

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
March 8, 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, Laura Papish, and Austin Wood were present.

Chris Griffin and Paul Clark 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:

Paul Rhodes, Times Sentinel News; Misty Bruckner, WSU Hugo Wall; Hayley Reibenspies, Bailey Weese.

4. Approval of the Agenda

Givens mentioned that Misty Bruckner with WSU Hugo Wall School could be late arriving to the meeting and if so we would continue with other items on the agenda before considering Item # 10. Mayor Ussery called for a motion to approve the March 8th agenda as noted.

Motion: *Marsh* moved, *Papish* seconded to accept the March 8, 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: *Marsh* moved, *Papish* seconded to approve the consent agenda as presented. Voted and passed unanimously.

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

Paul Rhodes addressed the council and said 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.

Givens mentioned that Clearwater ran two full pages in the Progress Edition last time and it 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.

Motion: Papish moved, **Wood** seconded to run 2 full pages in color for the 2016 Progress Edition. Voted and passed unanimously.

8. Consider an Ordinance Establishing Impound Fees for the City of Clearwater

Givens stated 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.

Staff was 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.

In 2016, the city has budgeted \$6,300 in salary for an Animal Control position. The Animal Control Officer, 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.

Givens then said after talking with counsel the city will need to do a little more research in having a licensed dog pound and impound license.

Council tabled the subject until further information could be presented.

9. Consider Ordinance 1010 Establishing a No Parking Zone on 4th Street North of Ross Street

Givens stated 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 4th. During the discussion it was stated that a previous auction in a similar location had resulted in cars being parked on 4th 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 4th Street.

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 4th Street will remain unobstructed by traffic not for just this event but at any time. 4th 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.

There is a small publication fee and staff will also place small No Parking signs on 4th 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

Council asked if there are other streets that could be listed as a no parking zone and be added to this list.

Parker stated there is probably more streets and this ordinance can be modified to include any streets in the future.

Motion: Wood moved, **Marsh** seconded to adopt Ordinance 1010. Roll Call: Papish, yea; Wood,
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yea; Marsh, yea. Voted and passed unanimously.

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

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.

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.

Misty Bruckner explained this process is not to mitigate but give direction to cities. Strategic plans used to be for 10 years but studies showed that was not likely and decided 3 to 5 year plan was more practical.

WSU would accommodate the community and attend any meeting or see any group of people the city council would suggest. Examples of strategic plans that WSU has done would be Moundridge, Rose Hill, and Goddard. Bruckner explained that Moundridge was what they called a shining star.

Council decided that no decision would be made tonight, but would like to see Moundridge's Strategic Plan and possibly speak with the Mayor to talk about their process and thoughts on their project.

11. Claims and Warrants

Meyer presented the claims and warrants in the amount of \$102,053.56.

Motion: *Papish* moved, *Wood* seconded to pay the claims and warrants in the amount of \$102,053.56. Voted and passed unanimously.

12. City Administrators Report

- Public Works
 - Staff placed multiple loads of keel for the field at City Park
 - Staff is working with KDPW on getting grass carp added to the mix of fish stocking. Grass is beginning to take hold in the west pond and the carp should help to alleviate some of the issues.

- Staff will present an option for a handicap fishing dock to the Park Advisory Board at the April meeting that would consist of decorative concrete blocks and railing that would be placed on the east pond. The anticipated cost should be within the amount that was donated for the dock.
- Staff has relocated the hydrant at Ross and Tracy in advance of the drainage work that will be completed this summer
- Staff has continued working on the gun range at the WWTF
- Parks and Recreation
 - Baseball/Softball registration closes March 9th. Practice will begin in April with Games starting in May and running thru the first of July
 - Staff met with the representative from Trans Systems on the sidewalk grant application this week.
 - Due to scheduling conflicts the joint meeting with the City Council and PAB/Recreation Commission has been postponed until April 13th.
 - The Annual Easter Bunny Candy Scramble will be Saturday, March 19th at the City Park starting at 9:00 am.
- Library
 - Story Time for this week will be centered on Dr. Seuss as this is the birthday month for the writer.
- Community Center
 - Staff has been in contact with Friendship Meals to replace the lunch program that was previously sponsored and supported by the Clearwater Nursing and Rehabilitation Center. The Nursing Home contacted the city and said they were going to discontinue the program at the Community Center but continue serving meals to those that were homebound. We are awaiting an approval from the Department on Aging for the Friendship Meal Program. The last prepared meal from the Nursing Home will be on Friday, March 11th.
 - Freeman Pharmacy was the featured guest at the Carry in Lunch today.
 - The Haysville Health Mart has taken over sponsorship of the Third Thursday Bingo and will provide prizes to players.
- Police
 - The Police Interceptor has been picked up and is at KA-Comm getting the peripheral equipment installed.
 - Officer Adams has been testing above 80% while in 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.
- Administration
 - Lewis Street Glass was able to install the transom glass above the council chambers entry way. This should help with heating and cooling and noise reduction.
 - Staff was able to speak with Sedgwick County on the ADA bathroom issue for the building next door. As long as the occupancy load is under 49, the requirement is for a single ADA compliant bathroom. Each bathroom will be required to be unisex however. We are getting updated numbers on the cost and will present a full report in April.
 - Staff distributed an Employee Health Survey for information gathering that will be provided to prospective Health Insurers. Our current contract with the State Employee Health Plan is up this year and we are soliciting bids for Health Insurance. We currently have 16 of the 17 eligible employees on the Plan.

- Staff has finished the review of the Personnel Manual and it is currently being reviewed by an HR Lawyer. The review should be completed and ready for presentation at the first meeting in April. Based on updating the new policies staff has looked into a couple of changes;
 - Paid Time Off vs. Sick and Vacation Time
 - All leave would be accrued on a per pay period basis and to help protect employees a long term leave bank would be created in the transition.
 - Exempt vs. Non Exempt Employees
 - There are two employees who's positions may meet the test to move from hourly non-exempt to salary exempt, including the City Clerk and the Community/Senior Center Director

Council wanted staff to discuss with the HR attorney which positions can be exempt and their opinion on PTO or Sick and Vacation.

- The Spring City Wide Clean Up will be April 15th and 16th. Staff has been approached about the possibility of moving from a centralized location to curbside pick-up. This was a service that was offered by Waste Connections when the original franchise agreement was put into place.

13. Council Reports

Wood had nothing to report.

Papish mentioned the fence behind Dollar General is down again and also Chamber Coffee is this Thursday @ 9:30am. Papish also inquired about the old business list and would like to see it at the council meetings.

Marsh stated the bid opening for the Sedgwick County 4th Street project is March 29th.

Ussery had nothing to report.

14. Adjournment

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

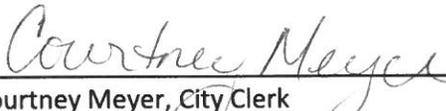
MOTION: *Wood* moved, *Papish* seconded to adjourn the meeting. Voted and passed unanimously
The meeting adjourned at 8:15 p.m.

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