

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
March 22, 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

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

Austin Wood 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; Beki Zook, Recreation Director; Pamela Riggs, Community Center Director.

Others Present:

Lona Kelly, Sedgwick County Department on Aging; Randy Frazer, City of Moundridge; Marlene Parret, Robert Pugh, Dylan Gordon, Aaron Thomas, Yvonne Coon, David Coon, Ardena Matlack.

4. Approval of the Agenda

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

Motion: *Marsh* moved, *Clark* seconded to accept the March 22, 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.

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

7. Mayor Proclaims April 5th as National Service Recognition Day

Lona Kelly, Sedgwick County Department on Aging, addressed the council and explained that the volunteers for the Community Center have been a tremendous help for the City of Clearwater.

Mayor Ussery then read the proclamation and proclaimed April 5th as National Service Recognition Day

and recognized and thanked the volunteers. (Yvonne Coon, Lewis Kellogg, Kathleen Kinkaind-Brinkerhoff, Vivian Maechtlen, Ardena Matlack, Mary McMahan, Farol McMillan, Verna Parret, Robert Pugh, Carl Shaffer, Norma Sullivan, Donna Whitney, Don Watt)

8. Authorize the Senior Center Director to enter into a Facility Agreement with Friendship Meals

In March of 2016, the current Senior Meal provider informed the city that they were no longer going to prepare or provide meals to the lunch group and the Community Center. At that time, staff began to look at other alternatives for a Senior Lunch Program. Staff identified the Aging Projects-Meals on Wheels/Friendship Meals as a viable alternative to our previous provider.

Meals on Wheels/Friendship Meals provides meals to most of the Senior Programs in Sedgwick County. They are prepared at a centralized location and brought to each facility for shared meals as well as delivery. The program is very similar in that they will provide at no cost to the city a Program Coordinator who will be responsible for the lunch program at the center. In reviewing the agreement, the city will need to recruit volunteers to help deliver meals but we do have a kitchen that is licensed thru the Sedgwick County Health Department.

There is no direct cost to the city for this program. Aging Projects will provide the paid person to help administer the program. The cost of meals will increase from the current \$2.00 to \$3.00 which is the same price at other locations that serve Meals on Wheels and Friendship Meals.

Council discussed and agreed to authorize the Mayor to enter into agreement with Friendship Meals.

Motion: *Papish* moved, *Clark* seconded to authorize the Mayor to enter into an agreement with Friendship Meals. Voted and passed unanimously.

9. Consider A Proposal from WSU Hugo Wall School of Public Administration for a Strategic Plan for the City of Clearwater

At the March 8, 2016 meeting, staff presented a proposal from the Hugo Wall School for a Strategic Plan for the City of Clearwater. During the discussion of the item, the Governing Body requested that more information be presented including testimony from other cities who have gone thru the process and their thoughts. Based on that discussion, Randy Frazer, City Administrator of Moundridge, was on hand to discuss the process and how Moundridge used the plan in their city.

Mr. Frazer explained City of Moundridge's experience with the strategic planning and stated that they would do it again. It has been very beneficial to the City of Moundridge.

Givens reminded the council that 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.

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.

Motion: *March* moved, *Clark* seconded to move forward with the WSU Strategic Planning that will be split over two budget cycles. Voted and passed unanimously.

10. Consider the Creation of a Building Incentives and Property Tax Abatement Program for the City of Clearwater

Givens explained in March of 2015, Interim City Administrator, Jim Hieneke, presented the Governing Body with a wide range of incentive programs that are available to cities to help promote and encourage development within the community. Prior to establishing any partnership or program with builders it is paramount that the city determine what, if any incentives would be available to builders and prospective homeowners. Building on the material that Hieneke presented, and based on conversations staff has had with various builders in the area a summary of popular programs was compiled with costs that would be associated with each program.

There are several programs that have been proven to be more effective in the promotion of building incentives and rebates. Some of those programs provide direct incentives to developers thru rebates and refunds as well as direct and delayed assistance to the homebuyer for the community.

Clearwater primarily has three active subdivisions, Chisholm Ridge, Park Glen Estates, and Prairie Meadows. Chisholm Ridge is more of a blend of housing ranges that focus on homes starting in the 1,100 square foot range. Park Glen Estates and Prairie Meadows focus more on upscale houses starting at a minimum square footage of 1,500 square feet.

Administrator Givens went over several options for incentives for builders and buyers.

