

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
December 22, 2015
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

1. Call to Order

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

2. Invocation and Flag Salute

Councilmember Chris Griffin 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 Laura Papish, Paul Clark, Chris Griffin, were present.

Councilmembers Ron Marsh and Austin Wood were 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:

Harlan Foraker, Certified Engineering; Paul Rhodes, Time Sentinel News.

4. Approval of the Agenda

Mayor Ussery called for a motion to approve the December 22nd agenda as presented.

Motion: *Griffin* moved, *Papish* seconded to accept the December 22, 2015 agenda as presented. Voted and passed unanimously.

5. Public Forum

None

6. Consent Agenda

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

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

7. 2015 Amended Budget Hearing

Givens explained that expenditures were exceeded for the Special Assessment Fund for 2015. Those expenditures were offset by additional revenue that was brought in for the fund. No other fund will exceed its expenditure authority in a manner that would require an amended budget. This process does require a public hearing and the adoption of an ordinance that will increase the expenditure authority for the Special Assessment Fund in 2015.

Mayor Ussery called for a motion to open the public hearing.

Motion: Papish moved, **Griffin** seconded to open the public hearing at 6:35PM. Voted and passed unanimously.

Mayor Ussery called for any public comment on the amended budget. It was noted that there were no comments from the public during the hearing. Mayor Ussery then called for a motion to close the public hearing.

Motion: Clark moved, **Griffin** seconded to close the public hearing at 6:36PM. Voted and passed unanimously.

With no further discussion the Mayor called for a vote to adopt the amended 2015 budget.

Motion: Papish moved, **Clark** seconded to adopt the amended 2015 budget. Voted and passed unanimously.

8. Approve Request for Proposal for Cleaning Service

The City was informed that our current contract cleaning service provided would no longer be providing the service for City Hall and the Fire/EMS Facility. In consultation with other staff it was determined that a Request for Proposals for Cleaning Service be distributed to ensure that all city facilities are receiving the best possible cleaning service and to establish a clear line of vendor contracting.

Council discussed and asked the staff to move forward with the request for proposal.

9. Accept a Petition and Consent for Annexation

The property owners of 14300 W Prairie Grass Circle in the Prairie Meadows Estates have petitioned for annexation to the city in return for city water service. The city must accept the petition and consent for annexation before moving forward with the annexation process.

Council discussed if it would be better to annex the whole subdivision. Attorney Parker explained due to the location and current laws it would not be possible.

Motion: Griffin moved, **Clark** seconded to accept the petition for annexation for 14300 W Prairie Grass Circle.

10. Adopt Resolution 14-2015 concerning and Island Annexation

The second step in the annexation process for 14300 W Prairie Grass Circle is to adopt a resolution for the island annexation and to request the same from the Sedgwick County Board of County Commissioners. Once approved by Sedgwick County, the city will need to adopt an ordinance before the property is officially annexed into the city.

Motion: Papish moved, **Griffin** seconded to adopt resolution 14-2015. Voted and passed unanimously.

11. Ordinance #1008 Court Cost Increase

The court was informed in November that a fee increase of \$.50 was being passed down from the state for training and other associated funds. The Court Clerk in consultation with the Municipal Judge has requested the increased costs be reflected in our court costs. Additionally, the Ordinance will include a new fee for expungement applications.

Motion: Griffin moved, **Clark** seconded adopt ordinance 1008. Voted and passed unanimously.

12. 4th Street Project.

Givens explained several version of improvement have been proposed for 4th Street. Originally, a three lane road was designed by the county but was determined by a public vote to be cost prohibitive to the city. During the design phase, new drainage improvements were designed to slow the amount of water that would cross over 4th from east to west and then travel down city streets and drainage ways thru the park and eventually cross back into the drainage ditch on the east side of 4th south of Ross.

