public Policy and Management Center

Misty Bruckner  
*Director, Public Policy and Management Center*

Lisa Dodson  
*Project Associate, Public Policy and Management Center*

Gayle Martin  
*Program Manager, Public Policy and Management Center*

## **Background**

In response to the City of Clearwater request for services, the Public Policy and Management Center (PPMC) at the Hugo Wall School of Public Affairs at Wichita State University proposes to assist the City of Clearwater with a planning and visioning process resulting in a comprehensive strategic plan. Strategic planning is an inclusive planning process, allowing for the creation of a community plan that establishes a vision for the community, and goals and strategies to accomplish that vision.

The PPMC will assist the City of Clearwater with influencing factors analysis; citizen participation and inter-organizational participation; issue identification and prioritization; development of goals, objectives and strategies; and planning document preparation. The PPMC work closely with local government, nonprofit and various community organizations. The team will be able to provide independent facilitation and issue identification throughout the project.

The Hugo Wall School (HWS) of Public Affairs at Wichita State University works to enhance the quality of public service by assisting public officials and community organizations to meet the challenges of governance and improve service delivery. The mission of the Hugo Wall School is to enhance excellence in public service through integrated instruction, research and community service. Faculty and staff at the HWS serve as content experts, neutral facilitators and researchers for a variety of public and nonprofit organizations. The HWS believes that every community and organization is unique and, as such, is dedicated to understanding the needs and nuances of each. The HWS is a nonprofit organization driven by the mission of public service and is committed to a quality product that serves the needs of each organization and community.

## **PURPOSE**

The purpose of the plan is to create a roadmap for the City of Clearwater to guide future policy priorities and decisions. The plan will help guide the city's financial decisions,

resource allocation and project priorities. At the direction of the city council, the PPMC will work with City staff and community members in developing the plan.

## **PROCESS**

The PPMC will first develop a community issues, or Influencing Factors report, to provide research and analysis of critical topics of future impact to the community. In order to identify the appropriate strategic planning issues, the PPMC will facilitate meetings with community members, city officials and other stakeholders. A steering team appointed by the City Council is recommended to work with the PPMC in guiding the process or the City Council may choose to serve in that role. The following steps outline the proposed process:

### **Step 1. Appoint a Strategic Planning Steering Committee**

With the goal of stakeholder engagement, the HWS recommends a citizen Strategic Planning Steering Committee be appointed by the Clearwater City Council or the Council may determine to serve in that role. One advantage to creating a Steering Committee is to ensure different perspectives and interests are represented. The purpose of the Steering Committee is to advise the Council and be active participants in the process. A Steering Committee expands the expertise and is the initial outreach for community involvement. If the Council decides to serve as the steering committee, additional efforts may be needed to ensure all community perspectives are represented.

### **Step 2. Influencing Factors Report**

The PPMC will develop an Influencing Factors Report to provide a scan of current economic, demographic, and infrastructure conditions for the City. The Influencing Factors report will provide forecasting trends, as well as incorporate relevant planning documents from the City, such as the current comprehensive plan, financial plans, market impact studies and other relevant documents as defined. The Influencing Factors Report will also identify trends with potential impact for Clearwater for strategic planning.

*Hours: 50*

*Budget: \$2,600*

### *Step 3. Stakeholder Interviews*

The PPMC will interview management, elected officials and key informants of the strategic planning process for Clearwater. The purpose of the interviews is to provide individual input prior to developing consensus and begin to identify strategic issues for the community. To achieve this goal, the PPMC will conduct 5-7 interviews. The PPMC will organize and conduct 4-6 meetings with community stakeholder groups for public input. The PPMC will coordinate meetings in conjunction with existing community activities, such as business leaders, faith leaders, civic groups, or partner organizations, and others to help increase participation in the planning effort.

*Hours: 42*

*Budget: \$2,600*

### *Step 4. Community Engagement*

The PPMC will organize and conduct two community meetings for public input. The first forum will be conducted after community strategic issues have been identified by the Steering Committee. The second input-session will be conducted after the draft strategic plan is completed.

*Hours: 30*

*Budget: \$1,400*

### *Step 5. Plan Development*

The HWS will facilitate 4-6 meetings with the strategic planning steering committee to prioritize issues, goals and strategies to achieve the current mission, coordinate with the

master site plan and achieve the long-term vision. The plan will have the following specific components:

- Vision
- Mission Statement (current)
- Goals
- Action steps for the goals
- Assignment of responsibility to accomplish action steps (who is responsible)
- Identification of resource estimates (human and financial) to implement the plan
- Timeline for plan implementation
- Workplan for the next year for short-term and long-term goals
- Evaluation and performance measurement process

*Hours: 50*

*Budget: \$3,000*

#### Step 6. Council Review

The PPMC will work closely with the Clearwater City Council and staff regarding the implementation of the plan. The success of the plan is directly connected to effectiveness of the Council and staff's commitment to implementation. PPMC will present an early draft to the Council and the final report.

