

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
August 23, 2016
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 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 Ron Marsh, Chris Griffin, Laura Papish, and Paul Clark were present.

The following staff members were present:

Justin Givens, City Administrator; Courtney Meyer, City Clerk; Jason Gearhardt, Police Lieutenant; Ernie Misak, Public Works Director; Don Schauf, EMS Director.

Others present: Ryan Peck, Morris Laing; Whitney Pelz, Whitney McMillan, Tara Lukert, Taylor Cowles, Samantha Molina, Jenna Stonehocker, Sarah Rakes, Lindsey Wolf, Jill Schroeder, Tianna Duerisen, Alli Klausmeyer, Grayce Berntsen.

4. Approval of the Agenda

Mayor Ussery stated that he asked to revise the agenda to add an executive session at the end of the meeting. Mayor Ussery called for a motion to approve the August 23rd agenda as presented.

Motion: *Papish* moved, *Griffin* seconded to accept the August 23, 2016 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. On the consent agenda there is the minutes from August 9th.

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

7. Audit Presentation – FY 2015

Gary George with George Bowerman and Noel P.A. gave council and staff his financial audit report for the City of Clearwater fiscal year 2015. George stated all funds were healthy and there are enough reserves to fund operations in the General Fund for 136 days. George did mention that the governing body and staff should review water rates as costs to run the water department are increasing more than what is charged to users.

8. Consider the Adoption of an Employee Manual

Ryan Peck, Morris Laing, and Austin Parker, City Attorney, presented a clean updated manual that both attorneys approve of. All changes and recommendation are ready for final discussion.

Council reviewed the updated personnel manual and after a brief discussion decided to move forward with the adoption of the new personnel manual.

a. Consider the Adoption of Ordinance #1013 Repealing Certain Sections of the Clearwater City Code

Motion: *Griffin* moved, *Marsh* seconded to adopt Ordinance 1013 repealing certain sections of the Clearwater city code. Roll Call: Papish, yea; Clark, yea; Marsh, yea; Griffin, yea. Ordinance passed.

b. Consider the Adoption of Resolution 6-2016 Adopting the City of Clearwater Employee Manual

Motion: *Marsh* moved, *Griffin* seconded to adopt Resolution 6-2016 adopting the City of Clearwater employee manual. Voted and passed 4-0.

9. Consider a Request for Angle Parking in the 200 Block of East Ross

Givens stated that at the August 9, 2016 City Council meeting, Shaun Weaver, owner of property located at 226 E Ross, requested that the city allow angle parking in front of his property.

Areas of angle parking are designated by ordinance in the Clearwater Municipal Code. Section 10.20.141 allows for angle parking on Ross between Grant and Lee, on Ross between around 1st Avenue, on Lee around the Ross intersection, on Gorin in the downtown area as well as a few other areas off of Ross.

The initial request was reasonable, but as staff researched the specifics of angle parking in the area, some points of consideration were discovered. A typical 60- degree angle parking stall is approximately 9' x 21'. There is ample space to provide for parking at an angle in this area without affecting thru traffic on Ross Street. However specific conditions exist to create a further detailed discussion of the request.

1. The retaining wall adjacent to the roadway. There is an approximately 3' tall retaining wall directly opposite the curb. This wall is within the public right of way and could be deemed the responsibility of the city to maintain.
2. The difference in height between the roadway and the curb. Over the years several layers of asphalt have been added to the roadway. This has created a situation that leaves an approximately 3" to 4" difference between the curb and roadway.
3. Site restrictions. While there is room to park at an angle on Ross, motorists on Gorin could be required to creep into the intersection to see eastbound traffic.
4. Car Stops. Normally, when no curb is provided a car stop is used to allow cars to park properly. Those stops are generally only used in off street parking and provide maintenance issues when placed in the roadway.

The concern from staff would be that if angled parking were allowed a car could roll forward damaging the retaining wall and the vehicle itself. Also, the concern that motorist, would have to go into the intersection to see cross traffic if vehicles were parked in the area.

If the area was striped for parallel parking, that layout could see 5 maximum vehicles parked in front of

the property. Angled parking would allow for 8 vehicles to park in the area. The challenge is to determine if potential damage to the wall is an acceptable trade-off for three additional spaces in front of the property.

As angle parking is determined by ordinance, if directed staff would prepare an ordinance that would amend section 10.20.141 to allow for angle parking in this area.

Council discussed and decided to take no action and asked staff to speak with the property owner about these findings.