The project, a mill and overlay will be constructed by the county and the drainage improvements will be financed by the City. The cost of the improvements for the drainage work alone will be approximately \$240,000. These costs along with other drainage improvements will be bonded and paid over time. Additionally, the city will be required to move sewer and water services for many of the properties along 4th Street, as well as pay property owners for specific items such as trees and landscaping within the drainage area that will need to be removed. The total cost of relocation and reimbursement will be approximately \$59,500. Also, one property owner has not signed the required drainage easement. A proposed re-design for this property will be approximately \$20,000 and would include the installation of below ground drainpipe.

Council discussed further the advantages and disadvantages of the drainage work that is to be done and decided to table the discussion until all Councilmembers were available.

13. Claims and Warrants

Meyer presented the claims and warrants in the amount of \$56,663.91 and asked Council if they had any questions.

Motion: *Papish* moved, *Clark* seconded to pay the claims and warrants in the amount of \$56,663.91. Voted and passed unanimously.

14. City Administrators Report

- Administration
 - Senator Jerry Moran will be hosting his Sedgwick County Town Hall at the Clearwater Community Center on Tuesday, December 29th from 2:00pm to 3:00pm.
 - Roof work started this week today on City Hall.
 - Staff discovered that the special assessment roll for Indian Lakes was not received by the County in 2014. Staff is working with the County, City Legal and the property owner for a viable solution.

- Public Works
 - Street work for the most part was completed for Park Glen Estates. They were able to work in between weather windows to get the weather related aspects of the project completed.
 - Meter reading was completed this week
 - Start up for the recirculation system at the sewer lagoon took place this week. A full punch list of items will be created before the project is completed but the systems worked properly. A few repairs will be need although no increases are anticipated.
 - Work on the heating and air system for the Museum started today.
 - The skylight for Public Works will be repaired early in 2016.

- Parks and Recreation

- In conjunction with the Library, a sugar cookie decorating activity along with a holiday movie is scheduled for tomorrow. A majority of the frosting and decorations for the cookies was privately donated.
 - Youth Basketball is in full swing but will take a hiatus during the Christmas break with games resuming January 9th and going thru the 23rd
 - Based on discussions from the joint Park Advisory Board meeting. Quarterly meetings will be scheduled with the City Council.
- Library
 - The new board meet for the first time last month and reported having a good meeting. City Staff will continue to work with the board in the preparation of financial reports.
 - Staff is continuing to work on grant applications.
 - Community Center
 - The Holiday Lights Tour was a successful trip that was completely sold out based on the reserved bus (20 people)
 - The center received a grant from the Community Foundation to help replace the chairs at the community center. They should be delivered after the first of the year.
 - The Community Food Bank that is sponsored at the Community Center will be distributing food on the 29th.
 - Police
 - Chief Hisle has started his tenure with the city. An open house meet and greet for the community is tentatively scheduled for January 7th.
 - A Facebook post caused some confusion for the area. It involved a missing person and abandoned car but the Clearwater in question was for Clearwater, Minnesota and not here.
 - Night shift officers have made a conscious effort to log and report street lights that are out to Westar. Those lights are being replaced with energy efficient LED lights.
 - City Hall will be closed on Thursday, December 24th and Friday, December 25th for the Christmas Holiday.

Attorney Parker stated he has taken on an additional assignment to work with a firm in Topeka as a municipal consultant. He is keeping his firm in Wichita he will just be traveling a little bit more.

15. Council Reports

Papish – Wood Street is a mess with potholes. She asked if there were any solutions. Givens stated staff will bring solutions at the beginning of the year.

Griffin has nothing to report.

Clark had nothing to report.

Ussery had nothing to report

16. Executive Session

MOTION: *Papish* moved, *Clark* seconded to recess into executive session pursuant to non-elected

personnel to discuss specific personnel matters, to include the City Administrator. The City Council will reconvene the open meeting in the City Council Chambers at 9:00PM. Voted and passed unanimously.

Mayor Ussery called the meeting back to order at 9:00PM and stated no binding action was taken.

17. Adjournment

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

MOTION: *Clark* moved, *Griffin* seconded to adjourn the meeting. Voted and passed unanimously
The meeting adjourned at 9:01PM.

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 November 24, 2015 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 8th day of December, 2015.

Courtney Meyer

Courtney Meyer, City Clerk