Council discussed all options and gave the staff direction to offer to sell the builder's city owned lots for the cost of the remaining specials and to offer \$1500 in closing costs for the 1st 10 buyers that will be building new.

11. Consider a Rate Change for the Twilight Swim for the Clearwater Municipal Pool

Givens explained the current cost of the Twilight Swim is \$1.50 for admittance. Twilight swim is available Monday, Wednesday, and Friday when the pool is open from 7:00 to 8:30. The price for admission is \$1.00 for ages 2-6 and 61+ and \$1.50 for ages 7-60. The pool manager has requested that the price be adjusted to a flat rate of for all swimmers.

In 2015, 549 people used the Twilight Swim for the municipal pool. Generally, there are four life guards on duty during those hours for a cost of approximately \$54.00 for each of the 32 sessions of Twilight Swim. Based on 2015, Twilight Swim generated \$823.50 in gate admission with a personnel cost of \$1,728.

If the fee were to be changed from \$1.50 to \$1.00 the loss would be \$229.50 per season. If the price were increased to \$2.00 for the hour and half swim the net gain assuming the same number of people would be \$274.50 per year.

Council discussed and decided to adjust the fee \$1.00 for all ages

Motion: Marsh moved, **Clark** seconded to adjust the twilight swim fee to \$1.00 for all ages. Voted and passed 3-1.

12. Emergency Management Action Plan

Administrator Givens updated council on the emergency action plan.

Council reviewed and asked that department heads and council get together to discuss action for the plan and also asked staff to compile a folder with the plan and important contact information.

13. Claims and Warrants

Meyer presented the claims and warrants in the amount of \$83,601.89.

Motion: Papish moved, **Griffin** seconded to pay the claims and warrants in the amount of \$83,601.89. Voted and passed unanimously.

1. City Administrators Report

- Public Works
 - Sewer Cleaning will be taking place this week. Staff has placed information on the affected areas doors.
 - staff is working on a water leak in 300 block of South 2nd
 - The sewer is in for the new house on Grant. Staff is assisting with the repair to a parking area for one of the property owners who was effected by the installation of the new service.
 - Staff will begin mowing this week
- Parks and Recreation
 - Approximately 125 children showed up for the Easter Bunny Event in the park.
 - Decker Electric was out to repair and replace lights at the baseball and softball fields
- Library
 - Story Time and Lego Club are this week.
- Community Center
 - The Senior Group will be taking a trip to the Wichita Children's Theater for Joseph and the Amazing Technicolor Dreamcoat
- Police
 - The Police Interceptor has been picked up and is at KA-Comm getting the peripheral equipment installed it should be in service the first of April
 - Officer Adams continues his training at the Kansas Law Enforcement Training Center with good reports from the instructors. His training will be completed in May and then he will complete a weeks- worth of field training.
- Administration
 - Staff has been assisting the auditor this week. He should be finished this week.
 - Staff has a meeting this week with Renn and Co about Cyber Liability Insurance
 - Staff has been working with our Financial Advisor on the permanent financing for Park Glen Estates

Marsh asked for an update on the ball field net. Givens said the company who was supposed to be fixing the issue will not be able to come out before the season is underway because the material they needed to fix the net was not in. Givens did state that public works will be going out tomorrow to do a temporary fix to get through the season.

14. Council Reports

Papish had nothing to report.

Clark had nothing to report.

Marsh asked that communication between staff and council be more open. He would have liked to know the issues with the fence company as they were happening and any other issues or concerns as they happen and not just when staff has reached an impasse.

Griffin raised questions about curfew for the park. Counsel explained that there is no curfew just for the park, but there is a city wide curfew for kids 17 and under that will be upheld. He also mentioned a safety hazard with some of the park benches where the legs stick out and asked that the paths around the ponds be cleaned up.

Ussery had nothing to report.

15. Adjournment

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

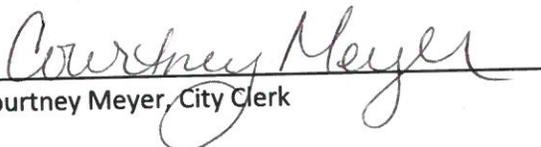
MOTION: *Papish* moved, *Clark* seconded to adjourn the meeting. Voted and passed unanimously
The meeting adjourned at 9:10 p.m.

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 March 22, 2016 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 12th day of April 2016.



Courtney Meyer, City Clerk