

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

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 23rd agenda with the modification.

Motion: *Clark* moved, *Marsh* seconded to accept the February 23rd, 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 approving the February 9th minutes, approving a credit card for the chief of police in the amount of \$1000, and appointing Katie Givens to the Library Board. 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 4th 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 4th 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 15th 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 9th day of February 2016.



Courtney Meyer, City Clerk