*Hours: 5*

*Budget: \$500*

#### Step 7. Final Report

The PPMC will create a draft strategic plan for review and approval by the steering committee. The HWS develop a final written strategic plan for submittal to the City Council.

*Hours: 37*

*Budget: \$2,900*

### **WORK PRODUCT**

A final written report will be prepared by PPMC in cooperation with the City of Clearwater staff and will include a summary of the community and stakeholder meetings, identified issues, goals and strategies. The PPMC will provide 10 report copies.

### **TIMEFRAME**

All work will be completed six to eight months after contract completion.

### **BUDGET**

Personnel Expenses (Faculty, Staff and Graduate Assistants)	\$13,000
Operational expenses (travel, supplies, printing, etc.)	\$500
Administrative Expense (15 percent)	\$2,025
<b>Total</b>	<b>\$15,525</b>

### **OVERVIEW of the PPMC**

The Hugo Wall School works to enhance the quality of public affairs by assisting public officials and community organizations to meet the challenges of governance and improve service delivery. This assistance takes the form of:

- Customized executive, management, and professional development training
- Facilitation of governing body retreats and community forums
- Education and certification for members of professional associations
- Consultation on community goal setting and strategic planning
- Community and organizational surveys
- Applied research on issues identified by state and local officials

- Technical support on public and nonprofit policy, administrative and programmatic efforts

Faculty and staff at the PPMC serve as content experts, neutral facilitators and researchers for a variety of public and nonprofit organizations. Requests come from local governing bodies, community agencies and organizations, and community interest groups.

### **RECENT RELATED PROJECTS**

City of Valley Center Strategic Planning Project

City of Roeland Park Strategic Planning Project

City of Rose Hill Strategic Planning Project

City of Goddard Strategic Planning Project

City of Moundridge Strategic Planning Project

City of South Hutchinson Strategic Planning Project

City of Wichita /Sedgwick County Comprehensive Plan

Reno County Transit Planning

City of Bel Aire Senior Task Force Plan

Wichita Fire Department Strategic Action Plan

Sedgwick County Service Inventory

City Clerks and Municipal Finance Officers Strategic Planning Retreat

Regional Economic Area Partnership (REAP) Water Resources Strategic Planning Retreat

### **PROJECT TEAM**

**Misty R. Bruckner**, Director of the Hugo Wall School, Public Policy and Management Center, joined the Hugo Wall School at Wichita State University in September 2006. Ms. Bruckner is responsible for assisting local governments and nonprofits with special projects, policy development, community surveys, facilitation and training efforts. Ms. Bruckner completed her MPA degree at the Hugo Wall School in 1995. From 1994

through 2000, she worked in the Office of the City Manager, in Wichita, as assistant to the city manager, and after 2000, was self-employed as a consultant to local governments and nonprofit agencies prior to joining the Hugo Wall School. Ms. Bruckner is a recipient of the Excellence in Public Service Award and the Sedgwick County Sheriff's Office Bronze Medal Award for Public Service –the highest honor for a civilian. In 2010, Ms. Bruckner was selected to participate in the Kansas Leadership Center's Community Collaboration Academy aimed at advancing facilitation and collaboration efforts across the state of Kansas.

**Lisa Dodson**, Project Associate, has experience consulting with nonprofit organizations, board training and development, grant writing and educational services through her company Dodson Research, Inc. She also serves as the part-time executive director of the Kansas Museums Association and part-time consultant for the Hugo Wall School of Public Affairs. Dodson's work experience includes serving as the Interim Executive Director for the Kansas African American Museum, Program Director of Business Administration at Tabor College in Wichita, Director of the Southside Education Center at Wichita State University, and Public Affairs Associate for the Hugo Wall School. Her degrees include a B.S. in Business Finance from Kansas State University, M.A. in Economics and a M.Ed. from Wichita State University.

**Gayle Martin** joined the PPMC at the Hugo Wall School, Wichita State University, in 2008 as a program manager. She is the education director for the City Clerks and Municipal Finance Officers of Kansas and the Kansas County Clerks and Election Officials Association. She also coordinates the school's Mini-MPA program. Martin is a facilitator for strategic planning projects involving local government and nonprofit organizations. She has more than 25 years public and private sector experience in public relations, journalism and association leadership. Martin has taught college and continuing education courses in municipal promotion, public relations, media relations, and leadership. She served as communications coordinator for the City of Lawrence and the

Kansas Department of Revenue. She has a Bachelor's degree in journalism from Kansas State University and a Master's degree in integrated marketing communications from the University of Kansas and is pursuing a Master's degree in Public Administration at the Hugo Wall School. She is a member of the 2012-2013 WSU Leadership Academy.

**CONTACT PERSON**

Misty R. Bruckner, Director, Public Policy and Management Center, Hugo Wall School of Public Affairs, 316.978.6521, [misty.bruckner@wichita.edu](mailto:misty.bruckner@wichita.edu)

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