Motion: Griffin moved, **Marsh** seconded to Adopt the Standard Traffic Ordinance Voted and passed unanimously. Roll Call vote: Griffin, yes; Marsh, yes; Clark, yes; Papish, yes. 4-0

10. Approve a Position Description for EMS Director & Authorize the Posting of a Vacancy Announcement

Givens explained that the City of Clearwater has maintained a volunteer Fire and EMS Department since 1976. The departments have operated separately over that time with several volunteers being members of both services though. In 2016, the Governing Body approved a paid full time EMS Director position as well as the implementation of billing for ambulatory services. The Governing Body also approved a pay rate per run for EMS volunteers. Currently, there are 13 volunteer ambulance members and approximately 25 fire members.

Council asked to have a job description for a position to cover both Fire and EMS Directors as there was money budgeted for a dual roll. They applauded Givens on his efforts for the job description but decided to table the discussion until next meeting to see a dual roll job description.

Givens asked council to discuss if it will be necessary for the EMS Director to have residency in Clearwater so he knows how to word the job description. Don Schauf, EMS Director, believe they should live in town. After council discussed they agreed the Director should live within a 5-minute radius of the City.

11. Authorize Staff to release a Request for Proposals for EMS Billing Services

Givens asked for council to approve the RFP for EMS Billing Services. He stated that he would be sending it out to 3 to 4 companies and also posting on standard channels to attain more proposals.

Council stated they would like to reach out to the community to inform them of this change to come in 2017.

The question was asked if other communities charge for home visits by the EMS. Givens stated yes some community charge for that but Clearwater is not looking at charging for house calls. Clearwater will only be looking at charging for transports

MOTION: Marsh moved, **Griffin** seconded to authorize staff to release an RFP for EMS billing services. Voted and passed unanimously 4-0

12. Claims and Warrants

Meyer presented the claims and warrants in the amount of \$435,963.52 and stated \$400,000 is for bond and interest.

Motion: Griffin moved, **Clark** seconded to pay the claims and warrants in the amount of \$435,963.52. Voted and passed unanimously.

13. City Administrator Report

- **Public Works**
 - Staff received high water alarms at the lagoons and Park Glen wet well from the storm Friday night. Slightly more than 160,000 gallons of extra water was pumped into the lagoons thru the sewer system during this rain event.
 - Staff will be repairing a water leak at 63rd and Hoover this week.
- **Parks and Recreation**
 - Volleyball for 3rd – 6th grades has started practice.
 - Flag Football will start next week. The number of participants is almost double from last year.
 - Approximately 75 kids and 25 adults attended the Movie Night. The event was moved indoors because of the storms. City provided the movie and the Chamber provided the screen.
- **Library**
 - School has started so volume during the day has declined.
 - The board is still soliciting applications for the open librarian position.
- **Community Center**
 - Hosted their biscuits and gravy breakfast on Saturday.
 - Filled the Friday volunteer driver spot for the lunch program.
 - Will be hosting commodities on Tuesday. Staff was also informed that they would be required to have a commodity day whether or not they receive a new shipment of supplies. And are to distribute uncollected or used items on those days when they do not receive new shipments of food.
 - Was informed by Sed. Co. that the funding level for the Senior Center will remain the same (\$18,000) in 2017. Our Senior Center is funded for a Level 1 Activity Center but has operated as a Level II for several years now. The difference in funding is supported by local tax dollars and donations.
- **Police**
 - Chief reports that there have been few issues with the start of school. Officer Harp has returned full time to the SRO position.
 - Chief stated that Officer Robertson has completed his field training and has been fully integrated into the rotation and department as a single patrol officer.
- **Administration**
 - Renovations to City Hall will start tomorrow.
 - Staff is gathering bids from several vendors for Health Care to compare costs for next year. We hope to have something for approval at the last meeting in September.
 - Staff completed and distributed MSDS books for buildings and vehicles.
 - The next safety meeting will cover blood borne pathogens.

14. Council Reports

Papish asked if there are laws against kids riding in parents laps when in a golf cart. Gearhardt said he would look into it. Papish also stated that she is looking into possibly having a haunted house in the Renn and Company building for Halloween.

Clark mentioned that some houses S Byers and N 4th street need compliance letters sent to them because their weeds are too high.

Marsh stated that there is a tree that needs trimmed on the walking trail East of the bus barn on Ross. Also, need to come up with a plan on who and how it is determined if the carnival can be in the park if we have too much moisture.

Griffin wanted to bring to staffs' attention that the drainage issue on 2nd street is still an issue when there is heavy rain.

Ussery asked for the backstop and fishing dock to be an action item for next meeting. He also asked for mowing quotes and updates on the emergency preparedness.

15. Adjournment

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

MOTION: *Papish* moved, *Marsh* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:13 p.m.

CERTIFICATE

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

I, Carol Reitberger, Deputy 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 23, 2016 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 13th day of September 2016.



Courtney Meyer, City Clerk

